



2008/2009

Student Handbook

The Art Institute of Tennessee-Nashville reserves the right to change the policies contained within this student handbook from time to time. Notice is not required for a new policy to take effect, however The Art Institute of Tennessee-Nashville will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate by the college administration.

The Art Institute of Tennessee-Nashville
100 CNA Drive
Nashville, TN 37214

Local: 615.874.1067
Toll free: 866.747.5770
www.artinstitutes.edu/Nashville

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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Letter from the President

Dear Art Institute Student:

Welcome to the Art Institute of Tennessee-Nashville! We are pleased and honored that you have chosen to continue your education at The Art Institute.

The Art Institutes have a rich tradition and history of excellence with thousands of outstanding alumni in the professional creative and culinary fields. As a student, you are the beneficiary of this strong legacy. I encourage you to take advantage of the many resources available to you as you work to reach your goals and to earn your college degree. All of us are here to help you achieve success.

I look forward to meeting each of you in the weeks and months ahead.

Good luck and enjoy!

Carol Menck
President

Mission Statement

The Art Institute of Tennessee-Nashville is a private college of creative professional studies. We prepare students for careers in design, media arts, and culinary arts by providing an educational environment, with attention to changing technologies and other requirements of the global marketplace. Our success is measured by our ability to:

- provide a curriculum that integrates conceptual and analytical skills with education
- offer education by qualified professionals
- prepare students for career entry, placement, and growth in their respective fields

About this Handbook

Your “Art Institute of Tennessee-Nashville Student Handbook” is a valuable resource as you progress through your academic program. Aside from a useful appointment calendar with important dates included, there is information about what will be expected of you as an Art Institute student. Your handbook also makes it easy to know where to go for resources and information, and there are important sections including Art Institute policies and procedures you need to be aware of.

Take a few minutes to look through your handbook. You’ll find it an interesting and handy reference.

Statement of Student Commitment

I perceive myself as artistic and creative.

I believe in myself and am committed to the work I do.

I demonstrate ethics in the work I produce.

I possess clear career goals.

I choose to attend regularly and participate actively in learning activities.

Getting the Most from Your Education

At The Art Institute of Tennessee-Nashville, our role is to provide educational services to help you develop your potential. An Art Institute education is not something we do to our students. Instead it is a process where we learn and explore with you. We cannot simply hand you skills and knowledge. You must be a full partner in this interactive learning process.

At The Art Institute, you become part of a vibrant, energetic, learning community, where you are supported and encouraged to do your best. It’s a community where we celebrate diversity. It’s a community bound by mutual respect for individuality and creativity.

Your responsibilities as a student of The Art Institute of Tennessee-Nashville include:

- Meeting deadlines
- Attending class
- Arriving on time
- Making use of faculty and staff
- Asking questions
- Getting involved

Reading and understanding the policies in this student handbook, the application booklet, the catalog, and any policies subsequently provided to you, are also your responsibility.

The doors of our faculty and staff are open to you. If you have any questions, don’t hesitate to ask!

Academic Calendar

Summer Quarter 2008

First day of classes	July 14
Mid-Quarter Start	August 21
Labor Day Holiday	September 1
Final examination/critiques	September 22 - 27
Summer Quarter ends	September 27
Vacation Break	September 28 - October 5

Fall Quarter 2008

First day of classes	October 6
Mid-Quarter Start	November 13
Winter 2009 registration begins	November 17
Thanksgiving Holiday	November 26-30
Final examinations/critiques	December 9-17
Fall Quarter ends	December 20
Vacation Break	December 21 - January 11

Winter Quarter 2009

First day of classes	January 12
Martin Luther King, Jr. Holiday	January 19
Presidents' Day Holiday	February 13
Mid-Quarter Start	February 19
Spring 2009 registration begins	February 23
Final examinations/critiques	March 17 - 25
Winter Quarter ends	March 28
Vacation Break	March 29 - April 5

Spring Quarter 2009

First day of classes	April 6
Mid-Quarter Start	May 14
Memorial Day Holiday	May 25
Final examinations/critiques	June 9 - 17
Spring Quarter ends	June 20
Vacation Break	June 21 - July 12

Summer Quarter 2009

First day of classes	July 13
Mid-Quarter start	August 20
Labor Day Holiday	September 7
Final Examinations/critiques	September 8 - 16
Summer Quarter ends	September 19
Mid-Quarter ends	September 26

Questions? Answers

Check on financial aid	Student Financial Services
Find a part-time job.....	Career Services
Inquire about accommodations for a disability.....	Student Affairs
Need a copy of college transcript.....	Registrar
Want to pay a college bill.....	Accounting
How to register for classes.....	Registrar
Not satisfied with a grade I received.....	Course Faculty Member
Talk with someone about a personal problem.....	Student Affairs
Develop a professional résumé	Career Services
Lost or found items	Front desk
Find a tutor for a course I'm taking	Academic Affairs
Locate a doctor or dentist.....	Student Affairs
Need student health insurance	Student Affairs
Inquire about transfer credit.....	Academic Affairs
Find a faculty member	Academic Affairs
Find a department chair	Academic Affairs
Interested in studying abroad?	Academic Affairs
Talk to someone about a class.....	Your Department Chair
Injured on campus.....	Student Affairs
Interested in an Art Institute Online Course?.....	Academic Affairs
Nearing graduation?.....	Academic Affairs
Ask about VA benefits.....	Registrar

What You Need To Know

ACADEMICS

ACADEMIC ADVISING

Your department chair or a member of the Advising Center staff is designated as your academic advisor at The Art Institute of Tennessee-Nashville. In addition to helping you succeed with your educational goals, the department chair will also guide you toward your career goals and successful completion of portfolio work.

Additional academic advising is provided for new and re-entry students. The Advising Center will register and advise you on academic requirements for your program. You should seek this advisor's help during your first year or at any time you need assistance with your educational program.

While every effort is made by all advisors to assist you in planning your schedules, it is your responsibility to know course sequence and prerequisites for your program of study. If you fail a prerequisite to a course for which you have pre-registered, it is your responsibility to change your schedule prior to the end of the drop/add period.

ACADEMIC PLACEMENT

Prior to the beginning of classes, you are placed academically through ASSET or COMPASS testing, previous SAT or ACT scores, or advanced standing credit for college-level English and math. You are assigned to transitional studies courses or to college-level English and mathematics classes based on this academic placement. If you have questions about your academic placement, see the Dean of Academic Affairs.

ACADEMIC SUPPORT

Transitional Studies

If you are found to need improvement in English or math skills through academic placement, you will be required to enroll in transitional studies courses in addition to your normal program of study requirements. These courses are designed to bring your English and mathematics skills to a level of proficiency that ensures further achievement. You may be required to take one or two transitional studies courses, representing four or eight quarter credits, charged at the normal per-credit charge for coursework. Transitional studies courses are not applied to the credits required for graduation.

Tutoring

Should you require less formalized remediation or need tutorial assistance in any course, please contact the Dean of Academic Affairs.

ACADEMIC TRAVEL ABROAD

Whatever their program of study — design, media arts, fashion, or culinary arts — students who want to expand their horizons and improve their education through international study find many opportunities through The Art Institutes Study Abroad Programs. The unique knowledge and experience of studying outside of the United States helps prepare students for success in a global economy. Led by faculty from The Art Institutes system of schools located throughout the U.S., academic travel abroad programs vary in length and may be credit or non-credit bearing. Financial aid may be available for those who qualify.

Past academic travel abroad programs have taken students throughout the world to Australia, Austria, Canada, China, Costa Rica, England, Finland, France, Germany, Greece, Ireland, Italy, New Zealand, Russia, Spain, Sweden, Switzerland, Turkey, and Wales.

These study-abroad programs are open only to students enrolled in Art Institutes schools that belong to The Art Institutes Study Abroad Consortium. The Art Institute of Tennessee-Nashville became a member of the Consortium effective July 1, 2008.

For more information, please see Mark Helm, Study Abroad Coordinator at Ai Tennessee-Nashville.

FACULTY

Among all the services provided for you at The Art Institute, none is more crucial than that provided by the faculty members with whom you will interact. The Art Institute's faculty includes talented active professionals and quality teachers whose top objective is to ensure your future success. Get to know the faculty members who teach you...you will find them valuable role-models for the profession you plan to enter. You will also find them willing to assist you with questions or concerns you may have about course material.

FIELD TRIPS

Field trips provide various program and course-related activities over and above class work. On local field trips, students are required to provide their own transportation (car, carpool, or public transportation). Students who have a car and drive fellow students on field trips are responsible for having adequate insurance coverage, because The Art Institute is not responsible in the event of accidents involving students' cars.

Field trips outside the local area (in general, more than 50 miles) typically involve pre-arranged public or private transportation and, in some instances, overnight accommodations. Students participating in these field trips are required to complete a travel release form to assure their understanding of the conditions established for such a trip. Parents or legal guardians of students less than 18 years old must also sign the form.

More information about specific field trip programs can be found in the college catalog.

LIBRARY - LEARNING RESOURCE CENTER

The Library - Learning Resource Center is one of the most important resources available to you as a student of The Art Institute of Tennessee-Nashville. It contains materials that support The Art Institute's instructional program and it provides resources for broadening your horizons for serious study and research.

Schedule

Monday – Thursday 8:30 a.m. – 8:30 p.m.

Friday 8:00 a.m. – 5:00 p.m.

Exceptions to these hours will be posted in the Library.

Circulation of Books

If you wish to check material out of the Library you may do so for a period of up to two weeks by presenting the material together with a valid student identification card. Periodicals, reference works, and reserve material must be used in the Library.

In order to ensure the availability of resource material for you and other students, it is essential that you return books or other items you have borrowed on or prior to the date on which they are due. Furthermore, vandalism including clipping or defacing material renders it unusable for others. Such action is viewed as a serious disciplinary matter. The cost of loss or damage to library resources is the responsibility of the student who checked the material out. Overdue material may delay your registration for the next quarter.

While you are studying in the Library, you will appreciate the consideration others give you by not talking or creating other distractions that interfere with your work and concentration. Similarly, it is expected that you will demonstrate the same respect for others using the Library.

REGISTRAR

The Registrar's Office is the center of record-keeping on campus. Your grades, class schedules, and attendance records are located here and are accessible to you. This is also the office to visit when you have a question about registration, attendance, enrollment verification, address changes, or other academic procedures. Registering on your assigned day gives you the best chance of getting the classes you need on your preferred schedule.

Many of the college's academic services are provided through the Registrar's Office. You will have frequent contact with this office, so it might be helpful to know what goes on here. Among other things, the office:

- directs quarterly registration.
- maintains your academic records.
- records midterm and final grades.
- releases academic transcripts.
- processes transcript requests.
- advises veterans regarding their education benefits.
- maintains attendance records.
- monitors the satisfactory academic progress policy.

Staff in the Registrar's Office are available to assist you with these matters and other questions.

REGISTRATION

Registration begins on Monday of week seven (7) of each quarter. All students have an assigned day on which they will be able to register. If registration is not completed on the designated assigned day, then you will not be able to register until Open Registration (Friday of week 7).

For Academic Advising, students should inquire at the office of the Dean of Academic Affairs.

Student Life and Activities

ENJOYING NASHVILLE

Nashville is a vibrant and diverse city that offers a wealth of things to do. In the Nashville area, you can enjoy everything a metropolitan area can offer, from concerts to galleries to museums to the famous Music Row.

There is a lot to do at The Art Institute as well...carnivals, student socials ... not to mention organizations oriented to your professional or personal interests. There are also reduced-price tickets certain for events in Nashville. On a more serious note, the college will sponsor community service programs, leadership development workshops, and quarterly blood drives. Not only will you enjoy taking part in activities, you will find it a great way to gain leadership experience that will contribute to your professional life.

STUDENT CLUBS

Student and professional organizations are an excellent way for you to grow personally and professionally, as well as to get involved in the decision-making process at The Art Institute. These organizations are excellent forums for asking questions, making suggestions, and interacting with other students, faculty, and staff. If interested in joining a club, please contact the Dean of Students that can help you get in contact with the Ai Atlanta student chapter.

AMERICAN CULINARY FEDERATION (ACF)

A national association of professional chefs, cooks, pastry chefs, and culinary educators, ACF provides educational opportunities for culinary students, as well as for established professionals. For more information, contact the culinary arts department or visit the ACF website at www.acfchefs.org.

AMERICAN INSTITUTE OF GRAPHIC ARTISTS (AIGA)

AIGA advances the graphic design profession through competitions, exhibitions, publications, professional seminars, educational activities, and projects in the public interest. For student membership information, contact the graphic design department.

AMERICAN SOCIETY OF INTERIOR DESIGNERS (ASID)

Membership in the student chapter of ASID is open during the fall and winter quarters. Activities include community service projects, such as Christmas at Callanwolde, and working with ASID professional members on projects. ASID meets monthly and offers field trips and social functions. For more information, contact the interior design department.

ASPIRING SOUND ENGINEERS (ASE-AUDIO)

ASE offers audio production students the opportunity to work together and learn more about the field. Activities include presentations by industry professionals, roundtable discussions, and social events for students to work collaboratively.

NASHVILLE ACM-SIGGRAPH

The Nashville chapter of this national group, the Association for Computer Machinery's Special Interest Group on Computer Graphics, meets monthly with guest speakers and information on industry related technology. See the listing for The Underground below for information on the student chapter. Contact the Media Arts & Animation Department for more information.

STUDENT AMBASSADORS

The role of The Art Institute of Tennessee-Nashville Student Ambassadors combines both leadership and service. As members of a highly respected student organization, Student Ambassadors assist new students in their adjustment to the college during New Student Orientation and serve as hosts to important visitors. If you are interested, you may apply if you:

- have a 3.0 minimum GPA;
- are enrolled in 12 or more credit hours each quarter; and

Applications are available in the Student Affairs Office. Student Ambassadors attend periodic training meetings to prepare for upcoming events and to gain the skills needed for this important responsibility. Students selected to be Ambassadors are eligible to receive a scholarship for each quarter of acceptable service.

COLLEGE SPONSORED HOUSING STUDENT AFFAIRS

If you want to live in college-sponsored housing, or if you need help finding other housing options, Student Affairs is your contact point for information. Housing costs are in addition to tuition and fees.

The Art Institute of Tennessee-Nashville is a microcosm of the larger community. It is a “global community” of people who represent different ages, races, creeds, genders, ethnic cultures, countries, orientations, religions, and abilities. We are committed to the education of all individuals as members of the community. We expect our members to tolerate, respect, appreciate, and even embrace the differences that enhance the texture of our community fabric. In keeping with this charge, no act that has the effect of undermining this effort will be acceptable. We expect that as an active member of the community you will join us in this effort.

COUNSELING STUDENT AFFAIRS

The Art Institute recognizes that college life is exciting, yet challenging. Referrals to counselors are available to help you address and overcome those things in your life that you feel are keeping you from maximizing your potential and reaching your goals. Some common concerns addressed in counseling include relationship issues, depression, anxiety, stress, sexuality, time management, substance abuse, and balancing school, work, and family. Confidential short-term counseling is provided free of charge to students through the Student Assistance Program.

DISABILITY SERVICES STUDENT AFFAIRS

The Art Institute of Tennessee – Nashville provides accommodations to qualified students with disabilities. The Dean of Students office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute of Tennessee – Nashville.

The Art Institute is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs and activities in compliance with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Dean of Students office. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs at 615-514-3884. Complaints will be handled in accordance with the college’s Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

PARKING AND TRANSPORTATION

Parking is available in lots around The Art Institute.

PARKING REGULATIONS

The following regulations are intended to facilitate safe and convenient parking for students, faculty, staff, and guests of The Art Institute of Tennessee-Nashville. Parking space is provided for Art Institute students in the lots around the main building. Animals may not be left in vehicles parked in an Art Institute parking lot.

The college provides parking spaces for persons with disabilities requiring closer access. Vehicles parked in designated spaces must clearly display a disability permit issued by the Tennessee Department of Public Safety. Vehicles not displaying the required permit may be towed at the owner’s expense and are subject to a fine of up to \$500.

SPECIAL PERMIT PARKING

If you have a temporary, short-term condition, that hinders your mobility and requires special consideration, you may be granted a special parking permit allowing you to park in a visitor space. Apply for special parking consideration at the Office of Student Affairs.

ENFORCEMENT

College traffic and parking regulations are enforced Monday through Friday. Failure to abide by these regulations and guidelines may result in your receiving a citation and/or having your vehicle booted or towed at your expense. Violation of traffic and parking regulations may also be considered conduct violations subject to the Student Conduct Code.

Please Note: The Art Institute of Tennessee-Nashville assumes no responsibility for any motor vehicle operated or parked in an Art Institute lot or any other facility or for the contents of these vehicles. The Art Institute will not be responsible for any vehicle towed or booted.

FOR YOUR CONVENIENCE

Do....

- Lock your vehicle and remove your keys and other valuables from it.
- Be alert for pedestrians.
- Observe traffic regulations, posted speed limits, etc.

Don't....

- Park in spaces reserved for visitors or persons with disabilities.
- Park in areas posted "Visitor" or "No Parking" or where the curb is painted red or yellow.
- Park in loading areas.

Financial Services

Visit Student Financial Services if you have a financial problem or need information about the availability of financial aid. For students who qualify, the college has many types of financial assistance for students including scholarships, educational loans, and campus employment.

STUDENT ACCOUNTING OFFICE

The role of the student accounting office is to assist you in meeting your financial obligations as arranged with your financial aid officer.

Based on your financial plan, we will send you or your parents/guardians a monthly statement for tuition and fees. Payments are due on the first or fifteenth of each month depending on your billing cycle.

The Art Institute of Tennessee-Nashville is very sensitive to unforeseen circumstances affecting your ability to meet the financial commitments of your education. If you have or anticipate having a financial problem, call the Student Accounting Office. We'll do all we can to help you find a solution.

STUDENT FINANCIAL SERVICES

The Student Financial Services staff works with students and their families to develop a personal financial plan so that students can reach their educational and career goals. They guide families through the process of assessing educational costs, applying for financial aid programs, completing financial aid paperwork (including the FAFSA, or Free Application for Federal Student Aid), and developing a payment plan. Students may be eligible to apply for financial assistance under these federal and state programs:

- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Federal PLUS Loan
- Federal Perkins Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Sallie Mae Creative Educational Loan
- Sallie Mae SLM Loan
- College-sponsored scholarships
- Federal Academic Competitiveness Grant
- Federal National Science and Mathematics Access to Retain Talent Grant (SMART)
- Other Aid

Depending on the program and for those who qualify, awards under these programs are based on your need and the availability of funds. For a complete description of these assistance programs, visit the Student Financial Services Office.

STUDENT RESPONSIBILITIES WHEN RECEIVING FINANCIAL ASSISTANCE

If you receive all or part of your financial assistance in the form of loans, it is very important that you remember that in accepting loan support, you undertake certain obligations. Chief among them is to do your very best to ensure success in your academic program, but it is also important that you pay back the money you have borrowed. Defaulting on student loans is serious and carries severe consequences.

Your responsibilities include:

1. You must confirm your financial plan before you begin classes at The Art Institute.

2. If you receive any type of federal assistance you must meet all compliance and verification requirements. This may include providing additional documentation.
3. If you receive federal student loans you must attend an entrance interview session where the rights and responsibilities of these programs are explained.
4. You must inform the Student Financial Services Office of any changes that may impact your student financial plan, including program changes, failed classes, or adjustments to expected credit hours.
5. Your student financial plan may cover the entire length of your educational program or one academic year. Nonetheless, you must resubmit financial information, applications and supporting documentation annually, or as needed.
6. To continue to receive financial assistance, you must maintain satisfactory academic progress. The Art Institute's satisfactory academic progress policy is included in the Policies section of this handbook. You will be required to submit a written appeal with documentation for reinstatement of financial aid in addition to the procedure for academic reinstatement.
7. If you have received federal student loans you must attend an exit interview to receive information on repayment, deferment, penalties of default, etc. An exit interview is scheduled when you graduate, take a leave, or withdraw from the college.
8. If you withdraw from The Art Institute prior to completing the requirements for graduation you may owe a balance to the college. Please refer to the refund policy for more information.

It is your responsibility to keep track of your loans. However, if you have any concerns about your loan status, don't hesitate to ask for help. Financial planners and loan coordinators are always available to assist you.

For more information on financial assistance, contact the Student Financial Services Office.

TUITION AND FEE - REFUND POLICY

The policy below is the tuition and fee refund policy as stated in The Art Institute of Tennessee -Nashville application for admission.

REFUND POLICY

In the event of withdrawal by the student or termination by The Art Institute during any quarter of study:

1. Prepaid tuition for any period beyond the current quarter will be refunded in full.
2. The Art Institute shall terminate the student when the student has missed seven (7) (consecutive) class days (or within twenty (20) calendar days from the student's last day of attendance, whichever is less) and The Art Institute shall pay the refund within thirty (30) days of that written termination date. The refund shall be paid to the student unless payment to a lender or other entity is required by the terms of a student financial aid program in which The Art Institute participates.
3. The student may voluntarily withdraw from the college by notifying the office of the registrar in person or in writing. For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) days of the first scheduled day of class in the quarter in which the student was expected to return.
4. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, The Art Institute may modify the tuition refund policy as deemed appropriate to the circumstances. After the student's first period of enrollment, if the student withdraws in a subsequent period due to mitigating circumstances, he/she will receive a refund, except for room and board, as provided under "Adjustment of Charges." Mitigating circumstances are those that directly prohibit the student from pursuing his/her program and are beyond his/her control. These include the student's serious illness, death in the student's immediate family, or active duty military service, including active duty for training.

5. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by The Art Institute.
6. The Art Institute reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
7. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.
8. In the event The Art Institute cancels or changes a course or program of study in such a way that a student who had started a program or course is unable to complete it, The Art Institute will refund all monies paid by the student for the course or program within thirty (30) days.

Refund Policy for Online Course Withdrawal

Students who withdraw from a Session I or Session II online course after the drop/add period are treated the same way as if they withdrew from an on-ground class. Session II classes begin the day after Session I classes end and run five weeks. The ending date of Session II classes may not coincide with the ending date of on-ground classes.

REFUND CALCULATIONS

Return of Title IV Aid

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The Art Institute will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. A parallel calculation will be done for students who begin classes at mid-quarter start: the number of days that the student completed divided by the number of days in the half-quarter. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG Grant, SMART Grant, SEOG. If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter, the student may need to return some of those funds. If the student needs to return funds, The Art Institute will notify the student regarding how much is owed, and how it is to be returned.

Adjustment of Charges

In accordance with Georgia policy, the school will earn tuition and fees and other charges, as follows:

<i>Quarter Start</i>		<i>Mid-quarter Start</i>	
Weeks 1 and 2	25%	Days 1–2	5%
Week 3 through 50% of the quarter	50%	Day 3–Week 1	10%
50% of the quarter through Week 6	75%	Week 2	25%
After Week 6	100%	Week 3	50%
		After Week 4	100%

The Art Institute will first calculate how much needs to be returned under the federal return of Title IV Aid Policy. The amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The Art Institute will then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid.

If there is additional money to be refunded from federal funds after calculating the Return of Title IV formula and the refund policy, the refund will be made to the student, or, with the student's authorization, to the federal loan program(s) in the following order, up to the amount received, for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance made up of non-Title IV funds, it will be refunded in the following order, up to the amount received for the term of

withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), and student.

If kits, components of the kit, books, or supplies, are returned to the supply store in re-salable condition within 21 days of withdrawal, a credit will be given.

All refunds and return of funds will be made within 30 days of the date that the student notifies the school of the withdrawal.

Examples of the calculations for this policy are available in the student accounting office.

Withdrawal

The process of withdrawing from The Art Institute begins with your obtaining a withdrawal form from your Academic Advisor or Department Chair. Completed withdrawal forms must be submitted to the Office of the Registrar. The refund policies outlined above shall apply in the event that a student withdraws, is suspended or is terminated from The Art Institute.

Impact of Attending Classes during Drop/Add (Schedule Adjustment) Period on Withdrawal

If you attend any meeting(s) of any classes during the schedule adjustment period and you completely withdraw, are suspended, or are terminated from The Art Institute, the refund and adjustment policies outlined above shall apply.

Career Services and Employment

GENERAL INFORMATION

As you near the completion of your program of study, you will meet individually with a career advisor knowledgeable in your field of study to review career goals, job-search strategies, interview techniques, and résumé development. In addition to the one-on-one counseling provided by advisors in the Career Services Department, the career development course, which is required of every student, provides extensive career preparation. The Career Services Department coordinates the quarterly Portfolio Show and quarterly career days. These special events bring together prospective employers and soon-to-be graduates. The ability to seek new job leads and match employers' needs with graduate skills helps account for The Art Institute's graduate success rates. Graduate success information is available at the Career Services office.

The degree programs of The Art Institute are designed to prepare you for entry-level positions in your field. The college does not guarantee employment or any particular level of compensation following graduation. Students who confine their job search to the Nashville metropolitan area may limit the employment opportunities available to them.

The Career Services Department maintains an ongoing relationship with numerous employers in the Nashville area. These relationships increase employer awareness of student skills and talent. Outside Nashville, graduates can be assisted by the career services departments at other Art Institutes. Graduates entering new markets are assisted by career services through job development and telemarketing. Membership in professional organizations, attendance at trade shows, and on-site visits to area businesses keep career services advisors up-to-date with industry trends and help them to develop relationships with employers. On-going communication with employers through telephone calls and mailings keeps employers current with the programs and talented graduates available to them from The Art Institute. The Career Services Department works hard to cultivate employment opportunities and to match job leads with your strengths, as well as to increase employers' awareness of the high caliber of students graduating from The Art Institute of Tennessee-Nashville.

PART-TIME EMPLOYMENT SERVICES

Career Services will assist you in locating part-time employment while you are a student.

Many students find that part-time employment is an excellent way to help meet the financial obligations of a college education and also maintain a flexible schedule that allows for class time and study time. The part-time employment assistance advisor can assist you in finding suitable employment by posting a listing of part-time jobs. In addition, there are quarterly job fairs and on-site recruiting events. Students in later quarters can apply for field-related positions.

The Art Institute offers some freelance job opportunities through which qualified students can receive valuable experience while working for local clients.

INTERNSHIPS

Internships with local employers are available for qualified students while attending classes. The Career Services Department can assist students in locating opportunities for internships / externships. Permission from your Department Chair and registration for internship class is required to obtain course credit for internships.

ALUMNI SERVICES

For graduates and alumni anticipating an employment change or for those who may have become unemployed, the Alumni Connections Online Community offers a Career Center where alumni can post their résumés and search for job postings throughout the United States. This site also offers an online directory, a permanent email address, a calendar of events, a Virtual Marketplace with alumni discounts, and more. The Career Services Department can conduct an evaluation of career experience for alumni and give professional direction to career endeavors. The department is also in contact with other Art Institutes and can give feedback on markets throughout the country. The Art Institute of Tennessee-Nashville believes that continued contact with its alumni is important and maintains a relationship with alumni through periodic events, mailings, newsletters, email, and exhibitions.

The Career Services Department is an invaluable resource for planning your career goals! Services include part-time job postings, graduate job assistance, job development, information about industry events on campus, and personal assistance in career job searches. You are encouraged to take advantage of these services early in your program.

Other Services

IDENTIFICATION CARDS

Your ID card is provided at the time you enroll for your first quarter and must be carried anytime you are on the campus or at a college housing facility. Identification cards are the property of The Art Institute of Tennessee-Nashville and are valid only for quarters in which you are enrolled as a student. Among other things, your ID card will be required for:

- Checking out books and other resource material from the Library
- Checking out equipment you will need to complete class work
- Participation in student activities
- Use of store credit at the Supply Store
- Check-cashing at banks which honor it as identification
- Special discounts provided by some retailers, theaters, and restaurants
- Use of all computer resources

You will be required to show your ID to gain access to Art Institute facilities. Replacement identification cards are available at the security desk. The replacement fee is \$5.00.

TECHNOLOGY SERVICES

As a registered student you will receive an email address, access to the Internet, and space for building your own home page. Laboratories dedicated to academic programs are located throughout The Art Institute is available to students. Your email address is one of the official channels of communication between you and The Art Institute...check it often!

With the use of college equipment and technology comes responsibility. It is your responsibility to know and follow the rules, regulations, and procedures for appropriate use of all college equipment and technology. The rules, regulations, and procedures are posted on the student intranet, at the video and photo checkout windows, and at the service bureau.

SUPPLY STORE

The Supply Store carries the very specialized materials Art Institute students need including books, art, photo, and culinary supplies. In addition, the Supply Store is a great place to find everything from a beverage holder to shirts and other items with The Art Institute logo.

General Information

EMERGENCY INFORMATION

It is important that you be prepared for the unlikely event of an emergency situation at The Art Institute of Tennessee-Nashville. Awareness of your surroundings and some forethought can prepare you and save critical time in the event of a fire or other emergency. Students who live in college-sponsored residential facilities should check with their resident assistant or other residence life staff member for more specific information.

REPORTING AN EMERGENCY

Dial 9.911 from any college telephone to reach local police, fire, or ambulance services.

PREPARING FOR AN EMERGENCY

Regular evacuation drills are held on campus and in college-sponsored residential facilities. It is required that you participate and that you cooperate with staff members conducting the evacuation. The following guidelines should help you with your planning:

- Remain calm.
- Know the procedures for a fire drill or evacuation as posted on each floor.
- Be aware of at least two paths to safety.
- Identify the location of the nearest stairway. Before entering a stairway, check to determine that it is safe.
- If you cannot find a safe exit route, go to the nearest window and signal for assistance.
- Persons with physical disabilities which prevent them from evacuating safely should wait in a safe stairway for assistance from emergency personnel.
- Do not use the elevators.
- If smoke is present, stay low and, if possible, cover your nose and mouth with a wet cloth.
- Once you have evacuated the building, stay away from the building and from emergency personnel.
- Do not re-enter the building until authorized to do so by emergency personnel.

WEATHER ANNOUNCEMENTS

When The Art Institute is closed due to bad weather, announcements will be made on local radio stations:

Closings will also be announced on The Art Institute's main telephone number.

MESSAGES

Art Institute staff are unable to take messages for students except in cases of emergency.

HEALTH INSURANCE AND MEDICAL REFERRALS

Information concerning student medical insurance, medical and dental providers, as well as emergency resources, is available from Student Affairs.

Emergency medical assistance will be provided for any person who requests or demonstrates a need for medical attention. Students are, however, responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists.

ACCREDITATION

The Art Institute of Tennessee – Nashville operates as a branch campus of the Art Institute of Atlanta

The Art Institute of Tennessee - Nashville is authorized to offer instruction by the Tennessee Higher Education Commission, Parkway Towers, Suite 900, 404 James Robertson Parkway, Nashville, Tennessee 37243 (Telephone: (615) 741-3605.

The Art Institute of Atlanta operates a satellite campus at:

The Art Institute of Atlanta-Decatur
One West Court Square, Suite 110
Decatur, GA 30030-2538

and branch campuses located at:

The Art Institute of Washington
The Ames Center
1820 N. Ft. Myer Drive
Arlington, VA 22209

The Art Institute of Tennessee-Nashville
100 Centerview Drive, Suite 250
Nashville, TN 37214

The Art Institute of Charleston
24 North Market Street
Charleston, SC 29401

The Art Institute of Atlanta with its branch and satellite campuses, is accredited by the Commission on Colleges of the Southern Association of Colleges & Schools to award the bachelor of arts, the bachelor of fine arts, the bachelor of science, and the associate in arts degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of The Art Institute of Atlanta.

OPEN-DOOR POLICY

The Art Institute's faculty and staff maintain an informal, open-door policy. They are open to your questions and suggestions and are available to meet with students and student organizations.

General Policies

The Art Institute of Tennessee-Nashville reserves the right to change the policies contained within this Student Handbook from time to time. Notice is not required for a new policy to take effect; however, The Art Institute of Tennessee-Nashville will make reasonable attempts to notify students promptly of any policy changes through Web site or email postings, mail distributions or other methods deemed appropriate by the college administration.

APPROPRIATE ATTIRE

You are expected to dress appropriately for your profession while at The Art Institute. You are expected to display good judgment; clothes should be comfortable and reasonable for the activities of education. Hats, sunglasses, short-shorts, and any attire with words that are offensive to others are not appropriate. Headphones may not be worn in classrooms without the consent of the faculty member, and are not permitted in the Library – Learning Resource Center. You must wear shoes and shirts at all times. Violations may result in your being asked to leave The Art Institute until you return in appropriate attire.

ART INSTITUTE PROPERTY

You are responsible for any Art Institute books or equipment you use or check out. In case material is lost or damaged, you will be charged for the cost of repair or replacement at The Art Institute's discretion.

CHILDREN AND GUESTS

For reasons of safety and to ensure an appropriate educational environment, children and student guests are not permitted in classrooms, laboratories, or the library. Unattended children are not permitted anywhere in the building or in the property surrounding it.

ILLNESS OR INJURY

If you are injured or become ill at The Art Institute, in college-sponsored housing, or at any Art Institute function, we will arrange, if necessary, to have you taken to a physician, medical center or other emergency treatment facility. You will be responsible for any resulting expenses. Review your personal and family insurance policies to determine whether adequate coverage exists. Information concerning student health insurance is available in Student Affairs.

NON-DISCRIMINATION POLICY

The Art Institute of Tennessee-Nashville complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. The Art Institute does not discriminate on the basis of age, religion, race, creed, color, sexual orientation, national origin, ancestry, sex, disability, or any other characteristic protected under state, local, or federal law. Inquiries concerning The Art Institute's non-discrimination policies may be made to the Director of Human Resources.

NON-FRATERNIZATION POLICY

Due to the inherently unequal relationship that exists between faculty or staff members and students and the possibility of unequal treatment, sexual or close social relationships between faculty or staff members and students are prohibited.

PERSONAL PROPERTY

The Art Institute is not responsible for the loss or damage of any of student's personal property. We encourage you to take measures to safeguard your property including placing your name and student number on valuable items.

You may want to review your personal property or homeowner's insurance policies to ensure that valuable items are covered.

PORTABLE TELECOMMUNICATIONS DEVICES

The Art Institute of Tennessee-Nashville is committed to providing an atmosphere that enables the highest quality of student learning. In order to ensure the maintenance of such an environment, The Art Institute prohibits the use of portable telecommunications devices (cellular telephones, pagers, beepers, radios, etc.) in classrooms during class meetings. Such devices should be disabled prior to class periods to prevent their inadvertently sounding during classes.

Failure to adhere to this regulation may result in grade adjustments, dismissal from class, and disciplinary action.

POSTERS, FLYERS, AND BANNERS

The Art Institute provides bulletin boards for your use in several areas. Students may place posters and flyers which are in good taste and meet college guidelines on these bulletin boards with approval from Student Affairs. Posters and signs may not be affixed to walls, elevators, or other places not intended for their display.

STUDENT REENTRY PROCESS

Any student who has left The Art Institute of Tennessee-Nashville for any time period must go through the formal re-entry process, and each student's academic status must be reviewed before they can be considered for reentry. Contact Admissions for additional information.

PROCEDURE FOR REENTRY AFTER ACADEMIC TERMINATION

Termination Reentry Process

A student terminated must appeal in writing to the Dean of Academic Affairs for reentry before the start of the quarter in which he/she wishes to return. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her not to meet the minimum standards must go through the same appeal process. The appeal procedure described in the preceding section applies.

If the appeal is granted, the reentering student will be placed on probation during the quarter of return. The student must meet the minimum standards of the to continue in the program. The student must successfully retake courses previously failed so that the recalculated GPA and successful completion percentage meets or exceeds the minimum requirements. Some form of academic evaluation must be conducted by the Dean or review committee to determine that the student has the desire and the academic ability to progress satisfactorily in the program. A student is allowed only one reentry appeal after being academically terminated.

“STUDENT RIGHT-TO-KNOW” ACT

Information on graduation/completion rates for first-time full-time students is available through the Admissions Office. These rates are calculated according to guidelines in the “Student Right-To-Know” Act.

STUDENT CONDUCT CODE

SECTION I. GUIDING PRINCIPLES.

The Art Institute of Tennessee - Nashville recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, The Art Institute of Tennessee - Nashville provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute's mission.

SECTION II. SCOPE.

This Student Conduct Policy applies to all students and student organizations at The Art Institute of Tennessee - Nashville.

SECTION III. REACH

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

SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP.

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

SECTION V. DISCIPLINARY OFFENSES.

The offenses listed below are given as examples only. The Art Institute of Tennessee - Nashville may sanction other conduct not specifically included on this list.

1. Scholastic Dishonesty
 - a) Plagiarism
 - b) Cheating on assignments or examinations
 - c) Engaging in unauthorized collaboration on academic work
 - d) Taking, acquiring or using test materials without faculty permission
 - e) Submitting false or incomplete records of academic achievement;
 - f) Altering, forging or misusing a College academic record;
 - g) Fabricating or falsifying data, research procedures, or data analysis;
 - h) Deceiving the College and/or its officials.
2. Illegal or Unauthorized Possession or Use of Weapons
 - a) Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property, college sponsored housing or at college sponsored functions, except where possession is required by law.
3. Sexual Assault or Nonconsensual Contact
 - a) Any form of unwanted sexual attention or unwanted sexual contact

4. Threatening, Violent or Aggressive Conduct

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

5. Theft, Property Damage and Vandalism

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

6. Disruptive or Disorderly Conduct

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

- a) Disruptive Classroom Conduct, such as,
 - i. Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
 - ii. Use of cell phones and pagers during scheduled classroom times
- b) Disorderly Conduct, such as,
 - i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials
 - ii. Breach of peace on college property or at any college-sponsored or supervised program
 - iii. Any in-college or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute of Tennessee - Nashville and/or its reputation

7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol

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

8. Verbal Assault, Defamation and Harassment

- a. Verbal abuse of a student or college employee

- b. Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
 - c. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.
9. Hazing
- a. Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.
10. Falsification
- a. Willfully providing college officials with false, misleading or incomplete information
 - b. Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.
11. Abuse of The Art Institute of Tennessee - Nashville disciplinary system, including but not limited to:
- a) Failure to obey the summons of a disciplinary body or college official
 - b) Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
 - c) Disruption or interference with the orderly conduct of a disciplinary proceeding
 - d) Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
 - e) Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
 - f) Failure to comply with the sanction(s) imposed under the student conduct policy
 - g) Influencing or attempting to influence another person to commit an abuse of the disciplinary system
12. Unauthorized Use or Misuse of College Facilities
- a) Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.
13. Violation of Federal or State Laws
- a) Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions
14. Insubordination
- a) Persistent or gross acts of willful disobedience or defiance toward college personnel
 - b) Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
 - c) Failure to exit during fire drill,
 - d) Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties
15. Violations of College Rules
- a) Violations by guest of a student on college property. Students are responsible for the actions of their guests

- b) Violation of college safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
- c) Smoking in classrooms or other college buildings or areas unless designated as a smoking area
- d) Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook
- e) Any violation of the institutions policies on the responsible use of technology including but not limited to
 - I. The theft or abuse of computer, email, Internet or Intranet resources
 - II. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
 - III. Unauthorized transfer of a file
 - IV. Unauthorized downloading of copyrighted materials in violation of law
 - V. Unauthorized use of another individual's identification and/or password
 - VI. Use of computing facilities to interfere with the work of another student, faculty member, or college official
 - VII. Use of computing facilities to send obscene or abusive messages
 - VIII. Use of computing facilities to interfere with normal operation of the college's computing system
- f) Failure to satisfy college financial obligations

The above list is illustrative only, and The Art Institute of Tennessee - Nashville may sanction other conduct not specifically included on this list.

SECTION VI. SANCTIONS.

The Art Institute of Tennessee - Nashville may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The Art Institute of Tennessee - Nashville reserves the right to immediately impose the most severe sanction if circumstances merit.

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

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

7. Restitution: Compensation for loss or damage to property leased, owned or controlled by the college. This may take the form of monetary or material replacement.

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

SECTION VII. DISCIPLINARY PROCEDURES:

Complaint

Any member of The Art Institute of Tennessee - Nashville community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institute of Tennessee - Nashville policies.

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

The Chief Conduct Officer or a delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless The Art Institute of Tennessee - Nashville determines that the circumstances do not warrant disclosure of some or all of the facts.

Search of Student's Property

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

Notification and Determination of violations that warrant Disciplinary Meeting

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

Notification and Determination of violations that warrant Disciplinary Hearing

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

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)

2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
4. The student may be accompanied by one person (family member, friend, etc) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee
5. In Hearings involving more than one STUDENT, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
 - a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion
 - b. The Disciplinary Panel may ask questions and may seek information not provided to it.
7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.
9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

Disciplinary Panel

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

Administrative Interim Suspension

Students may be administratively suspended on an interim basis when:

- (1) serious allegations are being investigated
- (2) serious allegations are pending before a disciplinary panel
- (3) in advance of a disciplinary panel hearing; or
- (4) when a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community

During the interim suspension, students are denied access to college-sponsored housing and/or to the college (including classes, labs, library) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or designee may determine to be appropriate. This interim suspension period should last no longer than three business days, and the Chief Conduct Officer or delegate may make reasonable provisions to provide for accommodations of a student in college sponsored housing.

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

SECTION VIII. APPEAL PROCEDURES.

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to The Art Institute of Tennessee - Nashville policies and procedures.

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

Updated 7/2008

STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

The Art Institute of Tennessee-Nashville does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: Dr. Douglas Lange, Dean of Student Affairs, The Art Institute of Tennessee-Nashville, 100 Centerview Drive, Nashville, TN 37214, 615-514-3884, dolange@aii.edu.

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt, and reliable determination about whether The Art Institute of Tennessee-Nashville non-discrimination policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with Dr. Douglas Lange, Dean of Student Affairs, The Art Institute of Tennessee - Nashville, 100 Centerview Drive, Suite 250, Nashville, TN 37214; 615-514-3884; dolange@aii.edu, or for academic matters with Dr. David Hinton, Dean of Academic Affairs, The Art Institute of Tennessee - Nashville, 100 Centerview Drive, Suite 250, Nashville, TN 37214, 615-514-3809, dhinton@aii.edu. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Dean of Student Affairs or the Dean of Academic Affairs.
2. The person accused of discrimination will have 14 calendar days to respond to the complaint in writing. The signed written response should be submitted to the Dean of Student Affairs or the Dean of Academic Affairs.
3. The Dean of Student Affairs or the Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
4. The Dean of Student Affairs or the Dean of Academic Affairs will determine whether a violation of The Art Institute of Tennessee - Nashville non-discrimination policy has occurred. The Dean of Student Affairs or the Dean of Academic Affairs will issue a written determination as promptly as practicable. If the Dean of Student Affairs or the Dean of Academic Affairs determines that the policy has been violated, the Dean of Student Affairs or the Dean of Academic Affairs will also recommend corrective action.
5. The decision of the Dean of Student Affairs or the Dean of Academic Affairs may be appealed by petitioning the President's Office of The Art Institute of Tennessee - Nashville. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Dean of Student Affairs or the Dean of Academic Affairs. The President, or his/her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the Web site at <http://www.ed.gov/ocr>.

ARBITRATION POLICY

You and The Art Institute of Tennessee-Nashville (The Art Institute or the college) agree that any dispute or claim between you and The Art Institute (or any company affiliated with The Art Institute, or any of its officers, directors, trustees, employees or agents) arising out of or relating to this enrollment agreement or, absent such agreement, your enrollment or attendance at The Art Institute of Tennessee-Nashville, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or The Art Institute's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

If you decide to initiate arbitration, you may select either JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If The Art Institute of Tennessee-Nashville intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with the college, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select an administrator within that 20-day period, The Art Institute will select one.

The Art Institute of Tennessee-Nashville agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your claim exceeds \$5,000, The Art Institute reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

If either you or The Art Institute of Tennessee-Nashville chooses arbitration, neither party will have the right to a jury trial, to engage in discovery, except as provided in the applicable arbitration rules, or otherwise to litigate the dispute or claim in any court (other than in small claims or similar court, as set forth in the preceding paragraph, or in an action to enforce the arbitrator's award). Further, you will not have the right to participate as a representative or member of any class of claimants pertaining to any claim subject to arbitration. The arbitrator's decision will be final and binding. Other rights that you or The Art Institute of Tennessee-Nashville would have in court also may not be available in arbitration.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside. Upon your written request, The Art Institute of Tennessee-Nashville will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with The Art Institute of Tennessee-Nashville. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 1.800.352.5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 1.800.474.2371.

Academic Policies

Please refer to your college catalog for additional information concerning academic policies and procedures, read the course syllabi distributed in each class, or consult your Department Chair.

ATTENDANCE POLICY

COURSE ATTENDANCE

You should be pre-pared to start the quarter on the first day of classes and to add/drop courses early in the first week of the quarter to minimize absences. Students who do not attend any meetings of any classes during the schedule adjustment period will be dropped from the class roster to allow other students to add that class to their schedules.

It is the goal of this policy to improve the academic performance of students in the classroom by stressing the importance of course attendance and reinforcing the work-ready expectations of employers for employee attendance.

REQUIREMENTS

1. You are required to attend all class meetings, to arrive on time, and to stay for the duration of the class.
2. Faculty policies for marking absences related to tardiness to class, tardiness in returning from break, or leaving class early are stated in course syllabi. Students are required to abide by these policies.
3. Students who violate the attendance policy will be suspended from the course.
4. Appeal policies are available at the Registrar's Office.

ATTENDANCE VERIFICATION

You may verify your attendance at any time during the quarter with the Registrar's Office. Students will receive an attendance record of all marks of present and absence recorded to date (snapshot). Any discrepancies should be discussed with the individual instructor. Should an error be detected, the instructor must submit in writing a request to correct the discrepancy(s). The Registrar's Office will not accept corrections from students.

MEDICAL LEAVE

Medical leave requests are accepted for current quarter students only. Requests must be submitted to the Registrar's Office along with the following documentation:

1. A completed Exit From Program Form obtained from the Registrar's Office indicating medical leave intent
2. A letter from the student indicating their request to obtain medical leave must be submitted to the Registrar's Office.
3. Supporting documentation from a physician indicating the duration of medical leave.*
4. Final notification from the physician indicating the release date upon which the student can return to college.

*Should this date need to be extended, a letter from the physician indicating the length of the time extension is required must be submitted to the Registrar's Office.

PERSONAL/BEREAVEMENT LEAVE

Personal/Bereavement leave requests require similar documentation as medical leave requests. See the Registrar's Office for details.

PERFECT ATTENDANCE

Consideration for perfect attendance credit consists of completion of a minimum of twelve credit hours in the preceding quarter with no recorded absences except in the case of holidays or class cancellations.

The perfect attendance list is compiled in the Registrar's Office on the third Thursday of each quarter for the preceding quarter's attendance. The Accounting Office will apply a credit of \$100 to the student's account.

CLASS SCHEDULES

Specific classes may meet outside announced session times. In cases where extra hours are needed, they will be added before or after the normal class meeting time. The Art Institute of Tennessee-Nashville reserves the right to modify the college calendar, curriculum, and class schedule as it deems necessary. When size and curriculum permit, classes may be combined to contribute to the level of instruction among students. Therefore, certain class schedules may vary. While most degree program courses are offered in the evening, some courses required for graduation may not be offered in the evening, requiring the student to take them during the day session.

CAAP TESTING

All students who are eligible to earn degrees at The Art Institute of Tennessee-Nashville must take the Collegiate Assessment of Academic Proficiency (CAAP) tests in reading, writing, and mathematics prior to entering their final quarter. Students will be required to test before they register for portfolio classes or before they register for the final quarter of courses in culinary arts. Testing dates will be set each quarter to precede continuing-student registration periods.

CHANGE OF DEGREE LEVEL

To change from an associate's degree program to a bachelor's degree program, you must have successfully completed 36 credit hours (not including Transitional Studies courses) and have a Cumulative Grade Point Average of at least 2.5.

CHANGE OF ACADEMIC MAJOR

You may change your academic major only one time during your course of study. Changing within the major from day to evening or from one degree level to another is not considered a change of major. A change of major or degree level cannot be made during the last quarter of study. Changing from an associate's program to a bachelor's program for the same major is not considered a change of major. Courses taken in one major applicable to the second major shall be transferred with the grade. If students have taken a course more than once, all grades relevant to that course shall apply to the second major. Grades earned in the original major shall count toward the cumulative grade point average. For ICR purposes only those courses transferred will apply to the new major. The maximum allowable time frame shall be calculated as the total number of credits in the program minus the number of credits applied to the new major X 150%. Example: If a student transfers 36 credits to a new major consisting of 180 credits, the calculation would be $180 - 36 = 144 \times 150\% = 216$ credits. Second example: If a student earned 36 credits in the original major that are applicable to the new major, but transfers 48 credits due to repeating failed classes, then the maximum allowable time frame is reduced to 198 credits.

CREDIT HOURS

The Art Institute operates under a quarter credit-hour system recognized by the state of Georgia to assess academic performance. Art Institute students earn credit as follows:

- Ten hours of lecture and a passing grade earn one quarter-hour credit.
- Twenty hours of lab and a passing grade earn one quarter-hour credit.
- Thirty hours of Art Institute-directed learning activity and a passing grade earn one quarter-hour credit.
- One hour of instruction is defined as 50 minutes of instruction in a 60-minute period.

ACADEMIC FREEDOM OF EXPRESSION

The Art Institute of Tennessee-Nashville guarantees academic freedom to its students in the classroom within the parameters of its mission and academic policies and procedures as approved by its applicable licensing and accrediting agencies. Students will be afforded freedom in the classroom to express their points of view and conclusions supported by relevant evidence. It is expected that students behave in a manner consistent with their status as members of a special community of artists and scholars.

GRADING SYSTEM

The Art Institute uses a system of letter grades, a four-point numerical scale, credit hours, and letter codes as illustrated.

Letter grade		Grade points
A	=	4.0
A-	=	3.7
B+	=	3.4
B	=	3.0
B-	=	2.7
C+	=	2.4
C	=	2.0
C-	=	1.7
D+	=	1.4
D	=	1.0
F	=	0.0

GPA AND CGPA

The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale, and credit-hour values.

GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute.

Here is an example of how GPA and CGPA are computed: Imagine a student taking a total of two classes during one quarter. One class is worth four credit hours and the student earns an A. The other is worth eight credit hours and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours. In this example:

$A = 4 \text{ grade points} \times 4 \text{ credit hours} = 16 \text{ grade points earned}$

$B = 3 \text{ grade points} \times 8 \text{ credit hours} = 24 \text{ grade points earned}$

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter. In this example:

$16 \text{ grade points} + 24 \text{ grade points} = 40 \text{ total grade points}$

$40 \text{ grade points earned divided by } 12 \text{ total hours earned} = \text{student's GPA for the quarter, } 3.3.$

The CGPA is computed the same way - by dividing the student's total grade points earned from all quarters at The Art Institute by the student's total credit hours earned from all quarters at The Art Institute.

GRADE CODES AND POLICIES

In addition to letter grades, The Art Institute uses the following letter codes and policies in its grading system:

K--Transfer credit. Awarded for credit-hours transferred from other accredited post-secondary (college-level) institutions. Applies to graduation credit requirements. Does not compute in GPA or CGPA. Does not count as credit attempted.

P--Proficiency credit. Credit-hours awarded through examination (i.e. CLEP or AP test), documented previous work experience, or portfolio review. Applies to graduation credit requirements. Does not compute in GPA or CGPA and does not count as credit attempted.

N--Non-credit. Assigned for courses such as labs with 0.0 credit.

S--Suspended. When student is suspended from The Art Institute for disciplinary reasons or attendance problems. Does not compute in GPA or CGPA. Does count as credit attempted.

W--Withdrawal. When a student withdraws from the total program of study by the end of the ninth week of the quarter, or from individual classes after add/drop but by the end of the ninth week of the quarter. Does not compute in the GPA or CGPA. Does count as credit attempted.

WF--Withdrawal Fail. When student withdraws from individual classes or total program of study after the ninth week of classes. Computes in GPA and CGPA as an F. Does count as credit attempted.

GRADE CHANGES

Final course grades as recorded in student records cannot be changed without extenuating circumstances. Grade changes

require approval of the faculty member who gave the grade in question and the Department Chair. Approved grade changes are due to the Registrar Error before the end of the first week of class of the quarter following the quarter in which the grade was earned. For more information, contact the Registrar's Office.

GRADE REPORTING

Midterm and final grades are made available on-line to students after the grades are received by the Registrar's Office. Midterm grades do not appear on transcripts with final grades

REPORTS TO PARENTS OR GUARDIANS OF DEPENDENT STUDENTS

Parents or guardians of dependent students are an integral part of the enrollment process and subsequent educational process. They have a vested interest regarding their student's progress and potential for success.

The Art Institute wishes to maintain a relationship with guardians and parents while developing an adult relationship with its students. This relationship is important in students' professional development and maturation. Therefore, grade reports are available to students online and may also be emailed to parents or guardians of dependent students at the student's written request. In addition, The Art Institute of Tennessee-Nashville reserves the right to contact parents or guardians of dependent students when administrative action is being taken or when students do not positively respond to efforts deemed by faculty and/or staff members to be in their best interest.

REPORTS ON INDEPENDENT STUDENTS

Grade reports for independent students will be provided for the student only. Should you wish to have your grade report made available to your parents, guardians, or another person, you must complete a Consent to Disclosure of Educational Records form at the Registrar's Office.

GRADUATION REQUIREMENTS

To qualify for graduation, all students must:

- receive passing grades for all required coursework.
- accumulate the total credit requirements for a program through coursework, transfer credit, or proficiency assessment.

- take last quarter of study before graduation at The Art Institute of Tennessee-Nashville.
- earn no more than 50 percent of the total required credits for graduation through advanced standing credit evaluation, including: credit for testing, portfolio review, articulation or transfer agreements, and/or transfer credit from another institution (the maximum is 75 percent from other member schools of The Art Institutes).
- achieve a minimum CGPA of 2.0.
- if a student in advertising, audio production, game art and design, graphic design, digital media production, illustration and design, interior design, interactive media design, media arts and animation, photographic imaging, or video production, visual and game programming compile a portfolio of their work, pass the portfolio class, and exhibit their portfolio in an Art Institute portfolio show.
- satisfy all financial obligations to The Art Institute.

An outline of portfolio standards, projects, and general criteria is separately provided for students in the above programs. These portfolio requirements are periodically reviewed and updated, and The Art Institute reserves the right to alter or modify these requirements any time to enhance graduate employment potential.

The development of student portfolios is a continuing process beginning early in each program. During their final quarter, students must submit their portfolios to their Academic Department Director and faculty for critique. Unsatisfactory portfolio pieces must be re-placed with acceptable work before the portfolio show and graduation.

To receive a degree and/or final transcript, all financial obligations to The Art Institute of Tennessee-Nashville must be satisfied.

COMMENCEMENT EVENT

Graduating students must attend the college's Commencement Event during their second-to-last quarter on campus as part of the registration process for their final quarter. Students planning on participating in the Commencement Ceremony will order their caps and gowns at this time.

GRADUATION FEE

All graduating students are assessed a graduation fee at the beginning of their final quarter whether or not they participate in graduation.

ADVANCED PLACEMENT, TRANSFER AND PROFICIENCY CREDIT & EXEMPTION FROM COURSEWORK

Students applying to The Art Institute of Tennessee-Nashville may be eligible to receive advanced standing credit in a number of ways: through participating in College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and writing the examinations for those courses during their secondary school careers, or by successfully completing other programs included in articulation agreements that may have been established between The Art Institute of Tennessee-Nashville and their high schools; by earning college credit at other accredited post-secondary institutions; by completing the requirements of a transfer agreement established between the post-secondary institution they attend before coming to The Art Institute of Tennessee-Nashville and The Art Institute; through the College Level Examination Program (CLEP); through training or other educational experience in the military as measured through DANTES or DSST examinations; or as the result of experience obtained in the workplace or through other means, as demonstrated through a portfolio of their work and additional supporting documentation.

In all cases, new students are responsible for informing their assistant director of admissions (ADA) and their academic advisor during the application and enrollment process of any educational experiences they may have had which they feel could lead to advanced standing credit at The Art Institute of Tennessee-Nashville. Any documentation supporting the award of advanced standing credit, including, but not limited to: copies of examination score reports, official copies of final college transcripts from other post-secondary institutions, or portfolios

of outside work and any required supporting documentation must be submitted to the credit transfer evaluator, via the Assistant Director of Admissions, well in advance of registration for a student's first quarter at The Art Institute. No advanced standing credit will be awarded later than the end of the fifth week of a student's first quarter. Currently, enrolled students who change from one Art Institute of Tennessee-Nashville degree program to another Art Institute of Tennessee-Nashville degree program, however, are responsible for informing the credit transfer coordinator once that change becomes official so that a re-evaluation of previously submitted transcripts may be completed based on the requirements of the new degree program. A request for re-evaluation of these transcripts must be made when the change of program or degree program is submitted to the Registrar.

Once all supporting documentation has been received by the credit transfer evaluator, decisions on advanced standing credit are normally communicated to the student through the Admissions Office within two weeks. Those students who believe additional advanced standing credit may be due to them should speak with their admissions representative, their academic advisor, or with the transfer credit evaluator immediately following the initial notification of award of advanced standing credit. It is strongly suggested that students avoid registering for any course for which they expect to receive advanced standing credit until a final response from the credit transfer evaluator has been issued.

The Art Institute assumes no responsibility for classes remaining on students' schedules after the drop/add period where transfer or proficiency credit has subsequently been awarded, or where exemption has been granted. Students will be charged for any courses remaining on their schedule after that period, even though advanced standing credit may be awarded after the drop/add period has concluded. In addition, the awarding of advanced standing credit does not guarantee students early completion of their programs due to possible prerequisite and scheduling restrictions.

Specific requirements for each kind of credit are outlined below.

CREDIT FOR ADVANCED PLACEMENT (AP) AND INTERNATIONAL BACCALAUREATE (IB) COURSES

If you participated in AP or IB programs during your secondary school career and took the applicable examinations, you may be eligible for credit for equivalent courses at The Art Institute of Tennessee-Nashville. Students must earn a score of 3 or higher on an AP exam or a score of 4 or higher on an IB exam. Copies of AP or IB score reports must be submitted to the Admissions Office as part of the application process. Advanced placement credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

CREDIT FOR SECONDARY SCHOOL ARTICULATION AGREEMENTS

The Art Institute of Tennessee-Nashville has established articulation agreements for certain high school programs throughout the United States. Students eligible for advanced standing credit resulting from such an articulation agreement should submit an articulated credit application and any required documentation to the transfer credit evaluator as part of the application process. Articulated credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

CREDIT FOR COURSES TAKEN AT OTHER POST-SECONDARY INSTITUTIONS

Students may be eligible to receive advanced standing credit for Art Institute of Tennessee-Nashville courses based on work completed at other post-secondary institutions. In general, for a student to receive general education required or elective credit for prior post-secondary coursework, that post-secondary institution must either be accredited by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA). In the event that a student has taken courses online through another educational service, he or she may be eligible to receive transfer credit if that educational service is currently accredited by the Distance Education and

Training Council (DETC), or if it has been validated by the American Council on Education's College Credit Recommendation Service (CREDIT). In other cases, equivalent courses in the program may be transferable from a non-regionally or non-ACICS/ACCSCC accredited institution if that prior post-secondary institution is accredited by one of the more specialized accrediting bodies, such as the National Association of Schools of Art and Design (NASAD), the American Culinary Federation (ACF), or the Council for Interior Design Accreditation.

Every effort will be made to award transfer credit to students who have attended an accredited post-secondary institution for equivalent Art Institute courses as long as they have earned a grade of C- or higher. In the event that the course is technologically based, it must also have been taken within the past three years. For technology-based coursework older than three years, students who can prove they have remained current with that technology should contact the credit transfer evaluator well in advance of first quarter registration to apply for possible proficiency (P) credit for those courses. These requirements also apply to courses taken at another Art Institute.

Transfer credit will be recorded on the student's transcript as K credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

In the event that a student completes an associate's degree at The Art Institute of Tennessee-Nashville and then chooses to complete a bachelor's degree at The Art Institute of Tennessee-Nashville, credit earned for the associate's degree will be brought in for matching courses and added to the student's bachelor's degree transcript. This is also true for students who complete one associate's degree at The Art Institute of Tennessee-Nashville and choose to return for a second associate's degree. In these situations only grades for matching courses will be recorded, and the grades earned as part of one Art Institute of Tennessee-Nashville degree will be computed in the student's second Art Institute of Tennessee-Nashville degree GPA and CGPA.

Students who have completed coursework at a post-secondary institution with which The Art Institute of Tennessee-Nashville has a current transfer agreement will receive transfer credit based on the terms of that agreement.

The Art Institute does not grant transfer credit for pass/fail or satisfactory/unsatisfactory grades unless a statement appears on the official transcript that equates such notation to a C- or higher. In addition, review, remedial, and developmental courses are not considered for transfer credit.

CREDIT FOR COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) TESTS

Students may earn advanced standing credit for Art Institute courses based on equivalent computer-based CLEP examinations provided they earn a score of 50 or higher. Students who may have taken the former pencil and paper version of a CLEP exam will need to have scored in the 50th percentile or higher in order to earn credit. CLEP examination score reports should be submitted to the Admissions Office prior to enrollment at The Art Institute. In some cases, currently enrolled students may also be allowed to take a CLEP exam for credit. Those students must meet with the Director of Education Services prior to registering for any CLEP exam. CLEP testing is offered at The Art Institute of Tennessee-Nashville at selected times during the year. More information about the CLEP program may be obtained from Director of Education Services in the Academic Affairs Office. CLEP credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

CREDIT FOR MILITARY TRAINING AND/OR EXPERIENCE

The prior training and/or education you received as part of your military experience may make you eligible for advanced standing credit based on the results of DANTES or DSST examination scores, or as recommended in the American Council on Education's (ACE) Guide to Educational Credit by Examination, or in the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. Military credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

CREDIT FOR WORKPLACE EXPERIENCE OR OTHER AREAS OF PROFICIENCY

Students who feel they can meet the competencies required of courses at The Art Institute of Tennessee-Nashville through other life experiences or skills they may have acquired through employment may submit a portfolio of works they have completed and supporting documentation as proof of their ability to meet these competencies. New students should inform their assistant director of admissions of such experience and submit their portfolios and supporting documentation to him or her. The Assistant Director of Admissions will then turn over these portfolios to the credit transfer evaluator, who will make sure they are evaluated by the appropriate department chair. Once a decision on proficiency credit has been made, the credit transfer evaluator will return the portfolio to the student's Assistant Director of Admissions, who will then inform the student of that decision. The student may then pick up his or her portfolio from the Admissions Office. It should be noted that in general, proficiency credit may only be earned for 100 – 200 level courses. In addition, this kind of proficiency credit is not awarded for art foundation courses.

Work experience credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

ADVANCED STANDING CREDIT'S EFFECT ON FINANCIAL ASSISTANCE

Advanced standing credit typically reduces the number of classes students take because they receive credit for certain courses in the sequence of the program. For students receiving financial assistance, taking fewer classes may affect their eligibility for financial assistance, especially if they no longer qualify as full-time students. (A "full-time student" is defined as carrying at least twelve credit hours per quarter. However, students normally carry sixteen credit hour course loads.) Since the Student Financial Services Office is notified of advanced standing credit, Financial Aid officers will work with students to establish or revise their financial plans.

CO-ENROLLED / TRANSIENT STUDENTS

In certain circumstances, students who are in good academic standing may be given permission to co-enroll at another college while attending The Art Institute of Tennessee-Nashville or while on a leave of absence and transfer credit back to The Art Institute. Students must see the credit transfer evaluator well in advance to secure this permission in writing before enrolling at another college. Students will be required to submit a course description and semester starting and ending dates when applying for co-enrolled or transient status.

All grades earned for courses taken elsewhere while co-enrolled must be received by The Art Institute immediately following the completion of such courses. It is the student's responsibility to arrange for official transcripts to be sent to the credit transfer evaluator.

No co-enrollment or leaves of absence for the purpose of co-enrollment are permitted during the final quarter of study before graduation. The last six months of study before graduation must be in residence at The Art Institute of Tennessee-Nashville.

LIMITATIONS ON THE AWARD OF CREDIT

Students may earn up to 25 percent of the required amount of credit toward their Art Institute of Tennessee-Nashville degree as the result of testing, high school articulation agreements, or prior work experience (P credit).

Students may earn up to 50 percent of the required amount of credit toward their Art Institute of Tennessee-Nashville degree as the result of coursework completed at other accredited post-secondary institutions (K credit), or in combination with credit received as the result of a transfer agreement The Art Institute may have with that post-secondary institution, as well as any testing or prior work experience credit mentioned above (P and K credit combined).

Students may earn up to 75 percent of the required amount of credit toward their Art Institute of Tennessee-Nashville degree as the result of coursework completed at another Art Institute (K credit), or in combination with credit received as the result of a transfer agreement The Art Institute may have with that post-secondary institution, as well as any testing or prior work experience credit mentioned above (P and K credit combined).

EXEMPTION FROM SPECIFIC COURSES

Students may apply and qualify for exemption from CD 245 Career Development, based on prior experience in the workplace. Students who may qualify for exemption from CD 245 Career Development are usually career changers: those students who have previously pursued a professional career; or those students already holding a bachelor's degree or higher. CD 245 Career Development Exemption Applications may be obtained from the Academic Affairs Office. Completed applications should be submitted to the student's Academic Department Chair. The application and its required accompanying documentation will be reviewed by the department chair and other members of the CD 245 Exemption Committee. Students will be informed of the Committee's decision by the credit transfer evaluator.

Exemption is unlike advanced placement, transfer or proficiency credit in that when students are exempted from a specific course, they do not receive any credit, but are simply allowed to waive the required course. Exemption will be recorded on the student's transcript as "WV," and no credits will show. Students are responsible for taking another course to replace the exempted course unless additional transfer credit is possible.

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS POLICY

Applicable to every student enrolled in diploma and undergraduate degree programs, the Satisfactory Academic Progress Policy ensures that students make satisfactory progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Most critical to this policy is a student's ability to enroll in and complete courses on a consistent manner. This ability is measured in two ways: cumulative grade-point-average (CGPA); and incremental completion rate (ICR). Failure to complete courses successfully for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, and completion of the program in no more than 150% of total program credits.

CRITERIA FOR HONORS DESIGNATION

To promote academic excellence and to recognize exemplary academic achievement, the following honors designations will be issued on a term basis and upon graduation.

Term Honors Designation (at the completion of a quarter or semester) – Students who enroll for and complete 12 credits or more and meets the following criteria may receive the corresponding designation:

Term GPA	Honors Designation
4.0	President's Honor Roll
3.7-3.9	Dean's Honor Roll
3.5-3.6	Honor Roll

Honor Designation at Graduation – Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates.

Transitional studies classes are not considered when evaluating honors designations.

MILESTONES AND EVALUATION POINTS FOR SATISFACTORY ACADEMIC PROGRESS

Diploma Programs:

1. At the end of first quarter, students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
2. At the end of second quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of second quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.
4. At the end of fourth quarter, and every quarter thereafter, students must attain a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.
5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.

Degree Programs:

1. At the end of second quarter, students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
2. At the end of third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.
4. At the end of sixth quarter, and every second quarter thereafter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.
5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.

TRANSITIONAL STUDIES

Transitional Studies Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. Transitional studies courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in dismissal.

APEAL PROCESS

The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided.

If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success.

TRANSFERRING TO ANOTHER ART INSTITUTE

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. Any student dismissed for academic progress cannot transfer to another Art Institute until he or she has been reinstated at the sending school and is deemed to be making satisfactory academic progress.

CHANGES IN PROGRAM

Students are allowed one change in program and must be making satisfactory academic progress at the time a request is made to change programs.

Drug-Free Workplace and Campus

The use of illegal drugs and the abuse of alcohol on the campus of The Art Institute of Tennessee-Nashville or in facilities controlled by The Art Institute are prohibited by college regulations and are incompatible with The Art Institute's goal of providing a healthy educational environment for students, faculty, staff and guests. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

EFFECTS OF DRUGS AND ALCOHOL

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of The Art Institute of Tennessee-Nashville and the requirements of state and federal law, The Art Institute of Tennessee-Nashville has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

SHORT TERM RISKS

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

LONG-TERM RISKS

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males: testicular atrophy and breast enlargement
- In females: increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS

AMPHETAMINES (SPEED, UPPERS)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

DELIRIANTS (AEROSOLS, LIGHTER FLUID, PAINT THINNER)

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

DEPRESSANTS (BARBITURATES, TRANQUILIZERS, METHAQUALONE)

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

HALLUCINOGENS (LSD, PCP, DMT, STP, Mescaline)

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

INTRAVENOUS DRUG USE

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

MARIJUANA AND HASHISH

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men lower levels of testosterone and increase in abnormal sperm count

STIMULANTS (COCAINE)

- Painful nosebleeds and nasal erosion
- Intense “downs” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

NARCOTICS (HEROIN, MORPHINE, CODEINE, OPIUM)

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

SANCTIONS

THE ART INSTITUTE OF TENNESSEE-NASHVILLE SANCTIONS

The Art Institute, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, The Art Institute will apply sanctions that could lead to a student being fined, suspended or expelled or an employee being disciplined, suspended or dismissed for violation of The Art Institute’s standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student’s or employee’s expense, if necessary.

Federal Sanctions

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine Base (Schedule II)	5-49 grms mixture		50 grms or more mixture	
Fentanyl (Schedule II)	40 - 999 grms mixture		400 grms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 grms mixture		100 grms or more mixture	
Heroin (Schedule I)	100 - 999 grms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 grms mixture		10 grms or more mixture	
Methamphetamine (Schedule II)	5 - 49 grms pure or 50 - 499 grms mixture		50 grms or more pure or 500 grms or more mixture	
PCP (Schedule II)	10 - 99 grms pure or 100 - 999 grms mixture		100 grms or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs			
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years 	<ul style="list-style-type: none"> • Not more than 10 years
Hashish	10 kg or less	<ul style="list-style-type: none"> • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> • Fine \$500,000 if an individual, \$2 million if other than individual
Hashish Oil	1 kg or less		

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits. Federal, state and local laws are subject to change; students are responsible for being aware of current laws.

CONVICTIONS FOR DRUG-RELATED OFFENSES

Any student convicted of any drug-related criminal statute must notify the Director of Student Affairs, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and The Art Institute of Tennessee-Nashville need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM

Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

- abrupt changes in mood or attitude
- decreased efficiency at work or at school
- frequent absences, tardiness, and/or early departures
- relationship problems with family, friends, and co-workers
- unusual outbursts of anger and hostility
- social withdrawal

COUNSELING

If you observe any of these changes in yourself or another student, you are encouraged to talk with a Counselor in the Student Affairs Office.

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. The College Counselor can refer you to one that meets your needs.

NASHVILLE-AREA RESOURCES

There are also organizations that may be contacted for help. The Alcoholism and Drug Abuse Hotline (1.800.252.6465) and the Cocaine Hotline (1.800.262.2463) are open twenty-four hours a day. The National Institute on Drug Abuse Hotline (1.800.662.4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

Family Educational Rights and Privacy Act (FERPA)

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

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the registrar’s office or the director of administrative and financial services. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student’s records.

Certain limitations exist on a student’s right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student’s admission, application for employment or job placement, or receipt of honors. In addition, the term “education record” does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records

The Art Institute of Tennessee - Nashville generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student’s prior written consent to the following individuals or institutions or in the following circumstances:

1. To Art Institute of Tennessee - Nashville officials who have been determined by the school to have legitimate educational interests in the records. A school official is
 - a. a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
 - b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute of Tennessee - Nashville has a legitimate educational interest.

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

3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s).)
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (*see* Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of Tennessee - Nashville will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. Record of Requests for Disclosure

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

IV. Directory Information

The Art Institute of Tennessee - Nashville designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email and website

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

Notice of these categories and of the right of an individual in attendance at The Art Institute of Tennessee - Nashville to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Tennessee - Nashville, 100 Centerview Drive, Suite 250, Nashville, TN 37214. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the registrar's office or the director of administrative and financial services to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The Art Institute of Tennessee - Nashville may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, The Art Institute of Tennessee - Nashville will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of The Art Institute of Tennessee - Nashville. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. The Art Institute of Tennessee - Nashville will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, The Art Institute of Tennessee - Nashville decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, The Art Institute of Tennessee - Nashville decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

7. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institute of Tennessee - Nashville will:
 - (a) maintain the statement with the contested part of the record for as long as the record is maintained; and
 - (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

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

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

Anti-Hazing Policy

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

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

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College’s student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Director of Student Affairs located at 100 CNA Drive, Nashville, TN 37214, telephone 615-514-3807. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the College community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

Harassment Policy

The Art Institute of Tennessee-Nashville is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

DEFINITION

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. The Art Institute of Tennessee-Nashville prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

OTHER FORMS OF HARASSMENT

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

PROBLEM RESOLUTION

Students who feel they have been harassed should follow the Student Grievance Procedure for internal complaints of harassment or discrimination. Promptly after learning of such alleged conduct, The Art Institute of Tennessee-Nashville will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against college-related retaliation. If an investigation confirms the allegations, The Art Institute of Tennessee-Nashville will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

Campus Safety

The Art Institute of Tennessee - Nashville
Jeanne Clery Disclosure of Campus Security Policy
And Campus Crime Statistics Report
April 1, 2008

The Art Institute is providing the following information to all of its employees and students as part of The Art Institute's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have any questions about any of the information provided in this material, please contact the Dean of Student Affairs at 615.514.3884.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Art Institute of Tennessee - Nashville Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy distributed via email and in new-hire orientation. The report is distributed to all students through the student handbook.

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Student Affairs. Reports are kept in a secure location in the office of the Dean of Student Affairs. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of Tennessee - Nashville that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around The Art Institute of Tennessee - Nashville facilities to Dr. Douglas Lange, Dean of Student Affairs either in person or by calling 615.514.3884. If the Dean of Student Affairs is not available, you may contact a member of the Executive Committee (C. Menck, D. Hinton, K. Puglisi, L. Stark, or M. Jordan), and the Metro Davidson County Police Department by dialing 911.

To report emergencies or criminal acts occurring in college-sponsored housing, students should dial 911 to report a crime or emergency requiring an immediate response.

In the event of fire or medical emergencies, staff and employees should contact the Metro Davidson County emergency services by dialing 911 and then notify the Dean of Student Affairs.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Dean of Student Affairs. Reports are kept in a secure location in Office of the Dean of Student Affairs. The annual crime report is prepared by gathering campus crime statistics and data from local police departments and other relevant information by the Dean of Student Affairs.

SECURITY AND ACCESS TO CAMPUS FACILITIES

It is the policy of The Art Institute of Tennessee – Nashville that access to all campus facilities, including college-sponsored housing facilities, be limited to authorized personnel, students, and invited visitors. Visitors are at all times subject to college policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff, and faculty are required to show a valid Art Institute identification card to gain access to campus facilities or services and may be subject to search.

ACCESS TO THE ACADEMIC BUILDINGS

A Security Desks is located on the First Floor of The Art Institute of Tennessee - Nashville, 100 Centerview Drive. After hours, the building is protected with electronically locked security doors and devices including cameras and proper procedures are followed to ensure limited access to secured areas. Exterior lighting is provided around the building and parking areas, and shrubs and hedges are kept low for safety reasons. Suspicious persons are questioned and asked to leave.

ACCESS TO RESIDENTIAL FACILITIES

Creekstone Apartments is a gated community. Creekstone Apartments is a controlled access community which provides Courtesy Officers that patrol both the interior and exterior of the complex during the hours that the leasing office is closed. **In the event of a crime in progress, dial 911.**

CAMPUS LAW ENFORCEMENT

Persons employed as security personnel at 100 Centerview Drive are instructed in security, security problems, specific college rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met.

Unarmed security personnel at the college are there at the direction of the college, and are to assist students, faculty and staff of The Art Institute. Someone is on duty during the hours the building is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their Art Institute Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact Dr. Douglas Lange, Dean of Student Affairs, or the President if any illegal activity occurs.

Student residents living in college-sponsored housing should contact the Dean of Students should an emergency arise.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute of Tennessee - Nashville is located in Metropolitan Community of Nashville, Tennessee. The Art Institute of Tennessee - Nashville maintains close working relationships with the Metro Davidson County Police Departments with periodic contact initiated by Art Institute personnel to ensure that the college is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided email, posters, letters, and handbills.

PROGRAMS TO INFORM STUDENTS ABOUT CAMPUS SECURITY

All new Art Institute of Tennessee – Nashville employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as the security of their fellow classmates. The orientation program, which takes place four times per year, includes a description of security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus and at college-sponsored housing, and procedures for reporting any criminal activity or emergency. Students in college-sponsored housing are given the names and phone numbers of the Resident Assistants, who live on the premises or are on-call, in case of an emergency. The Art Institute counseling program encourages victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, the names of victims or witnesses who provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by The Art Institute (contact Dr. Douglas Lange, Dean of Student Affairs) in a secure location.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

The Art Institute also provides information designed to heighten awareness of crime and its prevention. Topics included are personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event The Art Institute, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by email, letters, handbills, and posters. Incidents occur-

ring at The Art Institute student housing locations would be announced by the distribution of notices to each student apartment.

Students are requested to review The Art Institute's *Student Handbook* where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review The Art Institute's *Employee Handbook* where information regarding Standards of Conduct and Safety can be found.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, The Art Institute of Tennessee – Nashville does not have any off-campus student organizations.

DRUG AND ALCOHOL POLICIES

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

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

WEAPONS POLICY

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on Art Institute owned or controlled property, at college-sponsored activities, and in college-sponsored housing.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational information promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by Art Institute of Tennessee – Nashville. Topics include rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities. At the student's request, the Dean of Student Affairs, members of the Executive Committee or other Art Institute officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack
- Do not shower, bathe, or destroy any of the clothing you were wearing at the time of the attack
- Go to a hospital emergency room for medical care
- Make sure you are evaluated for the risk of pregnancy and venereal disease (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute)
- Call someone to be with you; you should not be alone

It is also recommended that victims call the Rape Crisis Hotline: 800-879-1900. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, The Art Institute of Tennessee - Nashville will assist in identifying off-campus counseling or mental

health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Art Institute personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in college-sponsored housing, if applicable or the transfer of classes. The address of the local Rape and Sexual Abuse office is: 615.259.9055. It is located at 25 Lindsley Avenue, Nashville, Tennessee 37210. The web address of the office is: <http://www.rasac.org/contact/>.

DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance The Art Institute of Tennessee – Nashville published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only The Art Institute’s final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is online at: <http://www.ganet.org/gbi/>.

On-campus computer labs with Internet access are available for you to view the above Web site at 100 Centerview Drive from 7:00 a.m. to 10:00 p.m., Monday through Friday.

CRIME STATISTICS

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. The Art Institute of Tennessee – Nashville prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the Dean of Student Affairs to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to The Art Institute concerning the occurrences on The Art Institute’s campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on The Art Institute’s campus, non-campus buildings and property, and public property. Finally, in the third box arrests and “referrals for campus disciplinary action” for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

REPORTING AREA

The Art Institute of Tennessee – Nashville reports statistics from all property owned or controlled by the college including college-sponsored housing. Information relative to areas adjacent or contiguous with Institute facilities has been provided by the Metro Davidson County police department.

For purposes of the Clery Act, The Art Institute of Tennessee - Nashville campus is defined as:

Main Academic Building	100 Centerview Drive, Nashville, Tennessee 37214
Creekstone Apartments	266 Stewarts Ferry Pike, Nashville, Tennessee 37214

DEFINITIONS

The following are definitions of occurrences that must be reported:

- 1) Criminal Homicide, Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.
- 2) Negligent Manslaughter: The killing of another person through gross negligence.
- 3) Sex offenses
 - a) Forcible Sex Offenses – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.
 - i) Forcible Rape – The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
 - ii) Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - iii) Sexual Assault With An Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/ her youth or because of his/her temporary or permanent mental or physical incapacity.
 - iv) Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
 - b) Non-forcible Sex Offenses–Unlawful, non-forcible sexual intercourse.
 - i) Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - ii) Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- 4) Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- 5) Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- 6) Burglary – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- 7) Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)
- 8) Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

- 9) Liquor law violations, drug law violations, and illegal weapons possession –
- a) Arrests
- i) Liquor Law Violations — The violation of laws or ordinances prohibiting:
- The manufacture, sale, transporting, furnishing, possessing of intoxicating liquor;
 - Maintaining unlawful drinking places;
 - Bootlegging;
 - Operating a still;
 - Furnishing liquor to a minor or intemperate person;
 - Using a vehicle for illegal transportation of liquor;
 - Drinking on a train or public conveyance;
 - Any attempts to commit any of the foregoing violations.
- Note: Drunkenness and driving under the influence are not included in the definition of “liquor law violations” for Clery Act reporting purposes nor are violations of college alcohol policies that do not rise to the level of a crime.
- 10) Drug Law Violations – Violations of State and local laws related to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana; synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- 11) Weapon Law Violations — The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- 12) Disciplinary Referrals - Incidents in which the person was not arrested, but instead was referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

THE ART INSTITUTE OF TENNESSEE-NASHVILLE

For clarification purposes, the following statistics show a breakdown of the criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's main campus and additional teaching locations.

Criminal Offenses	On-Campus Buildings					
	2005		2006		2007	
	Enter Street Address of Main Building	Enter Other Street Address	Enter Street Address of Main Building	Enter Other Street Address	On-campus	Public Property
Robbery					0	0
Aggravated Assault					0	0
Burglary/Theft					0	0
Motor Vehicle Theft					0	0
Arson					0	0
Criminal Homicide:						
Murder & Non-negligent Manslaughter					0	0
Negligent Manslaughter					0	0
Sex Offenses:						
Forcible					0	0
Non-Forcible					0	0
Totals	0	0	0	0	0	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.
Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

Hate Crimes	Calendar Year					
	2005		2006		2007	
	Enter Street Address of Main Building	Enter Other Street Address	Enter Street Address of Main Building	Enter Other Street Address	On-campus	Public property
Robbery					0	0
Aggravated Assault					0	0
Burglary/Theft					0	0
Motor Vehicle Theft					0	0
Arson					0	0
Criminal Homicide:						
Murder & Non-negligent Manslaughter					0	0
Negligent Manslaughter					0	0
Sex Offenses:						
Forcible					0	0
Non-Forcible					0	0
Totals	0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action	Calendar Year					
	2005		2006		2007	
	Enter Street Address of Main Building	Enter Other Street Address	Enter Street Address of Main Building	Enter Other Street Address	On-campus	Public property
Liquor Law Violations:						
Arrests					0	0
Disciplinary Action					0	0
Drug Abuse Violations:						
Arrests					0	0
Disciplinary Action					0	0
Weapons Possessions:						
Arrests					0	0
Disciplinary Action					0	0
Totals	0	0	0	0	0	0

SAFETY TIPS

Prevention is your best protection against crime. Here are some precautions you can take to assure greater security.

At Home

- Leave at least one light on, inside and out when you are away. If possible, use a timer to turn lights on and off.
- Keep your doors and windows locked, even if you are at home, and even if you leave for a few minutes.
- NEVER open the door without knowing who is there. Require the caller to identify himself or herself satisfactorily. Use chain bolt when checking ID. If a stranger asks to use a phone, DO NOT PERMIT HIM OR HER TO ENTER. Make the call for that person if you believe it is an actual emergency.
- Keep in touch with your neighbors. Watch each other's apartments and let each other know of anything suspicious.
- Don't give out personal information, such as your address. Report threatening or harassing calls to the police or phone company.

When Walking

- Plan the safest route to your destination and use it. Choose well-lighted busy pathways and streets, avoiding alleys, vacant lots, or construction sites. Take a longer way if it's safer.
- Know your neighborhood and the campus. Find out which buildings are open late (or early) and where you go to summon help if needed.
- Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side trouser pocket, not in the rear trouser pocket.
- Don't flaunt expensive jewelry, clothing, or "flash" cash.
- Have your car or house key in hand and ready as you approach your vehicle or home.
- Never hitchhike.

While Traveling

- Keep doors locked and windows rolled up, especially at stoplights. Always lock your car and take the keys. Keep valuables out of sight in the trunk. Park in areas that will be well-lit when you return. Check the back seat and the area around the car before getting in.
- Car Trouble: Raise the hood. Put on emergency flashers. Stay inside the car and lock the doors. Ask anyone who stops to help to call the police or the nearest service station for you.
- On public transportation, wait in well-lit areas near other people. If someone bothers you, move to a more populated area of the bus or train. Ask for help from any MARTA employee or the MARTA police.

Responding to an Attack

In any situation, your goal is to get away with the least injury to yourself. If an attacker only wants your valuables, give them up. Valuables can be replaced; your life can't. Notify local police immediately.

Learning to defend yourself is a good idea. However, don't overestimate your abilities. It may take lots of practice before you can use the techniques effectively.