



STUDENT HANDBOOK

2018-19

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INTRODUCTION

This Studio School Student Handbook (hereinafter “Handbook” or “Student Handbook”) reflects the student- related policies of Hussian College and, specifically, The Studio School branch of this institution (hereinafter “College” or “Institution”) in effect as of the date of publication. It prescribes the conditions of enrollment for all members of the student body.

This Student Handbook rescinds all prior related administrative policies and procedures, and all Student Handbooks or student documents issued prior to this one pertaining to the students of the College. This Student Handbook shall remain the policy of the College with respect to the matters addressed within, and until amended or replaced.

This Student Handbook represents College-wide policy and takes precedence over other policies or procedures except those issued by authorized personnel within the scope of their authority.

The statements contained herein shall be construed in accordance with the laws of the State of California..

ORGANIZATION

The material contained in the Campus Handbook is organized by chapter, article, section, and subsection.

Words used in this Student Handbook shall have their ordinary and usual meaning unless otherwise defined or unless a technical meaning is clearly implied by the context.

The editors of this Student Handbook have attempted to use dual gender references (he/him/his, she/her/hers) wherever such references are employed. It is intended that all gender references include both male and female unless a more limited meaning is clearly implied by the context.

OFFICIAL COPIES

The President will be the editor and maintain an official current copy of the Studio School Student Handbook and will be responsible for disseminating new material to the Student Handbook subscribers. Additional official current copies of the Student Handbook will be available on the College intranet.

MODIFICATIONS

The Board of Directors must approve all changes to this Student Handbook.

CHAPTER I - HISTORY

1.1 History of the Institution

John Hussian was a respected and knowledgeable member of Philadelphia’s art community and a lecturer at the Philadelphia Museum of Art. At the end of World War II, returning veterans and many civilians were searching for colleges to help them build new careers. Because of his reputation and unique knowledge of both Commercial and Fine Arts, the principles of the art museum convinced John Hussian to found the The Hussian School of Art in 1946.

Both disciplines remained an integral part of the curriculum until the early 1960s when, because of its excellent reputation and administrative integrity, the Pennsylvania Department of Education and the Veterans Administration suggested the College focus solely on Commercial Art.

Since then the Institution has continued to grow and achieve professional recognition. The College is nationally accredited by the Accrediting Commission of Career Schools and Colleges (“ACCSC”), and is also active in the regional professional art community. In 1979, we were approved by the Pennsylvania Department of Education to offer an Associates in Specialized Technology Degree. In 1996, we introduced our first web class and now incorporate digital media courses and the latest technology into all of our concentrations. In 2008, we moved to our new home in the historic building in Old City Philadelphia known as “The Bourse.”

In September 2014, the College first offered the Bachelor of Fine Arts degree in Art on the Philadelphia campus. In October 2014, the College opened a Los Angeles, California branch campus, Studio School with programs in art, acting, film,commercial dance, musical theater and entrepreneurship.

In January 2015, the College received final approvals from the Commonwealth of Pennsylvania and the Accrediting Commission of Career Schools and Colleges (ACCSC) to change the Institution name from “The Hussian School of Art” to “Hussian College”.

1.2 Mission. To inspire creativity and innovation through education, immersive professional experiences, and social engagement.

1.3 Vision. The name “Hussian College” and “Studio School” will be recognized as an educational environment that inspires, nurtures and educates great creative minds and leading professionals.

1.4 Core Values. The Core Values of the College are: Integrity, Individuality, Innovation, and Inspiration.

1.5 Accreditation and Approvals. The College is accredited by the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard / Suite 302 Arlington, Virginia 22201. The College is also licensed to operate in the Commonwealth of Pennsylvania by the Department of Education. The College’s Studio School branch campus located in Los Angeles, California is approved to operate in the State of California by the California Bureau of Private Postsecondary Education

CHAPTER II - ORGANIZATION

2.1 Organization Philosophy. The College is organized in a manner that is consistent with small, specialized institutions of higher education. The ultimate decision and policy authority is the Board of Directors (“Board”). As a corporate organization, Pennsylvania law requires the College to appoint certain corporate officers, the applicable powers and authority of which have been set forth in the corporate bylaws. Those officers execute the policies and directives of the Board and administer matters related to corporate governance. Administrators provide the primary direction and control of the College as an academic entity. The President of the College is the chief administrator of the College and responsible for its day-to-day direction and supervision. Other administrators carry functional responsibility for areas of academic affairs, student affairs, enrollment management, finance, administration, etc.

2.1.1 Board of Directors. The Board of Directors is the governing body of the College exercising all of the powers, rights and prerogatives appertaining to the College under the laws of the Commonwealth of Pennsylvania and of the United States. The Board determines the manner in which it governs the College and its operations. There is no inherent or presumed power or authority in any other agent, employee, instrumentality or body that operates in the name of or under the authority of the College or the Board, or within the governance structure of the College. The Board may provisionally delegate such of its authority as it shall deem convenient and prudent, provided, that the Board shall always reserve to itself the final and ultimate power and authority to act at any time on any and all matters essential to the proper functioning of the College. Any policy, operating statement or grant of authority adopted by any person or entity acting in the name of or under the authority of the Board or within the governance structure of the College, whether presently existing or hereafter created, that is inconsistent with the reserved powers of the Board established herein, shall not be binding on the Board or the College.

2.1.2 Corporate Officers. The officers of the corporation are the Chair of the Board, the President of the Corporation, the Secretary and the Treasurer.

2.1.3 Administration. Each administrator is granted the authority and obligation to perform the duties and responsibilities of her/his position, both those expressly directed and those, which necessarily flow there from. The authority granted and the duties and responsibilities to be performed are subject to the superintendence of and preemption by superior administrators. Duties and responsibilities may be provisionally delegated to subordinates; however, the ultimate responsibility for their proper performance rests with the administrator who is principally charged with the obligation of performance. Administrators are not corporate officers unless they also hold one of the corporate offices identified in Section 2.1.2.

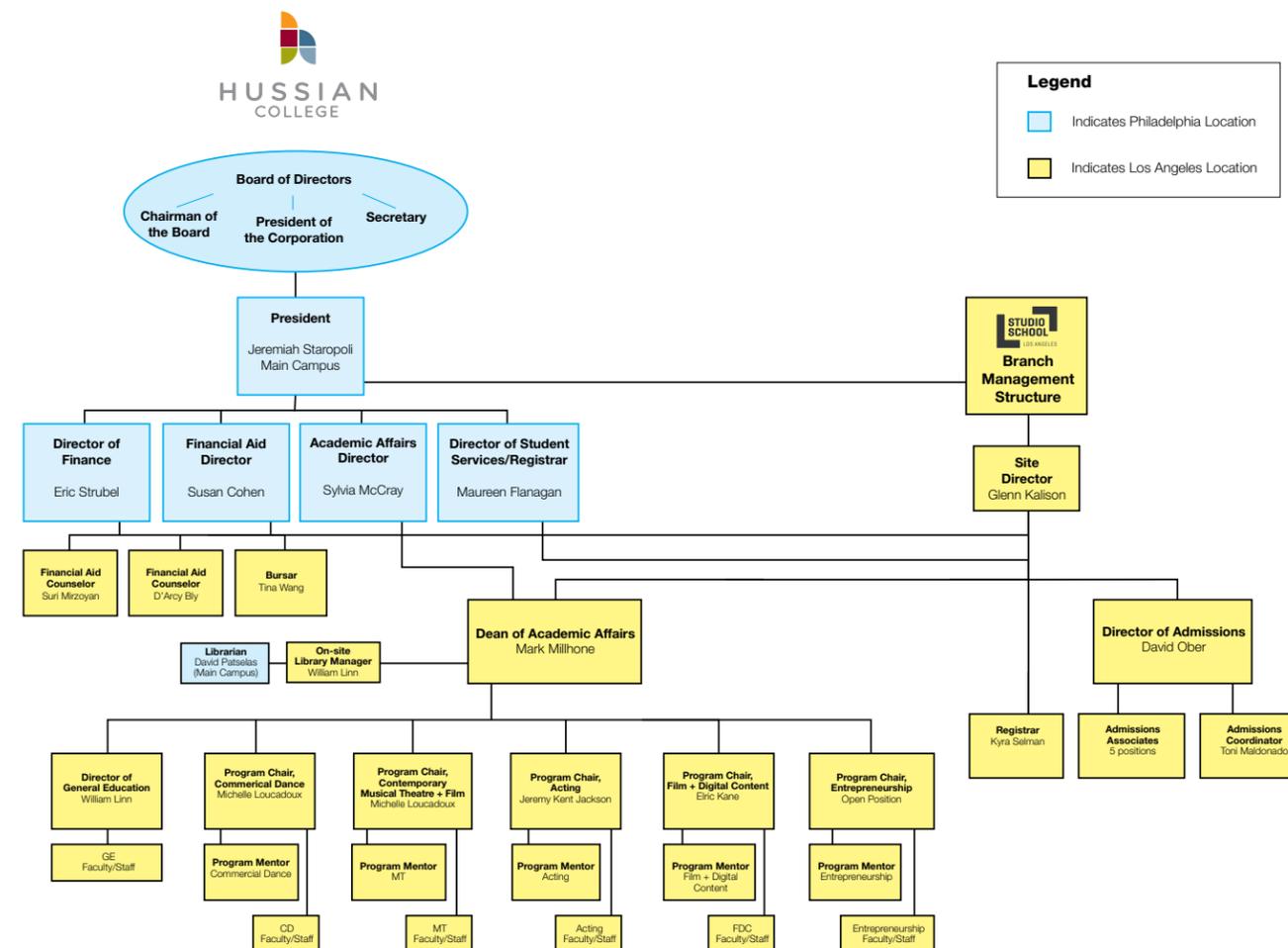
2.1.3.1 President. Elected by the Board of Directors, the President of the College is the chief administrative officer of the College. The President’s responsibility is to provide leadership that will enhance institutional growth, stability, and excellence. Within the framework of the policies of the Board of Directors and the Board’s power of superintendence and preemption, and subject to the direction of the corporate officers, the President has the authority and obligation to exercise such powers and perform such duties and responsibilities as may be necessary and appropriate for the proper management of the branches.

2.1.3.2 Site Directors Appointed by the President of the College with the consent of the Board of Directors, the site director is the chief administrative officer of the main or branch campus. The Site Director reports to and is subject to the supervision of the Board of Directors, the corporate officers, and the President of the College with respect to the execution of the responsibilities of the administration of the branch. The Site Directors responsibility is to provide leadership that will support the Mission and Vision of the College and

that will conform the College to the standards of its accrediting bodies. Within the framework of the policies of The College and the superintendence and direction of the Board and the President of the College, the Site Director has the authority and obligation to exercise such powers and perform such duties and responsibilities as may be necessary and appropriate for the proper management of the academic operations of the College and to exercise final authority over all academic policies, programs, procedures, judgments and decisions.

2.1.3.3 Other Administrators. Other principal administrative employees include the Dean of Academic Affairs, Director of Financial Aid, the Registrar, the Director of Admissions, the Director of Finance, and the Administrative Services Coordinator.

ORGANIZATIONAL CHART



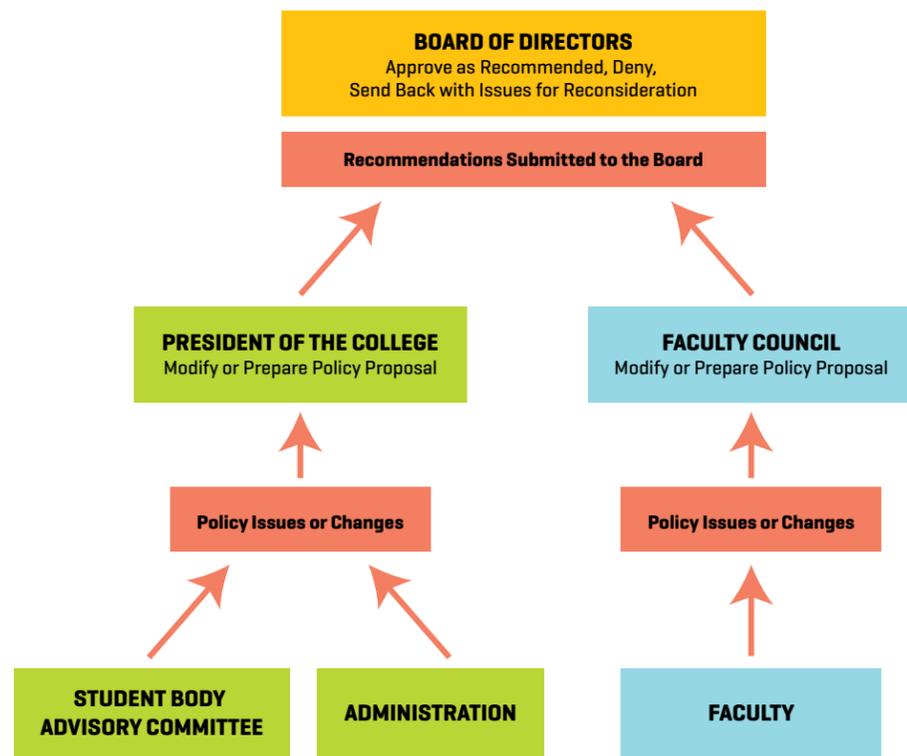
CHAPTER III - STUDENT GOVERNANCE

3.1 Student Body Advisory Committee.

The Student Body Advisory Committee is the representative body of Student Government. The purpose of the Student Body Advisory Committee is to advocate for the betterment of the student body of the Institution and bring the concerns of individual constituencies to the attention of the College administration in an atmosphere of free discussion, inquiry, and self-expression. The council will meet at a determined place and time at minimum twice every semester.

The Committee will be composed of at least 8 individuals representing all grade levels. The Committee will elect a Chairperson and Secretary and they will report their findings directly to the Registrar.

3.1.1 Policy Structure: Institutional policy changes and modifications can be initiated by student, through the Student Advisory Committee, by the College administration, or by the College faculty through the processes set forth in the below graphic. Formal requests or recommendations for policy changes or modifications must be presented to the College Board of Directors through the President of the College, in the case of proposal from the Student Advisory Committee or the College administration, and through the Faculty Council, in the case of the proposals from the faculty.



CHAPTER IV - ADMISSIONS, ENROLLMENT AND REGISTRATION

4.1 Admissions Policy. As an initial qualification for admissions all students must have earned a high school diploma or GED (General Education Development Certificate). All applicants must meet prescribed program requirements available on the main or branch website and catalog or catalog addendum.

Each applicant is evaluated holistically, with consideration given for academic preparation, attendance, community service, extra-curricular activities, social maturity, and artistic ability. The DAA, in his/her professional judgment, reserves the right to require additional proof of academic readiness and capability.

In addition to program requirements, applicants must maintain a 2.5 cumulative GPA in high school unless there are extenuating circumstances that would merit an exception. Exceptions are granted at the request of the Director of Admissions and approved by the Dean of Academic Affairs.

The College reserves the right to deny admission, continued enrollment, or re-enrollment, to any applicant or student whose personal history and background indicate that his or her presence at The College would endanger the health, safety, welfare, or property of the members of the academic community or interfere with the orderly and effective performance of the College's functions. The College reserves the right to deny, revoke, and alter the academic records, degrees, awards, and other credentials, change the standing, and inform professional or disciplinary agencies of such changes, of any person who while a student or applying for admission to the College, engages in, submits, or who has engaged in or submitted false, dishonest or inaccurate credentials, coursework, or other information or violated the College's policies, rules or regulations.

4.2 Nondiscrimination Policy/Equal Education Policy. The College provides equal opportunity for admission, and in education and employment for all qualified persons, regardless of race, color, religion, national origin, sex, sexual orientation, gender identity age, disability, or veteran status.

4.3 ADVANCE STANDING

4.3.1 Transfer Students and Articulation Agreements. The College will undertake to place qualified transfer students who meet the standards for admission in advanced classes pending review of an official transcript of completed collegiate level credits, high college transcripts or the equivalent (if requested), and additional program requirements. Credits more than ten (10) years old will not be accepted towards degree completion.

Course work transcribed by institutions accredited by national and regional agencies recognized by the U.S. Department of Education, as well as from foreign post-secondary institutions recognized and approved by the local Ministry of Education as a degree granting institution will meet the initial qualifications for transfer to the College. The overall academic sufficiency of course credits for transfer to each program is determined by the College on a case-by-case basis and the College reserves the right to require that a prospective transfer student provide syllabi for individual courses to assist in its determination and qualification of credits for transferability. Course work where the student earned a grade of less than a "C-" resulting in a mark of incomplete, resulting in a mark of no-credit, or earned from an unaccredited institution will not be accepted for transfer. The class standing of students at the time of admission will be based strictly on the number of credits accepted for transfer by the College at the time of admission.

CHAPTER IV - ADMISSIONS, ENROLLMENT AND REGISTRATION

The College maintains relationships with some institutions in an effort to predetermine transferrable credits called "articulation agreements." The Registrar keeps a current accounting of all such relationships. Current and prospective students desiring to learn more about the College's articulation agreements are encouraged to contact Registrar.

4.3.2 Credit for Advanced Placement.

Program chairs are responsible for determining the acceptance of advanced placement credits for students that have completed advanced placement exams or similar proficiency examinations and programs.

4.3.3 Life Experience Credit. Program chairs may accept credit for life experience. Procedures for applying for and receiving life experience credit are defined on a program to program basis.

4.4 ADMISSION PROCESS

4.4.1 Enrollment.

Students that are offered enrollment will be notified in writing and will receive an "Enrollment Packet." The packet will contain a letter of acceptance and enrollment agreements and may be digital, depending on campus. To enroll, an applicant will need to wet or digitally sign both copies of the agreement and include the enrollment fee. Students under the age of 18 are required to have a parent or guardian signature at the time of enrollment.

4.5 REGISTRATION PROCESS

4.5.1 Average hours of enrollment

- Full-time course-load four academic years (8 semesters)

- 2 semesters per academic year
- 16 weeks per semester/32 weeks per year
- 25 contact hours per week/128 weeks total program
- Total hours for four-year study-3200 contact hours

4.5.2 Part-time/Full-time Designation. Students with an enrollment status of less than 12 credits are considered part-time. Students with an enrollment status of 12 or more credits are considered full-time.

4.5.3 Credit Explanation. The ratio of clock hours to credit hours for Lecture Classes is one credit hour for each fifteen clock hours of scheduled classroom or other supervised activities, which contemplates thirty hours of outside preparation; and for Lab/Studio Classes, one credit hour for each thirty clock hours of laboratory/studio work plus necessary outside preparation. Courses may be both a combination of lecture and laboratory/studio depending on the content of the course. For Internships/Externships one credit is equivalent to 45 clock hours.

4.5.4 Advisor Approval. The curriculum sequence for each program is set and will vary with each program with the exception of some electives.

Registrar and the Dean of Academic Affairs must approve all deviations from the set curriculum sequence and semester credit overloads.

CHAPTER V - ACADEMIC STANDARDS

5.1 Grading Scale. The College is on a "Four-Point System" of grading that includes both plus (+) and minus (-) grades. Grades are evaluated in terms of grade points as displayed below.

Grade	Grade Point Average	Percent Grade
A+	4.0	97-100
A	4.0	94-96
A-	3.7	90-93
B+	3.3	87-89
B	3.0	84-86
B-	2.7	80-83
C+	2.3	77-79
C	2.0	74-76
C-	1.7	70-73
D+	1.3	67-69
D	1.0	64-66
F	0.0 (failing)	63 or below
FN	0.0 [Failure to non-attendance] Pass	
P	Pass	

Other Grades Not Factorable in GPA:

I = Incomplete
 IP = In Progress
 NP = No Pass
 R = Retake
 W = Withdrawal

5.2 Incomplete. With the approval of the instructor and the DAA, a student may request an "Incomplete" grade status for exigent circumstances. Such circumstances may include, but are not limited to, jury duty, family emergencies, and hospitalization of the student. An "Incomplete" grade status requires students to turn in all unfinished work no later than thirty (30) days after the end of the semester in which the "incomplete" is granted or the incomplete will revert to the grade earned for all work completed and submitted before the deadline, which may be a failing grade. In event of a failing grade, the student must pay for and retake the course when offered subject to availability.

5.3 Withdrawal. Students withdrawing from any course after the 11th day of the semester must complete a Course Change form. Transcripts will reflect a 0 credit and W (withdrawal).

5.4 Pass/No Pass Policy. Students may petition to take one course per semester on a Pass/No Pass, basis except for courses noted in the course catalog. Students must be in good academic standing and have approval from the DAA and Departmental Program Chair. Such requests must be submitted and confirmed by the 10th day of semester. Once a student elects to take a course Pass/No Pass, they will not be assigned a letter grade and the course will have no positive or negative effect on her cumulative GPA and will be designated as "P" for pass and "NP" for no pass on student records.

5.5 Attendance Policy. All students must attend every class. Absences will negatively affect grades and academic progress.

CHAPTER V - ACADEMIC STANDARDS

All students are expected to arrive for class on time. Any students arriving after roll call but prior to twenty (20) minutes after the scheduled start of class will be considered tardy. Three (3) instances of tardy in the same class equates to one unexcused absence.*

Any student arriving later than 20 minutes after the scheduled start of class will be considered absent for that class.*

An absence is defined as one missed class. An absence does not refer to a day of classes missed, but rather each class missed in an absence. If you leave class early, it is at the discretion of your instructor to mark you "absent."*

Three (3) unexcused absences will result in a drop of one letter from your final grade.*

Four (4) unexcused absences will result in failure for the course.*

*PLEASE NOTE: These are the minimum standards for all Studio School courses. Certain programs/courses may have more stringent policies. Please confirm with your instructor.

If you know you will be missing class(es) on any given day, contact the school Registrar or your faculty member at least one hour prior to the start of class. In the event of an extenuating circumstance, a student may request an excused absence. An excused absence is one for which the student presents supporting documentation and receives written permission from the Dean of Academic Affairs and the student's Program Chair no fewer than 24 hours in advance of the scheduled class start time in the case of a foreseeable circumstance or as soon as possible in the case of any unforeseeable circumstance. An excused absence request and supporting documentation must be submitted no later than two weeks after the absence in order to be considered.

If a student is granted an excused absence, the student may miss class without above referenced penalty but will be in all cases responsible for the material covered during class. To demonstrate attainment of class material, a student may be required to complete additional or alternate assignments at the request of the Instructor.

Circumstances for which excused absences may be considered include observance of religious holiday, illness, wedding, funeral, jury duty, legal matter or professional opportunity. Absences for professional opportunity (important career-advancing engagement) will be granted at the discretion of the Dean of Academic Affairs and the student's Program Chair and will only be considered for students in good standing who can demonstrate that their absence will not adversely impact their academic progress and that the professional opportunity will be of extraordinary benefit to their overall artistic and/or career development.

5.6 Examinations Policy. It is the policy of the College to adhere to the final examination schedule as published in the Academic Calendar each semester which can be found on the campus website for our Philadelphia campus and our Los Angeles campus.

The following guidelines should be followed by all instructors and administrators in order to assure fairness and the best possible educational experience for students.

Any course final examinations should be given as scheduled and not at other times even if the faculty member and all students in a course agree to such a change.

The week of classes preceding the scheduled final examination period should be used primarily for continued instruction and may include the introduction of new material.

Individual students may be granted a variance from these policies, provided the instructor is satisfied that the exception is based on good and sufficient reasons, and that such an exception for an early or late examination will not prejudice the interests of other students in the course.

5.7 Satisfactory Progress. Student eligibility for certain state and federal programs of student financial aid depends upon maintaining satisfactory academic progress in a student's program and completion of the student's degree requirements in accordance with this policy. However, students should be informed that this policy applies equally to full-time and part-time students as well as students that do not receive financial aid. The student aid programs affected by the satisfactory academic progress policy are:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Work-Study Program
- Federal Perkins Loans
- Federal Subsidized and Unsubsidized Stafford Loan
- Federal PLUS Loan
- Recipients of state grants must also follow certain academic progress guidelines (contact the Office of Financial Aid for these guidelines).

Compliance with satisfactory progress is determined at the end of each academic year (September through May) through evaluation of individual student progress reports. To be considered in satisfactory progress, Freshmen students must achieve a minimum grade point

average of 1.75 for their first semester, and a minimum cumulative grade point average of 2.0 for their second semester as well as complete a minimum of 80% of their attempted credits (i.e., completed credits/attempted credits) during each semester. Sophomore, Junior, and Senior students must maintain a minimum cumulative grade point average of a 2.0 as well as complete a minimum of 80% of their credits attempted during each semester. Courses where a student withdrew, failed, or was awarded no credit count as attempted but not completed. Credits transferred in will count as attempted and completed. Students in all levels must be working toward graduation requirements. Under no circumstances may a student receive aid for more than 150% of the published program length (e.g., a 4 year program must be completed in no more than 6 years).

If a student fails to maintain satisfactory academic progress with regard to the minimum grade point average or completed credits at the end of any academic year, the student will be officially notified in writing by The College and immediately be placed on probationary status. The probationary status will remain in place until the end of the immediately following academic year. During probation, students will continue to be eligible for federal student aid. The College may place academic restrictions on the student during the probationary period to help ensure that the student successfully reinstates satisfactory academic progress by the end of the probationary period. Students that fail to obtain a cumulative grade point average in accordance with the minimum standards of this policy or fail to complete the minimum percentage of credits during the probationary period will cease to be eligible for federal student aid programs, all federal student aid will be cancelled, and the student may be subject to academic dismissal by the Dean of Academic Affairs. A student whose aid is canceled is not eligible for additional financial aid until the student completes all necessary coursework or improves her GPA to exceed the minimum threshold.

CHAPTER V - ACADEMIC STANDARDS

5.8 Course Repeat. Students are permitted to repeat and replace up to 15 credits. Students may only repeat / replace courses in which they received a D, F or NP. Students may not repeat / replace a course that they previously took for a letter grade as P/NP. Course repeat / replace enrollments are subject to availability. Certain courses may be repeated not to replace a previous grade but because the student learning objectives of that course support deeper exploration. Course repeat / non-replace enrollments are subject to availability and approval of the Program Chair. Students must pay for repeated courses.

5.9 Dismissal. The College reserves the right to DISMISS A STUDENT for any violation of the College's policies or regulations, unacceptable behavior, malicious damage or theft of college property, disorderly or disruptive conduct, an attitude that is detrimental to the classroom or college environment, excessive absences, the use, sale, or possession of a weapon of any sort, illegal drugs, narcotics, alcohol, beer or any other controlled substances or being under the influence of a controlled substance while in college.

5.10 WITHDRAWAL, LEAVE OF ABSENCE AND DROP/ADD.

5.10.1 Withdrawal

5.10.1.1 Class. Students are strongly discouraged from dropping any classes unless absolutely necessary. Students must request a withdrawal from a course in writing to the Registrar nine (9) weeks into the semester. Approval from both the Registrar and the Dean of Academic Affairs is necessary to withdraw from a course. Withdrawing from courses during the prescribed period may have serious consequences for academic progress and for financial aid eligibility.

5.10.1.2 School. Students are encouraged to provide written notice of withdrawal to the Registrar prior to withdrawing from the College program.

Failure to provide written notice of withdrawal can delay any refunds owed to the student. Students considering withdrawal should contact the Registrar for information and withdrawal forms. Additionally, students considering withdrawal who have been the recipient of financial aid will have continuing obligations and options available to them, and must contact the Financial Aid Office to discuss the effect of withdrawal on their financial aid portfolio and schedule an "Exit Interview" as applicable.

5.10.2 Leave of Absence. Students must make all requests for leave of absence in writing. The request must provide the date on which leave of absence is requested to commence, and a reasonable explanation as to why the student is requesting a leave of absence and necessary documentation if relevant. The College may approve a leave of absence in its discretion. A Leave of Absence cannot exceed 180 days. The Registrar should be contacted for additional details and requirements.

5.10.3 Drop/Add Period. Students that wish to either drop one course and add another can do so without financial or academic penalty within fourteen (11) calendar days of the start of the semester. Dropping or switching courses during the prescribed period may have serious consequences for academic progress and for financial aid eligibility. Approval from the Dean of Academic Affairs is required.

5.11 Program Change. Current students that wish to switch from one program to another must be in good academic standing. Students are not guaranteed admission into the new program and must complete the current admissions process outlined for such program. Approval must be granted from the Chair of the new program, DAA and Registrar. A change in program could require additional courses and credit hours in order to meet the minimum graduation requirements. A change of program may delay graduation and could affect financial aid eligibility.

5.12 Graduation. Students who have completed all degree requirements with the minimum required program credits, paid all fees and other charges due and owing to the College, are otherwise in good standing, and have achieved a minimum cumulative grade point average of 2.0 will receive the appropriate degree sought.

5.13 Academic Appeals Policy and Procedure. Any student who believes a College faculty member or administrator has treated him or her unfairly with respect to an assessment of the student's academic performance in a course in which the student was enrolled may submit a formal complaint in writing regarding such alleged unfair treatment, which will be addressed through the following process:

5.13.1 Conference with Faculty Member. The student shall set forth the circumstances giving rise to any alleged unfair treatment in a detailed written statement and the student shall deliver a copy of the statement to the faculty member in a good faith attempt to discuss and resolve the matter directly.

5.13.2 Appeal to the Dean or Program Chair. If the complaint is not resolved to the satisfaction of the student by the faculty member, he or she shall have the right to appeal such matter to the Dean of Academic Affairs or his or her designee, the program chair. In order to consider the appeal, the DAA must be given a copy of the original written complaint.

5.13.3 Appeal to the Studio School Site Director .If the complaint is not satisfactorily resolved by the DAA, then the student shall have the right to appeal such matter to the Studio School Site Director or his or her designee. After review, the Studio School Site Director may resolve the matter or refer the matter to an academic appeals committee appointed by the Studio School Site Director for further review.

5.13.4 Appeal to the Academic Appeals Committee. The function of the Academic Appeals Committee is to hear student complaints of alleged unfair treatment by members of the faculty. The Committee shall receive complaints only by referral from the Studio School Site Director and shall not otherwise receive or hear complaints.

5.13.4.1 Composition and Appointment of the Committee. The Academic Appeals Committee is appointed by the Studio School Site Director. The Studio School Site Director shall appoint the members of the Committee on a case-by-case basis and shall consist of five members, including three faculty members and two students. The Committee shall function as a hearings panel and shall arrange a conference between the parties involved and attempt to mediate and adjudicate the matter. At least three members of the panel (two faculty members and one student) shall participate in any meeting with the parties involved. The meeting shall be informal and private and conducted for the purpose of resolving the matter to the agreement of both parties or reaching a recommended disposition.

5.13.4.2 Appeals Committee Recommendation. If a resolution agreeable to both parties is not reached, then the Committee shall make a recommendation concerning the disposition of the appeal to the Studio School Site Director

CHAPTER VI - ACADEMIC ASSISTANCE PROGRAMS

6.1 Academic Advising. Academic advising may be arranged through the Dean of Academic Affairs or the student's Program Mentor and is available to all students for the consultation of academic concerns, course selection, evaluation of student work and progress, and discussion of professional goals and career objectives.

6.2 Internship/Externships. As a career-focused institution, the College encourages students to seek opportunities in the form of Internships and Externships. Students can receive academic credit for approved internships. A Program Mentor will conduct a site visit and assist in creating a training plan for the internship where credit is involved. Internships and Externships require 45 clock hours per credit per semester. Student progress will be monitored periodically, and the College reserves the right to terminate the Internship or Externship at any point upon the recommendation of the Program Mentor or the Dean of Academic Affairs.

6.3 Student Services General Information and Procedure. The College provides a number of student services and activities to round out the educational experience, which include the following:

6.3.1 Academic Advising. May be arranged through the Dean of Academic Affairs, Registrar, or department-specific Program Mentors. Academic Advising is automatically initiated by the Dean of Academic Affairs office for any student who has below a 2.0 grade point average each semester.

6.3.2 Personal Counseling and Resources. For Personal Counseling, which may be too specialized for the College and other resources, the College provides students with access to an outside private counseling service ("PCS"). The PCS may be able to provide students with a variety of assistance, which may include personal counseling, housing, childcare, financial matters, legal assistance, transportation,

and health care. The Program Mentor /should be contacted for appropriate referrals to a qualified PCS.

6.3.3 Financial Aid Assistance and Student Loan Management. A student may schedule times to meet with a Financial Aid counselor to review his student aid profile, student aid report, student aid options, and seek answers to general inquiries pertaining to financial aid.

6.3.4 Career Planning and Placement. The College has embedded elements of career planning into its curriculum to assist students in preparing for life as a graduate. Should the student elect to participate in an internship they will also gain practical on-the-job experience. Students should contact either the DAA or Program Mentor for assistance.

6.3.5 Academic Commendations. Students that earn between a 3.25 and 3.75 semester GPA are acknowledged as being on the Dean's list. Students that earn a 3.75 or above semester GPA are acknowledged as being on the President's list. Other student services include recognition of academic achievement with Latin honors and Alpha Beta Kappa – National Honor Society.

6.3.6 Student Centered Events. Various events recognizing student achievement are offered annually to present graduating students with the opportunity to showcase talent to potential employers and families and friends. Participation in these events is a privilege, not a right. Students with unsatisfactory academic progress or a history of disciplinary action may not be allowed to participate.

6.3.7 Community Service. Student services also include the opportunity for Community Service. Inquire with Program Mentor for more information.

6.3.8 College Sponsored Activities. Different

student activities include class field trips to industry, museums, and gallery exhibitions. In-house guest speakers, workshops, Film Fridays, lecturers and outside project participation round out the College's student services program.

6.3.9 Equal Education Opportunity Policy. The College provides equal opportunity in education and employment for all qualified persons regardless of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, or veteran status.

CHAPTER VII - FINANCIAL POLICIES

7.1 Tuition Policy. Students who have been approved for financial aid through the Financial Aid Office or separately through a government agency, scholarship, or employer will have that portion of their tuition and fees due for any semester deferred for a reasonable time as determined by the College to allow for receipt of such aid. It is the student's responsibility to apply for and submit all forms required by the Financial Aid Office and to be aware of deadlines for submission. Students for whom all or a portion of tuition is paid by third parties (e.g., private scholarship, government agency employer, or private employer) are responsible for compiling all documentation required by the Business Office to qualify for a deferral of the amount of the tuition and fees intended to be covered by such funds or the student may incur late payment fees. Ultimately students are responsible for all tuition and fee charges regardless of a third-party payment arrangements or deferral.

Tuition payments or payment arrangements for all amounts of tuition and fees not deferred pursuant to the above paragraph ("Self-Pay Obligation"), shall be due prior to the start of the applicable semester, on the date indicated in the student's tuition statement ("Payment Date"). Payments are accepted by mail or in person. The College accepts cash, checks, money orders, and credit cards. Make all checks or money orders payable to The College.

Students that fail to deliver the Self-Pay Obligation on or before the Payment Date will begin to accrue a late payment penalty equal to 3.0% of the amount of any unpaid Self-Pay Obligation, which will be applied on the outstanding balance of any Self-Pay Obligation as of the first day of every month following the Payment Date.

Students with outstanding Self-Pay Obligations may inquire with the Business Office regarding entering into a College approved payment arrangement. Although available, the College is not required to enter into a payment arrangement with a student that is delinquent in any Self-Pay Obligation.

The College reserves the following rights pertaining to any student and the full amount of their outstanding Self-Pay Obligation, when a delinquency in payment occurs as a result of a failure to pay by the Payment Date, or a failure to timely make any payment under a College approved payment arrangement:

- With regard to a College approved payment arrangement, accelerate the full amount of any outstanding Self-Pay Obligation and demand full and immediate payment of the same;
- Submit collection to a third-party collections service (be advised that additional fees and charges may be applied by the collection service);
- Issue a report to a nationally recognized credit reporting bureau;
- Refuse registration;
- Refuse requests for transcripts;
- Withhold diploma;
- Administratively termination (which may result in the issuance of incompletes for all courses in progress); and
- All other lawful action.

7.2 Fees. An Enrollment Fee is required of all students entering the College before any agreement forms will be accepted.

Additional fees are listed on the enrollment agreement, website, and tuition statement.

7.3 REFUND POLICY.

7.3.1 Rejection. Any student who is rejected for admission to the College will receive a full refund of monies paid.

7.3.2 Cancellation. All monies paid by an applicant will be refunded if the applicant requests to cancel their enrollment agreement within 3 days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than 3 days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to all a refund of all moneys paid minus a registration fee of \$150.00.

7.3.3 Withdrawal Prior to Classes. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rated refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through your last day of attendance. Students wishing to cancel must provide a written notice of withdrawal to the Registrar and Dean of Academic Affairs.

In the unlikely event that an applicant has not visited the School prior to enrollment, they will have the opportunity to withdraw without penalty within 3 business days following either the regularly scheduled orientation procedures or following a tour of the School facilities and inspection of equipment where training and services are provided.

7.3.4 Refunds After the Start of Classes. Students missing ten (10) consecutive class days will be administratively terminated. In all circumstances the date of termination or date of withdrawal for the purpose of calculating a student refund will be the last date of attendance. The following refund calculation shall apply to all students:

You may withdraw from the School at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through your last day of attendance. The refund will be less a registration or administration fee not to exceed \$150.00, and less any deduction for equipment not returned in good condition, and will be issued within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will not receive a refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the School of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The School terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the School's rules and regulations; absences in excess of maximum set forth by the School; and/or failure to meet financial obligations to the School.

CHAPTER VII - FINANCIAL POLICIES

- The student has failed to attend class for ten consecutive class days. (For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of ten days).
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the payment period), multiplied by the number of days scheduled to attend, prior to withdrawal.

For semesters beyond the current payment period, if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

7.3.4.1 Failure to Start. Students that fail to start the program, and do not withdraw prior to the first day of classes, will be refunded all tuition monies and fees paid except for the Enrollment Fee.

7.3.4.2 The First Seven Calendar Days: You have the right to cancel your program of instruction,

without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.

7.3.4.3 The First 25% of the Term/Semester: You may withdraw from the School at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through your last day of attendance. The refund will be less a registration or administration fee not to exceed \$150.00, and less any deduction for equipment not returned in good condition, and will be issued within 45 days of withdrawal.

7.3.4.4 Between 25%-60%: You may withdraw from the School at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through your last day of attendance. The refund will be less a registration or administration fee not to exceed \$150.00, and less any deduction for equipment not returned in good condition, and will be issued within 45 days of withdrawal.

7.3.4.5 After 60%: If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will not receive a refund.

7.3.4.6 Important Note. All monies to be refunded in accordance with any provisions of this Refund and Cancellation policy will be refunded within thirty (30) days from the date that the College determines a student's last date of attendance, the date the College receives written notice of cancellation, or the date that a student fails to return from an approved leave of absence. The Refund and Cancellation policy will apply equally to students that are administratively terminated

from a program. All refunds 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 College participates.

7.3.6 Return of Federal Student Aid The amount of Federal assistance that a student receives and is ultimately retained to cover institutional charges is dictated by Federal Regulations. After the student has attended for sixty (60%) percent of the semester, all Federal student aid received by or on behalf of the student may be retained by the College. If a student withdraws from a semester prior to completing sixty (60%) percent of the semester, a pro-rata share of the Federal student aid received must be returned to the aid source within forty-five days of the College's determination of withdrawal, or formal written withdrawal by the student. To determine the amount of Federal aid to be retained to cover institutional charges, the College must divide the number of days of the semester up to and including the student's last day of attendance, by the total days in the semester. The resulting percentage will be used to determine the pro rata amount of Federal aid to be retained.

Federal student aid refunds must be made in the following priority order:

- Unsubsidized Federal Direct Stafford
- LoanSubsidized Federal Direct Stafford
- LoanFederal Direct PLUS Loan
- Federal Pell Grant
- FSEOG
- Other Federal student aid programs
- Other Federal sources of aid

- Other state, private, or institutional aid
- The student

Students are strongly encouraged to check with College officials prior to officially or unofficially withdrawing.

The US Department of Education has established a policy regarding the return of Title IV Funds in the event a student receiving these funds withdraws from college before completing the program.

- Funds are disbursed based on "payment periods". Payment periods are typically based on the time it takes a student to earn or complete 12 financial aid credit hours.
- A financial aid credit hour represents a minimum of 30 clock hours of instruction. A full-time day student taking three courses per session would normally complete 12 financial aid credit hours in 15-16 weeks. An evening student taking 3 courses would normally complete 12 financial aid credit hours in 30-32 weeks.
- The Title IV funds that are disbursed are "earned" according to the percentage of time the student was enrolled during the payment period. The "unearned" portion must be returned by the College.
- The percentage is calculated up to the point a student reaches 60% of the payment period. After 60% the student is considered to have earned all, or 100% of the Title IV disbursement for the period, and none of the disbursed funds are required to be returned.
- Example #1: A student receives \$4264.00 of Title IV funds from Pell grants and student loans. The student withdraws after attending

CHAPTER VII FINANCIAL POLICIES

college for 31/2 weeks, or 21.8%, of the 16-week payment period. The student is entitled to 21.8%, or \$930., of the \$4264. Award. The remaining \$3334. Must be returned.

- Example #2: A student receives \$4264.00 of Title IV funds from Pell grants and student loans. The student withdraws after attending college for 10 weeks, or 62.5%, of the 16-week payment period. The student is entitled to 100%, or \$4264. of the \$4264. Award. No funds have to be returned.

7.3.7 Texts, Equipment, Supplies. The total cost of books, fees and supplies throughout the College year is listed on the College website, and enrollment agreement.

7.4 Policy on Scholarships. All scholarship awards are subject to the following conditions. Any student accepting a scholarship must accept the following conditions:

7.4.1 General Conditions. All requirements associated with receipt of a scholarship are to be made available to potential recipients. The College website is the primary resource for this information.

The College reserves the right to review or cancel awards due to changes in financial standing, academic or program status, if such criteria are specified as a requirement for receipt of a scholarship. All scholarship students must be in good standing with the Office of Student Services.

All awards are tentative subject to final verification of academic records and acceptance to The College.

Some awards require full-time enrollment (minimum 12 hours per semester); specifications are provided for each award.

Scholarship recipients must maintain the required cumulative grade point average. Grades are subject to review on a term-by-term basis. Unless specified otherwise by the terms of the scholarship, any scholarship recipient who earns a semester grade point average lower than a 2.5 will automatically be placed on probation. Two semesters below a cumulative GPA lower than a 2.5 results in forfeiture of the scholarship.

Students receiving scholarship awards who withdraw from the College must notify the Dean of Academic Affairs. Withdrawals count as a semester of eligibility.

If the scholarship is renewable, renewal will be automatic contingent upon all conditions of the award being met. A student may receive a scholarship for up to four years (eight semesters total).

Unless otherwise noted, scholarship awards are disbursed in one half amounts and applied towards fees during each registration fee payment period (fall and spring, unless specifically indicated for this purpose, awards are not available for summer terms). Award amounts in excess of fees will be made available to the students via direct deposit or check disbursement from the finance office.

College scholarship recipients cannot exceed a student's Cost of Attendance (COA) in institutional funds. Further, the combination of scholarships, federal aid, and outside assistance cannot exceed the COA figure. If a combination of all sources of aid exceeds the student's COA, the College will reduce aid to keep the student within their COA.

The College will start by reducing federal financial aid, such as loans, but we may ultimately need to reduce institutional scholarships as well. (Scholarships have no impact on Pell Grant eligibility or amounts.) Institutional scholarships

awarded above a student's COA will be canceled and awarded to other deserving students. All students are provided an estimated COA.

Free Application for Federal Student Aid (FAFSA) Students who wish to be considered for a College Scholarship, and who qualify for federal aid, are to complete a FAFSA. The FAFSA is required for all need based scholarship programs, and unless specified differently by the terms of the scholarship. "Need" is determined by the Expected Family Contribution (EFC) input requested). The FAFSA is not required for those students who do not qualify for federal aid (such as International Students).

7.4.2 Eligibility for Renewable Scholarships. Students receiving renewable scholarships are evaluated at the end of each spring semester to determine if they are eligible for continuation of the scholarship into the next academic year. The Financial Aid Counselor will confirm with the Dean of Academic Affairs that students met minimum criteria while receiving the award during the academic year. Students will need to review the award message attached to the scholarship award and must be familiar with the renewal criteria of their scholarship.

7.4.3 Deferring Scholarships. In some circumstances, the College will defer a student's scholarship(s) if a student's attendance is interrupted for medical reasons, military deployment, church service, or other selected reasons, provided that a student meets certain criteria. For a student's scholarship(s) to be deferred, the student must attend at least one full-time semester prior to his or her departure and meet the minimum criteria for renewal of his or her scholarship(s) during the semester(s) he or she attends prior to leaving.

Enrollment at another college or university during the deferment period will result in an automatic cancellation of the scholarship. To request a deferral, a student should submit a letter, prior to leaving the College, requesting the scholarship be held for a specified period of time. The letter must include when the student is leaving, when he or she plans to return, and the reason for the deferment request. Our general policy is that scholarships can be held for up to two academic years if approved.

7.4.4 Complete Withdraw Effect on Scholarships. If a student completely withdraws from the College prior to the close of the add/drop period, any College scholarships will be canceled from the students account.

7.4.5 Outside Scholarships. If a student is named the recipient of a scholarship from a donor or source other than the College, the scholarship must still be processed through the Financial Aid Office. Students and staff must direct donors to send the scholarship check to the Site Director along with the check, the donor should provide instructions related to rules and regulations required of the recipient in order to receive the scholarship. The Site Director will send communication to the Financial Aid Office about these transactions. Once the check is received it will be processed and put on the student's account in a timely manner. Students should allow 2 weeks to see the funds disburse to the student account.

7.4.6 Board Approval. The Board of Directors must approve all institutional scholarship amounts and qualifications annually for all campuses.

CHAPTER VIII - STUDENT AID PROGRAMS

8.1 Student Aid Programs

8.1.1 State Grants. The College participates in state grants when possible. Contact a financial counselor for more information.

8.1.2 Federal. The College participates in the following federal student aid programs:

- The Federal Pell Grant Program
- William D. Ford Federal Direct Loan Programs
- Federal Supplemental Educational Opportunity Grant – FSEOG
- Federal Work Study Program

For a summary of Federal Student Aid programs, including information students should know when financing their education, students should access the following Federal student aid information website available online at:

<http://studentaid.ed.gov/>

8.1.3 Student Employment (Non-Work Study). Any candidate for a College degree who is registered full-time at the College may be hired as a student employee. Students who have graduated may not be hired, or may not continue, as student employees. Individuals who are not admitted as degree-seeking students at the College, and spouses of students may not be hired as student employees. It is a student's responsibility to report to work on time for every scheduled shift. If a student cannot work because of an illness or an emergency or will be late to work, s/he must notify his or her supervisor as soon as possible before the shift begins.

Student employee work shifts and work assignments are determined at the discretion of the College. Students should assume that employment in a Non-Federal Work-Study position shall coincide with the same working hours and recognized holiday schedule as other employees unless otherwise informed by the Business Office. All student employees shall be AT-WILL, meaning, students employed in these positions are not employed for any defined period of time and may terminate or be terminated at any time, without notice, for any reason or no reason at all.

8.1.4 Government Benefits

8.1.4.1 Veteran's Administration Veterans may qualify for educational benefits under the GI Bill (Chapter 34) or the Veteran's Educational

Assistance Program (VEAP). Students can obtain further information on all GI benefit programs from the Veteran's Administration or from the Registrar and the Director of Financial Aid. More information regarding benefits available to veterans and active duty personnel and their families is available on the College website.

8.1.4.2 Vocational Rehabilitation. The Division of Vocational Rehabilitation provides services and financial assistance to students with certain disabilities. Further eligibility information can be obtained by contacting your local Division of Vocational Rehabilitation.

CHAPTER IX - GENERAL POLICIES AND REGULATIONS

9.1 Student Rights and Responsibilities.

The College is dedicated to providing a setting and atmosphere for learning, and the development of professional skills. In encouraging this purpose, students are expected to respect the rights of others and adhere to acceptable standards of personal conduct with maturity and responsibility.

The restrictions on conduct set forth in this Chapter IX shall apply to conduct that occurs on the College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The restrictions on conduct set forth in this Chapter IX shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. The President of the College shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

Students are expected to comply with the policies, rules, regulations and procedures described in the Student Handbook. Conduct inconsistent with these expectations will result in disciplinary actions.

9.1.1 Conduct Generally – Rules and Regulations. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

9.1.1.1 Improper Conduct. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the College premises or at

functions sponsored by, or participated in by, the College or members of the College community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress.

9.1.1.2 Use of Alcohol. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed or distributed to any person under twenty-one (21) years of age.

9.1.1.3 Narcotics. Use, possession, manufacturing, or distribution of marijuana, heroin, or other controlled substances except as expressly permitted by law.

9.1.1.4 Firearms, Munitions, Explosives. Possession, use, or threatened use of firearms, fireworks, ammunition, explosives, chemicals, or any other objects as weapons on campus property or at College-sponsored events, except as expressly authorized by law or College regulation.

9.1.1.5 Facilities. Unauthorized entry to, or use of, College facilities is prohibited. Unauthorized possession, duplication or use of keys to any College facilities or interior rooms is prohibited.

9.1.1.6 Property Damage. Damage or destruction of the property of others, or of the College, including the deliberate defacement of library materials, buildings, sidewalks, furniture, walls, or trees. (NOTE: The penalty for violation of this Section 9.1.1 may include replacement or repair of property in addition to other disciplinary action.)

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9.1.1.7 Theft. Attempted or actual theft of property of the College or property of a member of the College community or other personal or public property, on or off campus.

9.1.1.8 Disruption. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non- College activities when the conduct occurs on College premises.

9.1.1.9 Proper Conduct. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.

9.1.1.10 Acts of Dishonesty. Acts of dishonesty, including but not limited to the following: cheating, plagiarism, or other forms of academic dishonesty; furnishing false information to any College official, faculty member, or office; and forgery, alteration, or misuse of any College document, record, or instrument of identification.

9.1.1.11 Violation of Law. Violation of any federal, state or local law.

9.2 Sexual and Other Unlawful Harassment. The College will endeavor to maintain an educational environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

It is against the policies of the College for community members to harass another person because of the person's sex, race, color, religion, national origin, age, disability, sexual orientation, marital status or other characteristic protected by law. Actions, words, jokes, or comments that are intended to or that have the effect of personally denigrating, embarrassing, annoying or harassing another member of the College community based

on such characteristics will not be tolerated. This policy will not be applied to deny a person's right to free speech.

Individuals who believe they have been the subject of sexual harassment or other conduct that is violative of this policy may obtain redress through the established informal and formal procedures of the College. Such complaints will be responded to promptly. Confidentiality will be provided to the extent feasible in light of the College's legal obligations.

Any person who, or entity that, engages in conduct in violation of this policy will be subject to discipline in accordance with the policies and procedures of the College.

9.3 Academic Honesty Policy. All work, whether written or oral, submitted or presented by students at the college as part of course assignments or requirements or for college sponsored extracurricular activities must be the original work of the student unless otherwise expressly permitted by the instructor. Any use of the specific thoughts, ideas, writings or phrasings of another person (whether that person be a student, an acquaintance, a relative, a journalist, a recognized scholar or any other individual) must be accompanied in each instance of use by some form of attribution to the source.

It is prohibited to provide or receive unauthorized assistance in the taking of examinations, tests, or quizzes or in the preparation of any other performance requirements of a course. Such restrictions shall include, but not be limited to, the following practices or activities: the use of any unauthorized material in the taking of an examination, test or quiz or in the preparation of course program or degree work; the solicitation or use of a proxy test taker or the taking of a text, examination or quiz or the preparation or

presentation of a course, program or degree assignment or requirement on behalf of another; obtaining or providing assistance to another person or group of persons without the instructor's express prior permission during an examination, test or quiz; the submission or presentation of a falsified excuse for an absence from a course requirement, examination, test or quiz either directly or through another source; and, the presentation of false identification or credentials in order to gain admission to a course, examination, test or quiz, degree program, or School sponsored activity.

9.4 Discipline and Dismissal Policy (Conduct). In addition to unsatisfactory grades, non-payment of tuition and fees, and academic dishonesty, a student may be subjected to College imposed disciplinary action including but not limited to suspension or expulsion for violation of any College policy, rule, regulation or procedure. Improper student conduct may be referred to proper law enforcement officials and could result in civil and criminal legal judgments, penalties, fines, or other serious legal consequences.

9.4.1 Procedure for Student Discipline of Chapter IX Policies. The following Disciplinary Procedure is designed to preserve the Mission of the College, and the health and safety of its students. This policy outlines the basic structure of the procedure for Student Discipline. The administration reserves the right both to define the severity of any violation and to choose the appropriate consequences. For serious violations, students may be suspended or even expelled. The Dean of Academic Affairs shall act in their reasonable discretion to assess any violation and effect appropriate consequences. The DAA may seek counsel and advice of the President or Site Director of the College at any time, who also may choose to effect any disciplinary decision directly, at his discretion, including immediate removal

of any student in appropriate circumstances. If an urgent issue should arise, any member of the administration shall act at their discretion, and take any temporary and immediate measures necessary to remediate the urgency of the matter.

9.4.2 Notification of Student Violation. Reports of student violations are typically, but not exclusively generated by building security (private contractor), public safety officials, and other staff and students. Reports shall be delivered to the Dean of Academic Affairs. The DAA will notify a student of the violation report and provide written details of the violation and its consequences. Copies of disciplinary documents are typically provided to appropriate College administrators with a legitimate educational interest in reviewing such material.

9.4.3 Appeal Process. Each student subject to disciplinary action may formally appeal that action by submitting a written appeal to the DAA in all cases and must present new evidence. The DAA, at his/her discretion, may require the student to submit other materials in addition to or in place of the aforementioned appeal form. Upon receipt of an appeal, the DAA will oversee a background investigation of the violation in question. The DAA will notify the student of the administrative decision on the appeal.

In instances of suspension or expulsion, the student may file an appeal with the Site Director within five business days of receiving notice of such suspension or expulsion.

9.4.4 Suspension and Expulsion. Suspension means the student will be removed as a student from the College. The length of suspension shall be determined by the Site Director of the College and can depend upon the number of violations committed, severity of the violation, or other aggravating circumstances. Expulsion means the

CHAPTER IX - GENERAL POLICIES AND REGULATIONS

student will be removed permanently as a student from the College and his/her matriculation is terminated. The College reserves the right to deny readmission for cause to any student.

9.5 Disability Accommodation Policy.

The College's policy is to provide reasonable accommodations for disabled students, including learning disabled students and those with health and physical impairments, consistent with the Americans with Disability Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973 ("the Rehabilitation Act"). The College complies with the ADA and the Rehabilitation Act.

Entering students whose disabilities may require accommodations must bring their written requests for reasonable accommodations and required documentation to the attention of the ADA Compliance Officer as early as possible before the beginning of the semester.

Continuing students have an affirmative duty to notify the College in writing and provide the required documentation regarding requests for reasonable accommodations to the ADA Compliance Officer no later than two weeks prior to the date of mid-term exams, final exams, or due dates for writing assignments.

All students who require auxiliary services must also contact the ADA Compliance Officer and provide written documentation related to their disability from a qualified medical professional, along with a written request for auxiliary services, as early as possible before the beginning of each semester.

Students who request accommodations because of a learning disability are required to provide written documentation that: (i) is prepared by a professional qualified to diagnose a learning disability, including but not limited to a licensed physician, learning

disability specialist, or psychologist; (ii) includes the testing procedures followed, the instruments used to assess the disability, the test results, and an interpretation of the test results; and (iii) reflects the individual's present level of achievement. The student's documentation should be as comprehensive as possible and dated no more than three years prior to the student's request for services, unless the student had documentation as an undergraduate. Documentation should adequately measure cognitive abilities (using the Wechsler Adult Intelligence Scale Revised or equivalent test) and academic achievement skills (using Woodcock Johnson Part II, Wide Range Achievement Test, Nelson Denny or equivalent test). The achievement test should sample reading, math and writing. The documentation must include test results for at least the following characteristics: intelligence, vocabulary, reading rate, reading comprehension, spelling, mathematical comprehension, memory, and processing skills.

The College keeps all information pertaining to a student's disability confidential, and discloses such information only to the extent necessary to provide accommodation for the student's disability. Where it is deemed appropriate by the ADA Compliance Officer, a qualified professional may be retained by the College to determine the appropriate accommodation for a disability. The ADA Compliance Officer is vested with the authority to develop a reasonable accommodation plan for all qualified persons with a disability at the College under the ADA or Rehabilitation Act.

Any student who identifies physical, architectural or other barrier problems should promptly bring these to the attention of the ADA Compliance Officer.

A student may appeal the ADA Compliance Officer's decision regarding the existence of a disability, the denial of an accommodation, or the provisions of the accommodation plan by filing a written

complaint with the Site Director no later than 2 weeks following notification of the decision. Site Director's decision shall be final.

9.6 Responsible Use of Information Technology Resources Policy

9.6.1 Computer Center Scope and Use. The College's technology resources are to be used to advance the College's mission to inspire creativity in art, education, professional endeavors and life. The College faculty, students and staff ("Users") may use these resources for purposes related to their studies or research, their teaching, the execution of their duties as the College employees, their official business with or for the College, or other College-sanctioned activities. The College encourages the use of technology resources for these primary activities. These resources include, but are not limited to the following if owned, leased, contracted, administered, or provided by the College: hardware (including telephones, PDAs, smartphones, computers, and traditional media equipment), software, electronically stored data, data networks, computer networks, electronic mail, or network connections of any kind accessible through College infrastructure or agreements ("College IT Resources"). Unless approved in advance by the Dean of Academic Affairs, use of College IT Resources for commercial purposes is prohibited.

The use of College IT Resources for purposes not directly related to the primary activities indicated in the previous paragraph should be considered as secondary activities (i.e. personal or otherwise.) Should such secondary activity in any way interfere with primary activities, they may be terminated immediately.

Many of the College IT Resources including but not limited to computer networks, Internet network access and bandwidth, and College IT Resources are shared amongst the entire College community. The use of College IT Resources may not violate

Federal law, the laws of the State of California, College policies and guidelines, or the rights of others.

9.6.2 Private Devices. Users that access College IT Resources through private devices (e.g. laptop computers, personal computers, PDAs, smartphones, telephones, etc.) are responsible for the behavior of all persons using the private device, and all network traffic to and from the device, whether or not the owner/User is aware of the traffic generated. Users of such private devices may not connect to College IT Resources (e.g. network connections) to provide network access for anyone who is not authorized to use College systems. The private device may not be used as a router or bridge between College networks and external networks, such as those of an Internet Service Provider (ISP).

9.6.3 Monitoring. The College reserves the right to ensure reasonable use of College IT Resources by monitoring access logs, traffic data, and network utilization. Users that are given access codes for College IT Resources must maintain the secrecy of the access code and are prohibited from sharing the access code with other Users or third-parties. If a User shares their access code with another User or a third-party, they shall be responsible for all actions of such User or third-party which violate applicable law or College policies or guidelines.

Users should not expect any right of privacy when utilizing College IT Resources. While College may not routinely monitor the usage and communication of Users, it may access or examine files or accounts that are suspected of unauthorized use or misuse, that have been corrupted or damaged, or that may threaten the integrity of the College IT Resources. Traffic to and from private devices of Users that have accessed College IT Resources will be monitored if staff has reason to believe that the User has engaged in illegal activities or activities in violation of this policy.

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9.6.4 Prohibited Activities. Users of College IT Resources may not engage in prohibited activities, which include, but are not limited to:

- Activities that obstruct usage or deny access to technology resources
- Activities that could be considered as harassing, libelous or obscene
- Activities that violate copyright or other intellectual property rights of others, including but not limited to transmitting, receiving, sharing, downloading or uploading copyrighted information without the consent of the copyright owner
- Activities that violate The College policies
- Activities that violate local, state or federal laws
- Unauthorized use of computer accounts
- Impersonating other individuals
- Attempts to explore or exploit security provisions, either at The College or elsewhere
- Activities that invade the right to privacy of others
- Destruction or alteration of data belonging to others
- Downloading third-party software to College hardware
- Creating, using or distributing computer viruses
- Allowing other individuals to use your account/password

- Disruption or unauthorized monitoring of electronic communications or of computer accounts
- Academic dishonesty (e.g., plagiarism, cheating)
- Inappropriate and/or widespread distribution of electronic communications (e.g. "spamming").
- The creation and propagation of anonymous or identified websites such as "blogs" for the purpose of disparaging, denigrating, harassing, damaging, or defaming The College or any of its students, employees, officers, or board members in The College-related roles or positions.

9.6.5 Postings and Communications. Users that wish to use College data or telecommunications infrastructure and/or information systems to access the World Wide Web, the Internet, instant messaging or chat functions, e-mail (including but not limited to The College email) and other channels and means of information dissemination now known or later developed. Users providing information through these channels or resources must also abide by the general policy statements below. These policy statements should be interpreted where possible to active means of communication and information dissemination (e.g. e-mail, chat, etc.), as well as passive means and channels of information access and dissemination (e.g. World Wide Web and the Internet).

- Publishing anonymous information through the use of College technology resources that violates any of the foregoing provisions is strictly prohibited. All publications must contain the electronic mail address of the person making the information available. For example, active information such as e-mail must contain the e-mail address

of the sender in the FROM: field. Passive information, such as that found on the World Wide Web, must contain the e-mail address of the author, owner or sponsor at the bottom of the page.

- All information must carry a date identifying when the information is being made available. For information made available actively, such as through e-mail, the date would appear in the DATE: field. For passive information, such as that published on the World Wide Web, the date should appear at the bottom of the page labeled as the posting date.

9.6.6 Statement On File Sharing and Copyright Infringement. Federal copyright law applies to all forms of information, including electronic communications. Members of the College community should be aware that copyright infringement includes the unauthorized copying, displaying, and/or distributing of copyrighted material, including peer-to-peer file sharing. All such works, including those available electronically, should be considered protected by copyright law unless specifically stated otherwise.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful"

infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

The College, complies with all provisions of the Digital Millennium Copyright Act (DMCA). Any use of College IT Resources to transfer copyrighted material including, but not limited to, software, text, images, audio, and video is strictly prohibited. Therefore, the use of peer-to-peer file sharing programs such as BitTorrent, KaZaA, Morpheus, iMesh, etc. is, in most cases, a violation of College policy and federal law. The College currently blocks commonly known peer-to-peer ports at the network's border firewall as technology-based deterrents to combat the unauthorized distribution of copyrighted materials. Anyone using College IT Resources to commit acts of copyright infringement will be subject to the College's due process.

There are many legal sources for copyrighted material such as music and movies. Educause offers an updated website of legal sources of online content at <http://www.educause.edu/legal-sources-online-content>.

The following resources provide best practices for assisting in making a reasoned decision of fair-use of media materials:

<http://cmsimpact.org/codes-of-best-practices/>
<http://www.collegeart.org/pdf/fair-use/best-practices-fair-use-visual-arts.pdf>

Additionally, the Web site of the U.S. Copyright Office at www.copyright.gov, and especially its FAQ's at <http://www.copyright.gov/help/faq> are helpful in understanding the limits of copyright law.

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9.6.7 Discipline. The College intends to place effort toward development of technology resources and not the policing of the use of those resources. Engaging in any activity that violates or is prohibited by any current operational policies may result in loss of access privileges or computing privileges, in addition to disciplinary action taken by the College in accordance with the disciplinary provisions of this Student Handbook, the Faculty Handbook, or the Employee Policy Manual (as applicable), in addition to separate legal action.

9.6.8 Statement On Indemnification/Liability. THE COLLEGE MAKES NO EXPRESS OR IMPLIED WARRANTIES OF ANY KIND REGARDING COLLEGE IT RESOURCES AND WILL NOT BE RESPONSIBLE FOR ANY DAMAGES SUFFERED BY USERS. USERS ASSUME ALL RISKS COMMONLY ASSOCIATED WITH ACCESSING INFORMATION TECHNOLOGY RESOURCES SIMILAR IN KIND AND NATURE TO COLLEGE IT RESOURCES.

ALL USERS AGREE TO INDEMNIFY AND HOLD HARMLESS THE COLLEGE AND THE BOARD OF DIRECTORS FROM AND AGAINST ANY CLAIM, LAWSUIT, CAUSE OF ACTION, DAMAGES, JUDGMENT, LOSSES, EXPENSES, OR LIABILITY RESULTING FROM ANY CLAIM, INCLUDING REASONABLE ATTORNEYS' FEES, ARISING OUT OF OR RELATED TO THE USE OF COLLEGE IT RESOURCES. THIS INDEMNITY SHALL INCLUDE, WITHOUT LIMITATION, THOSE CLAIMS BASED ON TRADEMARK OR SERVICE MARK INFRINGEMENT, TRADE NAME INFRINGEMENT, COPYRIGHT INFRINGEMENT, DEFAMATION, UNLAWFUL DISCRIMINATION OR HARASSMENT, RIGHTS OF PUBLICITY, AND INVASION OF PRIVACY.

9.6.9 Applicable Laws.

9.6.9.1 California Law.

The Comprehensive Computer Data Access and Fraud Act (Penal Code Section 502) affords protection to individuals, businesses, and governmental agencies from tampering, interference, damage, and unauthorized access to lawfully created computer data and computer systems. It allows for civil action against any person convicted of violating the criminal provisions for compensatory damages.[1]

Penalties Under the CCCDAFA:

According to the California Comprehensive Computer Data Access and Fraud Act, violations of the law are subject to criminal penalties. For violating some of the more major premises of the Act, the punishment can be up to a \$10,000 fine and a 3-year prison term.[2]

9.6.9.2 Federal Law. The following federal legislation applies:

- USA Patriot Act
- Homeland Security Act of 2002, Section 225 (Cyber Security Enhancement Act of 2002)
- 17 U.S.C. § 101 et seq. Federal Copyright Law.
- Prosecutorial Remedies and tools Against the Exploitation of Children Today Act, 18 U.S.C. § 2702 (PROTECT Act)
- 18 U.S.C. § 1029. Fraud and related Activity in Connection with Access Devices
- 18 U.S.C. § 1030. Fraud and related Activity in Connection with Computers

- 18 U.S.C. § 1362. Communication Lines, Stations, or Systems
- 18 U.S.C. § 2510 et seq. Wire and Electronic Communications interception and Interception of Oral Communications
- 18 U.S.C. § 2701 et seq. Stored Wire and Electronic Communications and Transactional Record Access
- 18 U.S.C. § 3121 et seq. Recording of Dialing, Routing, Addressing, and Signaling Information

9.7 Study Abroad Policy. The student understands that one's participation in a study abroad program is at one's own discretion and subject to one's judgment and control. The student understands that the only responsibility of College with respect to any study abroad program is to grant credit for any studies which have been approved in advance by College for credit and which the student successfully completes in accordance with the College's standards, and that all other aspects of any study abroad program are under the student's control or the control of the program or service provider and the student must look to the program sponsor or other service provider for performance and satisfaction, even if that sponsor or service provider is an employee or official of the College. The student further understands that by referring one to a study abroad program that the College is not undertaking to represent or warrant any aspects of the program, (including without limitation the adequacy, safety or appropriateness of travel or lodging, the safety of the program venue or other group or independent travel venues, or the competency of the service or travel providers,) other than the suitability of a program's courses for the College's academic credit if approved in advance by the College, conducted as represented, and successfully completed by the student in accordance with

the College's standards. UNDERSTANDING THE FOREGOING, THE STUDENT HEREBY, FOR ONESELF AND ONE'S HEIRS, BENEFICIARIES AND PERSONAL REPRESENTATIVES, AGREES TO RELEASE THE COLLEGE, ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY OR DAMAGES WHICH THE STUDENT MAY OCCUR ARISING OUT OF ONE'S PARTICIPATION IN ANY STUDY ABROAD PROGRAM OR ACTIVITIES RELATED THERETO, INCLUDING THAT WHICH MAY BE DETERMINED TO HAVE ARISEN FROM THE NEGLIGENCE OF THE COLLEGE, ITS OFFICERS, EMPLOYEES OR AGENTS, OTHER THAN THAT LIABILITY OR DAMAGE ARISING FROM THE FAILURE OR REFUSAL OF THE COLLEGE TO PROVIDE ACADEMIC CREDIT FOR COURSES OF STUDY APPROVED IN ADVANCE BY THE COLLEGE AND SUCCESSFULLY COMPLETED BY THE STUDENT IN ACCORDANCE WITH THE COLLEGE'S STANDARDS.

9.8 College Use of Student Work Projects. THE COLLEGE RESERVES THE RIGHT TO, AND EACH STUDENT, BY THEIR ENROLLMENT IN A COLLEGE COURSE OF STUDY, HEREBY AUTHORIZES AND GRANTS COLLEGE A PERPETUAL, ROYALTY-FREE, IRREVOCABLE, WORLD WIDE, ASSIGNABLE AND TRANSFERABLE LICENSE TO USE, CREATE COPIES, AND CREATE DERIVATIVE WORKS OF STUDENT WORKS, AS WELL AS A STUDENT'S VOICE, IMAGE AND LIKENESS AS CAPTURED IN ANY MEDIUM OF EXPRESSION DURING THE COURSE OF THE STUDENT'S ENROLLMENT IN A COLLEGE COURSE OF STUDY, EITHER IN CLASS OR AT A COLLEGE SPONSORED OR APPROVED ACTIVITY, FOR USE IN COLLEGE'S LITERATURE AND PROMOTIONAL MATERIALS OVER ANY MEDIA NOW KNOWN OR LATER DEVELOPED. The College also reserves the right to select student artwork for internal exhibition and external presentations for educational purposes. Although the College will take precautionary measures to protect student artwork, the College cannot assume responsibility or liability for damage to, or loss of the same. Students may

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request that their voice, image or likeness not be used in the manner described in this section 9.8 prior to the beginning of any term by submitting a written request of nondisclosure to the Registrar. Such requests of nondisclosure shall only be valid for one College year and must be renewed annually.

9.9 Policy for Social Events. Students desiring to stage a social event on-campus must obtain approval from the DAA or Director of Operations. All students must conduct themselves according to the guidelines and policies set forth by the College in this Student Handbook or other policies issued by the administration governing the approved event.

9.10 Facilities and Services.

Placement Office. The College cannot guarantee job placement. The success of placement will depend, to a great extent, on the student's initiative, interviewing skill, and abilities shown and presented in their projects and/or portfolios. Every reasonable effort will be made to assist students in this portfolio preparation and to gain employment. Job opportunities are fully discussed as to individual objectives. Essential information relating to job interviews and appointments, with emphasis on appearance, presentation, professional attitudes, assistance on applications, resume and personal promotional materials are comprehensively covered. Job opportunities are available to students, graduates, and alumni in good standing with the College by contacting their Program Mentor.

9.10.1 Library and Library Resource Network. The College library system is open to all members of the College community. Students, faculty, staff, and alumni are eligible to create user patron accounts and borrow from the collection.

The Los Angeles branch hours of operation, location and policies are located on the branch website.

9.10.2 Facilities Access. Access to the campus

for special use during non-business hours requires approval of the Site Director or his designee. Business hours are available through the DAA.

9.11 Security Services. The College strives to maintain a safe and positive environment for its students, staff, and faculty. Building security is provided through building management.

Most incidents on campus and off campus can be avoided if one takes basic precautions, such as walking in pairs when out at night or high-risk periods and not leaving personal valuables unattended. The College encourages students to report all crimes that the student witnesses or has information about, even minor crimes, incidents, and/or suspicious activity that occur within the College facilities, at College sponsored events or in the vicinity of the College.

9.12 Emergency Procedures. Emergency procedures will be distributed during orientation and be made available on the campus website.

9.13 Reporting a Crime. To report a crime in progress or other emergency, members of the College community should call the Police Department at 911 or notify a member of the College personnel.

If a student believes a crime has been committed, the student should report the incident to College personnel. Personnel will intervene and notify the appropriate authorities if necessary.

9.14 Alcohol and Controlled Substances. At the beginning of the academic year, all students will be issued the College's current policy, outlining the standards of conduct prohibiting the unlawful possession/use or distribution of illicit drugs and alcohol at the College or as part of any College activity. The policy also includes legal sanctions under local, state and federal law, along with the health risks associated with substance abuse

and provides information regarding counseling treatment and support services.

The College is a Drug Free School and is bound by federal law relating to federally controlled substances. This means that under federal law, controlled substances are not allowed on campus at anytime, even if the state has different rules sanctioning the use of these controlled substances. Students using or under the influence of a controlled substance will be subject to disciplinary action.

APPENDIX I

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

The Family Educational Rights and Privacy Act of 1974, as amended (the "Act"), is a federal law which requires that the College (a) establish a written institutional policy setting forth the rights granted by the Act, and (b) make available a statement of procedures covering such rights. The College shall maintain the confidentiality of Education Records in accordance with the provisions of the Act and shall accord all the rights under the Act to eligible students who are or have been in attendance at the College.

PERSONS PROTECTED

The rights of privacy provided herein are accorded to all students who are or have been in attendance at the College. The rights do not extend to persons who have never been admitted to the College. A student who has been in attendance at one component of the College does not acquire rights with respect to another component of the College to which the student has not been admitted. A "component" is an organizational unit, which has separately administered admissions and matriculation policies and separately maintains and administers Education Records.

RIGHTS OF INSPECTION

The Act provides students with the right to inspect and review information contained in their Education Records, to challenge the contents of those Records which students consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their Education Records if the decision of a hearing officer or panel is unacceptable. The Registrar of

Studio School has been assigned the responsibility to coordinate the inspection and review procedures for Education Records.

EDUCATION RECORDS: DEFINITION

The term "Education Records" encompasses all recorded information, regardless of medium, which is directly related to a student and which is maintained by the College. Education Records include, but are not limited to, admissions, personal, academic, certain personnel, financial aid, cooperative education, and placement records, and may also include appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the College community. The term "Education Records" does not include the following:

1. Records of instructional, supervisory, and administrative personnel, and ancillary educational personnel that are in the sole possession of the maker and are not accessible or revealed to any other individual except a substitute who may temporarily perform the duties of the maker;
2. Records of a law enforcement unit of the College, which are maintained separate from Education Records, are maintained solely for law enforcement purposes, and are not disclosed to individuals other than law enforcement officers of the same jurisdiction, provided that Education Records of the College may not be disclosed to the law enforcement unit;
3. Records relating to individuals who are employed by the College that are made and maintained in the normal course of business,

relate exclusively to individuals in their capacity as employees and are not available for another purpose.

4. Note: Employment records of persons who are employed solely as a consequence of College attendance, e.g., teaching/graduate assistants, work-study students, student interns, are Education Records.
5. Records created and maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, acting or assisting in a professional capacity, such as student health records, to be used solely in connection with the provision of treatment to the student and not disclosed to anyone other than for treatment purposes, provided that records may be disclosed to a physician or professional of the students' choice.
6. Note: Treatment in this context does not include remedial education activities or other activities, which are part of the program of instruction at the College.
7. Records of an institution which contain only information relating to a person after that person is no longer a student at the institution; e.g., accomplishments of alumni.

REQUEST FOR REVIEW

Students who desire to review their Education Records must present a written request to the Registrar, listing the item or items to be reviewed. Only those Education Records subject to inspection under this policy will be available for review. The items requested which are subject to review shall be made available for review no later than 45 calendar days following receipt of a written request. Students have the right to a copy of an Education Record which is subject to review when failure to provide a copy of the Record would effectively prevent the student from inspecting and reviewing

the Education Record, as determined in the reasonable discretion of the College. A copy of an Education Record otherwise subject to review may be refused if a "hold" for non-payment of financial obligations exists. Copies shall be made at the student's expense. The fee for making copies of an Education Record is \$1 per page and must be paid at the time copies are requested.

LIMITATIONS ON STUDENT RIGHTS

There are some limitations on the rights to inspect Education Records. Students shall have no right of inspection or review of:

1. Financial information submitted by their parents;
2. Education Records containing information about more than one student. In such a case the College will permit access only to that part of the Education Record pertaining to the inquiring student.

WAIVER OF STUDENT RIGHTS

A student may waive any or all of his/her rights under this Policy. The College does not require waivers and no institutional service or benefit shall be denied a student who fails to supply a waiver. All waivers must be in writing and signed by the student. A student may waive his/her rights to inspect and review either individual documents (e.g., a letter of recommendation) or classes of documents (e.g., an admissions file). The items or documents to which a student has waived his/her right of access shall be used only for the purpose for which they were collected. If used for other purposes, the waiver shall be void and the documents may be inspected by the student. A student may revoke a waiver in writing, but by revoking it, the student does not regain the right to inspect and review documents collected while the waiver was validly in force.

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CONSENT PROVISIONS

No person outside of the College shall have access to, nor shall the College disclose any personally identifiable information from a student's Education Records without the written consent of the student. The consent must specify the Education Records to be disclosed, the purpose of the disclosure, the party or class of parties to whom disclosure may be made, and must be signed and dated by the student. A copy of the Education Record disclosed or to be disclosed shall be provided to the student upon request.

There are exceptions to this consent requirement. The College reserves the right, as permitted by law, to disclose Education Records or components thereof without written consent to:

- A. "school officials" who have a "legitimate educational interest." "school officials" shall mean any person employed or engaged by the College in an administrative, supervisory, academic, or support staff position; officer of the College or a member of the Board of Directors; or, person or entity employed by or under contract with the College to perform a special task (e.g. attorney, auditor, or collection agent). "Legitimate educational interest" shall mean any authorized interest, or activity undertaken in the name of the College for which access to an Education Record is necessary or appropriate to the proper performance of the undertaking, and shall include, without limitation: performing a task that is specified in or inherent to any school official's position description or contract; performing a task related to a student's education;
- B. performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid; and maintaining the safety and security of the Hussian campus and facilities.
- C. Officials of other educational agencies or institutions in which a student seeks to enroll.
- D. Officials of other educational agencies or institutions in which the student is currently enrolled.
- E. Persons or organizations providing student financial aid in order to determine the amount, eligibility, conditions of award, and to enforce the terms of the award.
- F. Accrediting organizations carrying out their accrediting functions.
- G. Authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, and state or local educational authorities, only if the information is necessary for audit and evaluation of federal, state, or locally supported programs and only if such agencies or authorities have a policy for protecting information received from re-disclosure and for destroying such information when it is no longer needed for such purposes (unless access is authorized by federal law or student consent).
- H. State or local officials to whom disclosure is required by state statute adopted prior to November 19, 1974.
- I. Organizations conducting studies for or on behalf of educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction, so long as there is no further external disclosure of personally identifiable information and the information is destroyed when no longer necessary for the projects.
- J. Persons in order to comply with a judicial order or a lawfully issued subpoena, provided a

reasonable effort is made to notify the student in advance of compliance.

- K. Appropriate persons in a health or safety emergency if the information is necessary to protect the health or safety of the student or other individuals.
- L. An alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), but only the results of any disciplinary proceeding conducted by the College against the alleged perpetrator of such crime with respect to such crime.
- M. With respect to appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the College community, to teachers and school officials within the agency or institution who the agency or institution has determined have legitimate educational interests in the behavior of the student or to teachers and school officials in other colleges who have been determined to have legitimate educational interests in the behavior of the student.
- N. To the Attorney General of the United States or his designee in response to an ex parte order, based on "specific and articulable facts" that the education records sought are relevant, in connection with the investigation or prosecution or terrorist crimes.

With respect to items b. and c., above, the student shall be entitled to receive a copy of any disclosed Education Record upon request.

INSTITUTIONAL RECORD OF DISCLOSURE

The College shall keep a written record of all Education Record disclosures and the student shall have the right to inspect such record. The record shall include the names of parties or agencies to whom disclosure is made, the legitimate reason for the disclosure, and the date of the disclosure. No record of disclosure shall be required for those disclosures made to a student for his/her own use, disclosures made with the written consent of a student, disclosures made to a "school official" with a "legitimate educational interest," disclosures of "Directory Information," for disclosures to persons or parties identified in the section entitled "Consent Provisions," item 6, for purposes of auditing the College's recordkeeping practices, or disclosures made to federal law enforcement officials in connection with a terrorist investigation.

Records of disclosure prepared pursuant to this section or the following section shall be subject to review only by the student, the custodian and his/her/its staff, "school officials" as defined in the section titled "Consent Provisions," item 1, and federal, state, or local government officials conducting audits of compliance by the College with the Act.

RE-DISCLOSURE OF STUDENT RECORDS

Any disclosure of Education Records authorized under this Policy (whether with or without student consent) shall be made on the conditions that the recipient shall not re-disclose the Education Records without consent or authorization as required herein, and shall not permit or condone any unauthorized use.

Authorization for re-disclosure, without consent, for purposes and to persons and parties permitted by law, may be given to a person or party designated

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in the section titled "Consent Provisions," above, provided, such authorization must include a record of:

1. The name of the person or party to whom re-disclosures can be made; and
2. The legitimate interests which the additional person or party has for receiving the information and the purposes for which it may be used.

Such re-disclosures must be on the conditions set forth in the first paragraph of this section.

Disclosure of Disciplinary Proceedings to Alleged Victims of Crimes of Violence and Non- Forcible Sex Offenses

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

DIRECTORY INFORMATION

In its discretion, the College may disclose, publish, or provide Directory Information concerning a student without consent or a record of disclosure. Directory Information shall include: a student's name, address, telephone number, email address, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and College level. An individual student currently enrolled may request that such Directory Information not be disclosed by completing a nondisclosure form available in and deliverable to the Registrar's

Office. Prior to receipt by the Registrar's Office of a nondisclosure form, a student's directory information may be disclosed. All written requests for non-disclosure will be honored by the College for only one (1) academic year; therefore, authorization to withhold Directory Information must be filed annually. Alumni may request non-disclosure of Directory Information concerning them at any time. Such request will be honored continuously.

CHALLENGE OF CONTENTS OF EDUCATION RECORDS

Any student who believes that his/her Education Records contain information that is inaccurate or misleading or is otherwise in violation of his/her privacy or other rights may discuss his/her concerns informally with the Registrar. If the decision of the Registrar is in agreement with the student's request, the appropriate Education Records shall be amended and the student shall be notified in writing of the amendment. If the decision is not in agreement, the student shall be notified within thirty (30) calendar days that the Education Records will not be amended and the student shall be notified by the officer or official of the student's right to a hearing.

Student requests for a formal hearing must be made in writing within forty-five (45) calendar days after receipt of the notice from the Registrar. Within fifteen (15) calendar days after receipt of the written request the Registrar shall notify the student of the date, time, and place of the hearing which shall not be held sooner than fifteen (15) calendar days after issuance of said notice.

The student shall be afforded a full and fair opportunity to present evidence relevant to the issue(s) raised. If the student desires, he/she may be assisted or represented at the hearing by one or more persons of his/her choice, including an attorney, at the student's expense.

The hearing shall be conducted by a person (or persons) designated by the Site Director who does not have a direct interest in the outcome of the hearing. The decision of the hearing officer or panel shall be final, shall be based solely on the evidence presented at the hearing, and shall be in writing, summarizing the evidence and stating the findings of fact and conclusions which support the decision. The written report shall be mailed to the student and any concerned party no later than thirty (30) calendar days after the date of the hearing.

If the hearing officer or panel determines that the Education Records at issue are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the Education Records shall be amended in accordance with the decision and the student shall be so informed in writing.

If the hearing officer or panel determines that the Education Records at issue are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the student may place in the Education Records a statement commenting on the information in the Education Records, or a statement setting forth any reasons for disagreeing with the decision of the hearing officer or panel. The statement shall be placed in the Education Records and shall be maintained as part of the Education Records so long as the Education Records are maintained and shall be disclosed whenever the Education Records in question are disclosed.

Note: Rights of challenge cannot be used to question substantive educational judgments which are correctly recorded (e.g., course grades with which the student disagrees).

A student who believes that the determination made concerning his/her challenge was unfair or not in keeping with the provisions of this Policy or the Act may request, in writing, assistance from the President of the College to aid him/her in filing a

complaint with the Family Policy and Regulations Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20202-4605.

DESTRUCTION OF RECORDS

Once a student has requested access to his/her Education Records, such Records shall not be destroyed until inspection and review have been provided or, if denied, until all complaint proceedings have been completed. Subject to the foregoing condition, the obligation to maintain student statements of clarification exists only so long as the underlying Education Records are maintained. Subject to other applicable laws, policies, or regulations, the College reserves the right to dispose of Education Records when it deems appropriate.

APPENDIX II

RECORDS MAINTENANCE PLAN

SUMMARY

Describes College and departmental responsibilities for the retention of, access to, and disposal of student records.

RATIONALE

The College assigns responsibilities to the Office of the Registrar and to the various departments and programs for the collection, handling and disposition of student records.

TRANSCRIPTS

Student transcripts are issued by the Office of the Registrar upon the student's request when submitted in writing. An official academic transcript is a copy of a student's permanent record, signed by a college official and imprinted with an official seal of The College.

The courses taken and grades given in one semester do not appear on any student's transcript until all grades received by the grade deadline have been recorded; generally, this is two weeks after the end of the semester.

Official transcripts must be mailed directly to an employer or institution. An unofficial student copy of a transcript (without seal or signature) can be issued to the student. Official transcripts are \$20.00 and are processed within five (5) business days.

The College reserves the right to withhold transcripts and similar records where students, for example, have unmet obligations to the College (see Studio School Student Handbook 7.1, Tuition Policy).

CERTIFICATION OF ENROLLMENT AND DEGREES

The Office of the Registrar can provide oral or written confirmation of registration, enrollment, or degree status. The printed certification can be used whenever enrollment or degree verification is required for car insurance, loan deferments, medical coverage, and so on.

After conferral, the degree awarded to a student can be verified by contacting the Office of the Registrar for an official transcript or a certification form.

REGISTRAR'S OFFICE FILES

The Office of the Registrar maintains a record for each enrolled student. At the present time, that file generally contains the student's application to the College, portfolio evaluation, acceptance, high school transcripts or transcripts from other postsecondary colleges, enrollment agreement (one for each academic year, semester grades, policy confirmations, withdrawal or cancellation information, final transcript, and may also contain various records from the student's activities at the College.

The Office of the Registrar does not keep records from applicants who were denied admission or who refused the College's offer of admission.

ACCESS TO STUDENT/APPLICANT FILES

In general, students who enroll at the College have the right to review their educational records. The information is available to the student only, for review while enrolled or anytime thereafter subject to applicable the College records retention policy. This right is guaranteed by the federal Family Educational Rights and Privacy Act (see

the College's FERPA Policy available in the Student Handbook, Faculty Handbook, and the annual notice available online).

A College employee may keep letters to or notes about a student in that employee's personal files. These records are not accessible to the student, as long as (as a general proposition) they are not shared by the employee with anyone else.

Items to which the student has explicitly signed a waiver of access - such as letters of recommendation for admission, a job, an award or honor - should be kept separately from the student's file.

For advice regarding unusual requests or legal subpoena for records, departments are advised to consult with the Office of the Registrar, who may also consult with appropriate legal counsel.

DISPOSAL OF STUDENT/APPLICANT DOCUMENTS

Any document that contains non-public information about students or applicants — especially sensitive items such as admission applications, letters of recommendation, grades, or private addresses — should receive special handling when retention is no longer needed. It should either be shredded or destroyed in some way that maintains its confidentiality. There are several companies in the Philadelphia area that specialize in confidential waste disposal.

DEPARTMENT FILES

The Office of Admissions should be advised that any documents in its files relating to a student, and to which the student has waived its rights of access (e.g. letters of recommendation), should be removed from the student's admissions file or discarded to avoid mistaken access following an admissions decision.

Departments are encouraged to keep complete records for students and to follow the enclosed schedule for file retention. Examples of documents to be kept in student files include, and are not limited to, admissions materials, correspondence, warnings, sanctions, disciplinary matters, unsatisfactory progress or dismissal documentation, and all documentation related to financial aid, which shall be kept exclusively in the Office of Financial Aid. These are important to keep, either as paper files or transferred to an approved lasting medium such as scanned PDF files.

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Student and Academic Records	
Student and Academic Records	10 Years
Grade Records/Transcripts	Permanent
Other Academic Records	5 Years [last date of attendance]
Career Planning and Placement	4 Years
Class Schedules	Permanent
College Catalog	Permanent
Degree Audit Records	5 Years [last date of attendance]
Disciplinary Records	5 Years [last date of attendance]
Enrollment Statistics	Permanent
Financial Aid Records	5 Years [last date of attendance]
Financial Aid Records (non-enrolled)	1 Year
Foreign Student Records	5 Years [last date of attendance]
Transcript Requests	1 Year
Student Counseling Files	5 Years [last date of attendance]
Graduation	
Commencement Lists	Permanent
Commencement Brochures/Handouts	Permanent

Revision Date: 08/16/2018

APPENDIX III

SEXUAL VIOLENCE POLICY

Studio School (SSLA) will endeavor to maintain an educational environment that nourishes respect for the dignity of each individual. This policy is adopted in furtherance of that tradition.

It is against the policies of SSLA for community members to harass, exploit, or intimidate another person because of the person's sex, race, color, religion, national origin, age, disability, sexual orientation, marital status or other characteristic protected by law. Actions, words, jokes, or comments that are intended to or that have the effect of personally denigrating, embarrassing, annoying or harassing another member of the SSLA community based on such characteristics will not be tolerated. This policy will not be applied to deny a person's right to free speech.

SSLA prohibits sexual harassment and sexual violence, and such behavior violates both law and school policy.

Individuals who believe they have been the subject of sexual harassment, sexual violence or other conduct that is in violation of this policy may obtain redress through the established informal and formal procedures of the school. Such complaints will be responded to promptly. Confidentiality will be provided to the extent feasible in light of the school's legal obligations. Any person who, or entity that, engages in conduct in violation of this policy will be subject to discipline in accordance with the policies and procedures of this institution.

Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a grievance procedure is a violation of SSLA policy. Retaliation should be reported promptly to the Title IX Coordinator for investigation, which may result in disciplinary action

independent of any sanction or interim measures imposed in response to the underlying allegations of discrimination and/or harassment.

Compliant with California State Law, even if criminal justice authorities choose not to prosecute, the campus can pursue disciplinary action and the complainant can file a civil suit.

TITLE IX COORDINATOR:

The following individual has been designated as Deputy Title IX Coordinator:

- The Registrar, Kyra Selman will serve as the Title IX and is available in Suite M-10 or kselman@Studioschool.org or (310) 622-4136.

DEFINITIONS

Sexual Harassment:

Unwelcome or uninvited sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature constitute sexual harassment when submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or education or unreasonably interferes with a person's work or educational performance or creates an intimidating, hostile, or offensive working or educational environment. Sexual harassment includes sexual violence (see below). Studio School will respond to reports of any such conduct in accordance with the Policy.

Sexual harassment may include incidents between any members of the Studio School community, including faculty and TAs, staff, students, and non-student or non-employee participants in SSLA programs (vendors, contractors, visitors, etc.).

APPENDIX III

Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same or opposite sex. Consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances.

Compliant with the Studio School Code of Conduct any student found to have committed or to have attempted to commit misconduct is subject to the disciplinary sanctions up to and including expulsion.

SEXUAL VIOLENCE:

Forced or manipulated into unwanted sexual activity without the consent of the other person or when the other person is unable to consent to the activity. Sexual Violence includes rape, battery, intimate partner violence including domestic violence and dating violence, sexual exploitation, and unwanted sexual contact.

DOMESTIC VIOLENCE:

Abuse or threats of abuse when the person being abused and the abuser are or have been in an intimate relationship (married or domestic partners, are dating or used to date, live or lived together, or have a child together). It is also when the abused person and the abusive person are closely related by blood or by marriage. It can be physical, sexual, emotional, economic, and psychological.

DATING VIOLENCE:

The physical, sexual, or psychological/emotional violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. It can occur in person or electronically and may occur between a current or former dating partner.

SEXUAL ASSAULT:

Physical sexual activity without the consent of the other person or when the other person is unable to give consent to the activity because s/he is incapacitated from alcohol and/or drugs, or if a mental disorder or developmental or physical disability renders the victim incapable of giving consent.

CONSENT:

An affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent has to be ongoing throughout any sexual encounter.

If the person initiating the sexual encounter doesn't receive an enthusiastic "yes," either verbally or physically, then there is no consent. If the person is intoxicated, there is no consent.

Consent is voluntary. It must be given without threats, intimidation, coercion or force. Furthermore, consent may not be inferred from silence, passivity, or lack of resistance alone

Consent is rescindable. Consent to one sexual act does not imply consent to other sexual acts. Consent to sexual activity on one occasion does not imply consent to all occasions. A pre-existing sexual relationship does not imply consent to future sexual activities. Consent may be revoked at any time.

Consent cannot be given when a person is incapacitated (see below).

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INCAPACITATION:

The state of being deprived of ability, qualification, or strength to make informed, rational decisions either mentally or physically. This can include but is not limited to unconsciousness, sleep, or being intoxicated by drugs or alcohol.

STALKING:

Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family. This is inclusive of the technology-based harassment or cyberstalking.

WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

If you believe that you have been a victim of a sexual assault, misconduct, or harassment, or believe that a sex offense has occurred, you should, as soon as possible:

- Go to a safe place
- Get medical care ASAP
- Preserve all physical evidence
- Don't shower or bathe, eat, drink, brush teeth or wash hands until after you've had a medical examination.
- Save all clothing you were wearing and place in a non-plastic bag
- Preserve the area in which the assault occurred if able.

- Call a trusted friend, family member, or someone who can provide mental and emotional support.

If the incident occurred on campus, report immediately to building Security Services using any of following methods:

- Dial 213-534-2398 from any telephone to contact LACS Building Security.
- Call 911 to contact local police authorities.
- Head to the Security Desk on either the Tower Lobby, Beaudry Building, or Bixel Turncourt.

REPORTING SEXUAL ASSAULT

If you want to report the crime immediately, notify the Department of Public Safety (DPS) at (213) 740-4321 (24 hours) and/or call 911 or (626) 793-3385 (24 hours). Please note that any report alleging rape or sexual assault filed with DPS will be forwarded to LAPD.

Students wishing to pursue disciplinary action against the person responsible can file a complaint with the Title IX Coordinator and the complaint will then be investigated. This can be done in addition to filing a report with DPS and filing a Los Angeles Police Department report.

CONFIDENTIALITY LIMITATIONS

Confidentiality will be provided to the extent feasible in light of the school's legal obligations.

SSLA is committed to protecting the privacy of all individuals involved in a report of sexual harassment, sexual violence, stalking or intimate

APPENDIX III

partner violence. All SSLA employees who are involved in Title IX response, including the Title IX Coordinator, investigators, and hearing panel members, receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report.

Privacy and confidentiality have distinct meanings under this policy.

Privacy: Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those SSLA employees who “need to know” in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

Confidentiality: Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These campus and community professionals include mental health providers, ordained clergy, rape crisis counselors and attorneys, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

An individual who seeks completely confidential assistance may do so by speaking with professionals who have a legally protected confidentiality. When a report involves suspected abuse of a minor under the age of 18, these confidential resources are required by state law to notify child protective services and/or local law enforcement.

An individual may also seek assistance from a medical provider. In general, the disclosure of private information contained in medical records is protected by the Health Insurance Portability and Accountability Act (HIPAA). In the context of sexual violence, however, medical providers in California are required to notify law enforcement if a patient tells personnel s/he has experienced sexual assault. The patient has the right to request that a survivor advocate be present and to request that law enforcement not pursue a criminal charge. Neither campus nor community medical providers will notify SSLA of the report.

Responsible Employees: In general, most school employees do not have legally protected confidentiality. Under Title IX, a school is required to take immediate and corrective action if a “responsible employee” knew or, in the exercise of reasonable care, should have known about sexual or gender-based harassment that creates a hostile environment. A “responsible employee” includes any employee who:

- Has the authority to take action to redress the harassment;
- Has the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees; or
- Someone a student could reasonably believe has the authority or responsibility to take action.
- Using this lens, employees with supervisory and leadership responsibilities on campus are considered “responsible employees.” This may include, for example, faculty, advisors, administrators, and other student employees with a responsibility for student welfare.

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The College requires that all “responsible employees” share a report of misconduct with the Title IX Coordinator or a member of the Title IX team.

The Title IX team, under the guidance of the Title IX Coordinator, will conduct an initial assessment of the conduct, the accuser’s expressed preferences, if any, as to course of action, and the necessity for any interim remedies or accommodations to protect the safety of the accuser or the community.

Request for Confidentiality: Where an accuser requests that his/her name or other identifiable information not be shared with the accused or that no formal action be taken, SSLA will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all SSLA community members and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against the accused.

SSLA will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the accuser.

NO RETALIATION:

The College will neither engage in nor tolerate unlawful retaliation of any kind against any individual who makes a complaint of sexual violence or other sexual offenses, serves as a witness, or otherwise participates in the investigatory process.

PREVENTION AND SUPPORT SERVICES

All students of Studio School are required to attend SAFE (Sexual Assault Forum and Education) and complete Everfi as part of Freshman Seminar coursework. SAFE provides an overview of sexual assault prevention and bystander awareness and Everfi is a digital learning platform designed to educate students on issues associated with sexual assault and relationship violence.

COUNSELING, MENTAL HEALTH, AND RELATED SERVICES:

Although the College offers limited on campus counseling and mental health services, there are a number of off-campus educational, counseling, and mental health services available and students are encouraged to utilize these resources.

Peace Over Violence 213-955-9090

The Los Angeles Rape and Battering hotline is a confidential non-judgmental support service where staff and volunteers are available to provide emotional support, advocacy, information and referrals.

Rape Treatment Center at Santa Monica – UCLA Medical Center
Santa Monica-UCLA Medical Center
 1250 Sixteenth Street
 Santa Monica, California 90404
 310-319-4503

Comprehensive, free treatment for sexual assault victims and their families, including 24-hour emergency medical care, forensic examinations, crisis intervention, long-term professional counseling, advocacy, and accompaniment services.

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Strength United

14651 Oxnard St., Van Nuys, CA 91411
818-886-0453

24-Hour Support, Referral and Crisis Response Line; Professional Education, Casework/Practical Assistance, Hotline, Individual Counseling, Group Counseling/Support Groups, Legal/Criminal Justice System Advocacy, Crime Victim Assistance Advocacy, Community Education

East LA Women's Center

800-585-6231

- Crisis intervention and support via a bilingual hotline available 24/7
- 24-hour accompaniment services to local hospitals
- Individual and group counseling
- Court and law enforcement accompaniment and advocacy
- Support services for children, family, and friends of survivors
- Self-defense presentations in local high schools, community colleges, and neighborhood venues
- Prevention services, community education, and professional training

National Sexual Assault Hotline

1-800-656-HOPE (4673)

Offers confidential counseling, information about community resources and emergency protocols, and legal advisement.

Nearby 24 Hour Hospitals/Clinics

Good Samaritan Hospital
1225 Wilshire Blvd.
Los Angeles, CA 90017

HealthCare Partners
213.861.5950
929 S. Georgia St.
Los Angeles, CA 90015

JURISDICTION

Conduct that occurs in any setting related to a school's programs, including off-campus activities such as field trips or athletic events is subject to Studio School policy and procedures. When conduct falls outside of a school law enforcement agency's jurisdiction, Studio School may have an obligation to respond to harassment. This is especially true when it rises to the level of sexual violence that originally happened off campus or outside an educational program if a student experiences "the continuing effects of off-campus sexual harassment" in an educational setting.

An accuser is encouraged to report misconduct regardless of where the incident occurred, or who committed it. Even if SSLA does not have jurisdiction over the accused, SSLA will still take prompt action to provide for the safety and well-being of the accused and the broader campus community.

STATUTE OF LIMITATIONS

As long as the incident occurred while the accused is a student, a victim is able to access the college conduct system, even if the victim has graduated.

GRIEVANCE PROCEDURES

Grievance procedures for sexual harassment and sexual violence complaints will follow the Disciplinary Procedures outlined in under Code of

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Conduct in the Studio School Campus Catalog. Procedures may include voluntary informal mechanisms (for example, mediation), however the accuser will not be required to mediate directly with the alleged offender. The accuser has the right to end the informal processes at any time in order to begin a formal complaint process. In cases of sexual assault allegations, mediation will not be the method of resolution.

SANCTIONS

Any student found responsible for a violation of the Sexual Violence Policy policy will face a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary infractions.

The sanctioning body reserves the right to broaden or lessen any range of punishments or recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. The sanctioning body will not deviate from the range of recommended sanctions without compelling justification to do so.

LIMITED IMMUNITY

While Studio School does not condone underage drinking or violation of other college policies, it considers reporting assaults to be of paramount importance, and will therefore extend limited immunity to victims in order to foster reporting and adjudication of sexual assaults on/off campus.

GOOD SAMARITAN PROVISION

SSLA encourages all members of our community to participate in the process of creating a safe, welcoming and respectful environment on campus. In particular, it is expected that all SSLA community members will take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention when

safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority. Community members who chose to exercise this positive moral obligation will be supported by SSLA and protected from retaliation.

RIGHTS OF THE ACCUSER

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- The right to be treated with respect by college officials;
- The right of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing;
- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities;
- The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within 24 hours of the end of the judicial hearing;
- The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the accuser's desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;

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- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the accuser and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
 - Exam (paper, assignment) rescheduling;
 - Taking an incomplete in a class;
 - Transferring class sections;
 - Temporary withdrawal;
 - Alternative course completion options.
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
- The right to make a victim-impact statement at the campus judicial proceeding and to have that statement considered by the board in determining its sanction;
- The right to a campus restraining order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus law enforcement.
- The right to appeal the finding and sanction of the judicial body, in accordance with the standards for appeal established by the institution;
- The right to review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- The right to preservation of confidentiality, to the extent possible and allowed by law;
- The right to a hearing closed to the public;
- The right to petition that any member of the judicial body be removed on the basis of demonstrated bias;
- The right to bring a victim advocate or advisor to all phases of the investigation and campus judicial proceeding;
- The right to give testimony in a campus hearing by means other than being in the same room with the accused student (closed circuit live audio/video is the recommended method);
- The right to present relevant witnesses to the campus judicial body, including expert witnesses;

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- The right to be fully informed of campus judicial rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- The right to have the college compel the presence of student, faculty and staff witnesses, and the right to ask questions, directly or indirectly, of witnesses (including the accused), and the right to challenge documentary evidence;
- The right to be present for all testimony given and evidence presented before the judicial body;
- The right to have complaints heard by judicial officers who have received annual sexual misconduct adjudication training;
- The right to a judicial panel comprised of representatives of both genders;
- The right to have college policies and procedures followed without material deviation;
- The right to be informed in advance of any public release of information regarding the complaint;
- The right not to have released to the public any personal information about the complainant, without his or her consent.
- The right to be informed of and have access to campus resources for medical, counseling and advisory services;
- The right to be fully informed of the nature, rules and procedures of the campus judicial process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to make an impact statement at the campus judicial proceeding and to have that statement considered by the board in determining its sanction;
- The right to appeal the finding and sanction of the judicial body, in accordance with the standards for appeal established by the institution;
- The right to review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);

RIGHTS OF THE ALLEGED OFFENDER

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators against the accused student;
- The right to be treated with respect by college officials;

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- The right to a hearing closed to the public;
- The right to petition that any member of the judicial body be removed on the basis of bias;
- The right to have the college compel the presence of student, faculty and staff witnesses, and the right to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence.
- The right to have complaints heard by judicial officers who have received annual sexual misconduct adjudication training;
- The right to have college policies and procedures followed without material deviation;
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone (including an attorney provided at the accused student's own cost), but the advisor may not take part directly in the hearing itself, though they may communicate with the accused student as necessary;
- The right to a fundamentally fair hearing;
- The right to a campus judicial outcome based solely on evidence presented during the judicial process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to written notice of the outcome and sanction of the hearing;
- The right to a judicial panel comprised of representatives of both genders;
- The right to be informed in advance of any public release of information regarding the complaint;

APPENDIX IV

CRIME REPORTING + EMERGENCY PROCEDURES

INTRODUCTION

The goal in the development of this Crime Reporting, Emergency Response and Evacuation Plan is to provide for the efficient and effective mobilization and allocation of School, government, and other resources to provide for the protection of life and property, orderly response to emergencies, and general safety of the Studio School community.

This Crime Reporting, Emergency Response and Evacuation Plan is organized to set forth general reporting, detection, notification, and response guidelines. In certain instances and as indicated herein, different procedures and strategies are pertinent to different kinds of emergencies. It is recognized that no plan can cover all contingencies, however, this Plan provides a reasonable procedure to guide the Studio School community in times of crisis.

JEANNE CLERY DISCLOSURE FOR CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

Security, crime and the rights of individuals are a national concern with regard to the protection of self, personal belongings, general security, respect and recognition of the individual rights of others.

Although our campus is limited to the physical space of the school our concern is as great as other campuses that are very large and involve complicated situations. It is important for everyone to be aware of certain policies and procedures should any of these offenses occur.

Should a crime, criminal offense, discriminatory act, sexual harassment situation or emergency occur REPORT this matter to your instructor and/or the office IMMEDIATELY to either Mr. Glenn Kailson, Site Director or Kyra Selman, Registrar.

Reporting accurate prompt information and supplying evidence of proof is important to enable a complete and thorough conclusion.

If reported to an instructor, the instructor must also report the incident to the office and the appropriate above personnel.

Appropriate actions will be taken to correct, improve and/or eliminate the offense or individual, depending on the finding and evaluation of the complaint or situation. If required, notification to appropriate authorities will be made. A full report will be recorded and on file in the school.

It is suggested to be careful of yourself and respectful of others. Prudent in your actions and notify someone of anything that is wrong, different, inappropriate or unacceptable.

REPORTING AN EMERGENCY, CRIME, CRIMINAL ACTIVITY

Most members of the Studio School administration and staff are trained to receive information regarding a crime, criminal activity, emergency or dangerous situation (including medical emergencies), alert the proper authorities, and prepare the appropriate crime or incident report. In the case of an emergency (including medical emergencies), students, faculty and staff should not be apprehensive in any way from dialing 911.

In the event of a non-emergency crime, criminal activity, or dangerous situation, be deliberate in physically locating a member of the Studio School staff or administration, or call 310.622.4136 and the appropriate measures will be taken based on the information provided, which may include one or more of the following: (1) further verification of the reported incident including requesting more information; (2) physically responding to the

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location of the incident; (3) referring the incident to the appropriate staff member; and/or (4) contacting local law enforcement.

When calling-in a crime, criminal activity, emergency or dangerous situation (including medical emergencies) be prepared to provide the following at a minimum:

Your name
Telephone number (in case of a dropped call)
The location of the incident
(e.g. address, cross-streets, landmark)
The nature of the incident

For Tips Regarding Suspects or Crimes That are Not in Progress

Students, faculty and staff can contact the Los Angeles Police Department TIP LINE by telephone or text message as follows:

Text: CRIMES274637, followed by your message and then hit SEND.

You will receive a response from Crime Stoppers shortly, which will start the secure text dialogue.

Phone: 1.877.LAPD 24-7 (1.877.527.3247)

TIMELY WARNING NOTIFICATIONS

In the event Studio School is notified of an actual emergency that poses a danger to the campus community, staff, faculty and students will be provided with a Timely Warning Notification through text message, email, campus-wide postings, word of mouth, and, if time permits, the Studio website. All staff, faculty and students receive Studio School email accounts upon enrollment or employment. In order to receive campus-wide Timely Warning Notification email announcements, staff, faculty and students must have and regularly check their Studio School email account. In the event that

staff, faculty and students prefer to consolidate email messages into one account, the Office of the Registrar can provide assistance for automatic forwarding of email messages from a Studio School account to another email account.

Most of the time the Timely Warning Notifications are delivered immediately upon receipt of credible information regarding an actual emergency, but in the event that information is not immediately available, the Timely Warning Notifications will be completed within 48-72 hours from the date the crime or incident was reported.

In the event that a crime or incident is reported that represents an immediate threat to the health or safety of the Studio School community on campus, Studio School will, without delay, take into account the safety of the community, determine the content of the Timely Warning Notification and initiate the Timely Warning Notification measures described in this policy, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.

EMERGENCY EVACUATION PROCEDURES

Emergency Fire & Smoke Protocol Safety of Life

If fire is in occupied room, remove anyone from immediate danger. Confine the fire or smoke by closing doors as you leave the area.

Notification

Activate the manual pull station.

Notify the Fire Department. Dial 9-1-1. The following ten-digit emergency phone number for your area, as a secondary contract, should be used only if a problem occurs in the 9-1-1 system 800.688.8000.

APPENDIX IV

Give them the following information:
Building name: **Los Angeles Center Studios**
Building address: **401 S Boylston St Los Angeles, CA 90017**
Nearest cross street: **3rd or 6th Street**

UPON HEARING A FIRE ALARM

When leaving a room, feel the doors before opening them and do not open any that are hot. Remember to close the doors behind you but do not lock them.

Do not return to your office or area for personal belongings. If smoke is present, stay low. The best quality air is near the floor. Do not attempt to run through heavy smoke or flames.

Do not use the elevators if you are in an elevator when the alarm sounds, do not push the emergency stop button. Proceed to the safest stairwell and exit the building, unless told to do otherwise by your floor warden or the building staff. Note: You may be called upon to assist the floor warden with people who may need assistance on your floor.

EARTHQUAKE PROCEDURES

During the Earthquake

During an earthquake you will usually be safer inside the building than you are outside. If you feel a tremor:

DUCK - Duck or drop to the floor

COVER - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

HOLD - If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking, and it is safe to move.

DO NOT ENTER OR EXIT - Do not enter or exit the building during the shaking. There is danger of falling debris.

DO NOT USE ELEVATORS - Elevators will automatically move to the next floor in direction of travel and open.

IF YOU ARE OUTDOORS - Move away from buildings, falling objects, and power lines.

After the Earthquake

BE PREPARED FOR AFTERSHOCKS - If you are outside, do not return to your apartment until authorized.

CHECK INJURIES - Check injuries and administer first aid if necessary (and if qualified). Do not move victims unless absolutely necessary.

REPLACE TELEPHONE HANDSETS - Place handsets on cradle if they have been shaken off, but do not try to use the telephone except to report fires or medical emergencies.

DO NOT USE ELEVATORS - When exiting, make sure that the exit is safe to use.

Earthquake Evacuation

Determine in advance the safest exit from your location and the route you will follow to reach that exit in the event an evacuation is necessary. Also establish an alternate route to be used in the event an evacuation is necessary. Also establish an alternate route to be used in the event your first route is blocked or unsafe to use.

DO NOT evacuate unless told to do so if danger is imminent.

CHECK DOORS for heat before opening.

APPENDIX IV

FOLLOW INSTRUCTIONS given by emergency personnel.

DO NOT RUN. Walk and keep noise to a minimum.

DO NOT USE ELEVATORS.

DO NOT PUSH OR CROWD. Use handrails in stairwells and move to the right if you encounter emergency personnel.

MOVE to your designated evacuation area unless otherwise instructed. Check doors for heat before opening.

ASSIST NON-AMBULATORY, visually impaired, and hearing-impaired persons if they are present.

If you have relocated away from the building, DO NOT return until you are notified that it is safe to return.

What if You Are In an Elevator?

If you are in an elevator you are probably better protected than most people. The elevator is designed to not fall down the shaft, and nothing heavy can fall on you.

Many elevators are designed to go to the nearest floor in the direction of travel and open.

Elevator will stop in any moderate earthquake. Building maintenance personnel will contact each elevator car as quickly as possible and advise you how rescue will occur. Upon being rescued, take directions from Building Fire Safety Director or designee.

If you have a medical or other emergency, pick up the telephone receiver and you will be automatically connected to the Elevator Company.

MEDICAL EMERGENCY

Do not move the person.

Call Paramedics **9-1-1**. The following ten-digit phone number is only used if a problem occurs in the **9-1-1** system **800.688.3000**.

Give them the following information:

Building name: **Los Angeles Center Studios**

Building address:

450 South Bixel Street

Los Angeles, CA 90017

Nearest cross street: **3rd or 6th Street**

Call the Office of the Building. Dial 213.534.3000

Try to make the victim comfortable. If you are trained in first aid or CPR, assist as needed.

Gather as much information you can about the person and his/her injury, including the signs/symptoms and chief complaint of victim.

Have someone at the elevator lobby on the floor to direct Security Personnel and Paramedics to the victim's location.

BOMB THREAT

Attract the attention of a co-worker. Have your co-worker call 9-1-1 to request the call on your line to be traced and for Police Department response.

Get as much information as possible from the caller about the bomb location, type and time of detonation.

Ask about the bomb appearance and who is placing it.

Listen for background noise or distinguishing voice characteristics that might aide police.

APPENDIX IV

Assure that the emergency services have been notified (9-1-1) and relay all information. The following 10-digit emergency phone number for your area should be used as a secondary contact only if a problem occurs in the 9-1-1 system 213.485.2681.

Survey your immediate work area and report all suspicious items to building security. Do not touch a suspected bomb or unusual device.

EMERGENCY RESOURCES DIRECTORY

Police/ Fire

Emergency 911

Hospitals

Good Samaritan Hospital 213.977.2121
1225 Wilshire Blvd
Los Angeles, CA 90017

St. Vincent Medical Center 213.484.7111
2131 West 3rd Street
Los Angeles, CA 90057

Utilities

Southern California Gas Company
Electric & Gas Emergency 800.427.2200

Los Angeles Dept. of Water + Power
800.342.5397 | 800.DIAL.DWP

Other Government Offices – State

Attorney General 800.952.5225

Los Angeles County Sheriff's Dept.
323.264.4151
East Los Angeles Station
5019 East 3rd Street
Los Angeles, CA 90022

EPA (Region 9) 213.244.1800

News - Electronic & Print

NBC4 Los Angeles (KNBC) 818.684.3425
ABC7 Los Angeles (KABC) 877.777.6397
CBS2/KCAL9 818.655.2000

HAZ/MAT

American Association of Poison Control Centers
800.222.1222

Los Angeles Poison Control Center
800.777.6476

Toxic Chemical & Oil Spills 800.424.8802/ 911
(National Response Center)



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