

# Student + Campus Handbook 2017-2018



**SAN FRANCISCO  
ART INSTITUTE**

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## 2017-2018 ACADEMIC CALENDAR

<b>Fall 2017</b>		<b>Spring 2018</b>	
Aug 1	Fall Tuition Due	Dec 15	Spring Tuition Due
Aug 20	Residence Hall Move-In	Jan 8-19	Spring Intensive Period
Aug 21-25	Orientation Week	Jan 8	Spring Intensive Classes Begin
Aug 21	International and Exchange Student Orientation	Jan 8	Add/Drop Deadline for Intensives
Aug 28	Fall Semester Classes Begin	Jan 15	Martin Luther King Day Holiday
Sept 4	Labor Day Holiday	Jan 16	Last Day to Withdraw from Intensives with a "W" Grade
Sep 8	Add/Drop Deadline	Jan 17	Residence Hall Move-In
Oct 9	Interdisciplinary Honors Studio Application Period Begins	Jan 18-19	Undergraduate and Graduate Student Orientation
Oct 9-13	Midterm Grading Period Begins	Jan 18	Family and Friends Orientation
Oct 20	Interdisciplinary Honors Studio Applications Due	Jan 19	Spring International and Exchange Student Orientation
Oct 31-Nov 4	Spring Priority Registration for MA, MFA, and PB Students	Jan 20-21	Low-Residency Winter Critiques
Nov 6	Wallspace Application Period Begins	Jan 23	Spring Semester Classes Begin
Nov 7-11	Spring Priority Registration for BA and BFA Students	Feb 2	Spring Semester Add/Drop Deadline
Nov 10	Last Day to Withdraw from Courses	Mar 5-9	Midterm Grading Period
Nov 14	Spring Early Registration for New Students	Mar 12	Interdisciplinary Honors Studio Application Period Begins
Nov 19	Wallspace Applications Due	Mar 12-16	Spring Break
Nov 21	Spring Early Registration for Non-Degree Students Begins	Mar 25	Interdisciplinary Honors Studio Applications Due
Nov 23-24	Thanksgiving Holiday	Apr 3-7	Summer and Fall Priority Registration for MA, MFA, and PB
Dec 4-8	MFA Reviews	Apr 9	Wallspace Application Period Begins
Dec 8	Fall Semester Classes End	Apr 10-14	Summer and Fall Priority Registration for BA and BFA
Dec 15	Spring Tuition Due	Apr 13	Last Day to Withdraw from Courses with a "W" Grade
Dec 18	Fall Final Grades Available to Students	Apr 16	MFA Reviews
		Apr 17	Summer Early Registration for New Students
		Apr 21	Graduate Open Studios
		Apr 22	Wallspace Applications Due
		Apr 23-27	Collaborative Projects
		Apr 24	Summer Early Registration for Non-Degree Students
		May 1	Fall Early Registration for New Students Begins
		May 4	Spring Semester Classes End
		May 13	BFA Exhibition Opening
		May 13	Commencement Ceremony
		May 15	Fall Early Registration for Non-Degree Students
		May 17	MA Symposium and MFA Screening Available to Students
		May 18	MFA Exhibition Opening
		May 21	Spring Final Grads Available to Students
		May 29	Memorial Day Holiday

## MISSION STATEMENT

San Francisco Art Institute is dedicated to the intrinsic value of art and its vital role in shaping and enriching society and the individual. As a diverse community of working artists and scholars, SFAI provides its students with a rigorous education in the fine arts and preparation for a life in the arts through an immersive studio environment, an integrated liberal arts curriculum, and critical engagement with the world.

## DIVERSITY STATEMENT

San Francisco Art Institute strongly believes that a rigorous artistic and intellectual community is enriched by diversity and inclusion. SFAI promotes artistic and intellectual freedom by fostering environments that value our diverse students, faculty, and staff and provide all community members with a respectful and challenging space in which to address divergent opinions and ideas.

By “diversity,” we mean that our community prospectively embraces differences in gender expression and identity, age, culture, ethnicity, race, sexual orientation, physical ability, learning style, religion, occupation, nationality, immigration status, socio-economic status, and the many forms of composite subjectivity and life experience that span these difference. Promoting such a broadly inclusive understanding of diversity requires ongoing education and effort, to ensure support, understanding, and awareness from all community members. In this, SFAI strives to move beyond the reactive methodologies of affirmative action, even as we proactively practice equal opportunity in hiring and admissions.

SFAI seeks to be a vanguard institution with regard to how we address and integrate notions of diversity. SFAI continues to develop connections and mutually beneficial relationships between the school’s immediate community and local and global publics in the belief that a multiplicity of voices has helped to make SFAI the influential and inspiring institution that it is today.

## NON-DISCRIMINATION AND EQUAL OPPORTUNITY STATEMENT

SFAI is an equal opportunity institution of higher education and is firmly committed to non-discrimination in its delivery of educational services. In compliance with all applicable federal and state laws, all decisions will be made irrespective of an individual's race, color, sex (including pregnancy and conditions related to pregnancy), religion, religious creed, ancestry, national origin, age, gender (including gender identity and expression), marital status, citizenship status, veteran or military service status, sexual orientation, disability, and/or any other status protected by law.

SFAI will reasonably accommodate individuals with disabilities if the individual is otherwise qualified to meet the fundamental requirements and aspects of the educational program and/or safely perform all essential functions, without undue hardship to SFAI and without altering fundamental aspects of its educational program.

The Vice President and Dean of Student Affairs is designated as the principal Institute official responsible for compliance with federal and state laws regulating student matriculation. The VP/Dean is the Title VI, Section 504, and Title IX officer of the Institute.

## ACCREDITATION

SFAI is accredited by the WASC Senior College and University Commission ([www.wascsenior.org](http://www.wascsenior.org)) and by the National Association of Schools of Art and Design (<https://nasad.arts-accredit.org>). SFAI was first accredited on April 30, 1954. The first BFA degrees were awarded in 1955; the first MFA degrees were awarded in 1958.

## INSTITUTIONAL LEARNING OUTCOMES

The San Francisco Art Institute's vision includes a commitment to promoting global perspectives, social responsibility, environmental sustainability, and critical understandings of art for different audiences. This is demonstrated through our dedication to:

1. Advancing art and its critique as a significant form of knowledge making
2. Recognizing the consequential roles that artists play in society
3. Employing multiple techniques in pursuit of creative solutions
4. Negotiating disciplinary boundaries
5. Expanding sites of artistic engagement at local and global levels
6. Representing the complexity of social and cultural difference

## BOARD OF TRUSTEES

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**San Francisco Art Institute** is recognized by California as a nonprofit, “public benefit” corporation and by the IRS as a 501(c)3 nonprofit organization. As with any college, legal responsibility for San Francisco Art Institute rests with its Board of Trustees. The Board has final authority over the mission of the San Francisco Art Institute, the policies that govern it, San Francisco Art Institute’s financial activity, and the conduct and evaluation of all programs. The Board conducts business through committees and is responsible for overall institutional fiscal policy and governance. Day-to-day issues are handled by the staff who are the appropriate persons with whom to address concerns and problems. The Board consists of members selected from the general public; Faculty Trustees and Student Trustees are nominated by the Faculty Senate, Student Government, and the Legion of Graduate Students (LOGS) and selected by the Board’s Committee on Governance and Trustees. Non-voting Student Representatives are chosen by Student Government and by LOGS.

Gregory Bateson, Kenneth Burke, Frank Lloyd Wright, and others to frame new questions about art.

## HISTORY

Since 1871, the San Francisco Art Institute (SFAI) has been a magnet for adventurous artists, and its groundbreaking history encompasses some of the most important art movements of the last century. Standing at the forefront of higher education in contemporary art, SFAI embodies and nurtures a spirit of innovation, risk-taking, and progressive thinking.

### Beginnings

SFAI (originally called the San Francisco Art Association) was founded by artists, writers, and community leaders who possessed a cultural vision for the West. Built out of a pioneering history, San Francisco was cosmopolitan yet removed from the centers of Europe and New York, and poised to become a hub of creativity and cultural development.

In 1874, the San Francisco Art Association launched The California School of Design, which was renamed the California School of Fine Arts (CSFA) in 1916 and then the San Francisco Art Institute in 1961. During its first 60 years, influential artists associated with the school included Eadweard Muybridge, photographer and pioneer of motion graphics; Henry Kyama, whose *Four Immigrants Manga* was the first graphic novel published in the United States; Sargent Claude Johnson, one of the first African-American artists from California to achieve a national reputation; and Louise Dahl-Wolfe, whose work for *Harper's Bazaar* defined a new American style of "environmental" fashion photography. In 1930, Mexican muralist Diego Rivera arrived in San Francisco to paint a fresco at the school's new campus on Chestnut Street.

### New Programs and New Questions

After World War II, the school became a nucleus for Abstract Expressionist painting, with faculty including Clyfford Still, Ad Reinhardt, Mark Rothko, David Park, Elmer Bischoff, and Clay Spohn. In 1946, Ansel Adams and Minor White established the first fine art photography department in the United States, with Imogen Cunningham, Edward Weston, and Dorothea Lange among its instructors. In 1947, distinguished filmmaker Sydney Peterson began the first film courses at CSFA, positioning the school as the epicenter of avant-garde film. In 1949, CSFA Director Douglas MacAgy organized *The Western Roundtable on Modern Art*, which included Marcel Duchamp,

### Beats, Jazz, and Funk

By the early 1950s, San Francisco's North Beach was the West Coast center of the Beat Movement, and music, poetry, and discourse were an intrinsic part of artists' lives. A distinctly California modern art soon emerged that fused abstraction, figuration, narrative, and jazz. CSFA faculty Park, Bischoff, James Weeks, and Richard Diebenkorn became the leaders of the Bay Area Figurative Movement. Students and alumni of the school, including William T. Wiley, Robert Hudson, William Allan, Joan Brown, Manuel Neri, Carlos Villa, and Wally Hedrick became the core of the Funk Movement.

Hybrids, Mutants, and Robots

Renamed the San Francisco Art Institute in 1962, the school was at the vanguard of an expanded vocabulary of art-making in a pluralistic world that included performance, new media, graphic arts, and political and social documentary. Among the students in the late 1960s were photographer Annie Leibovitz, performance artist Paul McCarthy, and Charles Bigelow, who would be among the first typographers to design fonts for computers. Alumni Ruth-Marion Baruch and Pirkle Jones photographed the early days of the Black Panther Party in northern California.

Installation art, conceptual art, video, music, and social activism continued to resonate with faculty and students in the 1970s and '80s, including George Kuchar, Gunvor Nelson, Howard Fried, Paul Kos, Angela Davis, Kathy Acker, Robert Colescott, and Karen Finley. The school became a hub for the Punk music scene, with bands like the Mutants, the Avengers, and Romeo Void, all started by SFAI students. Technology also became a part of art as with Survival Research Laboratory, founded by student Mark Pauline, which staged large-scale performances of ritualized interactions among machines, robots, and pyrotechnics.

### Art in the Streets

Since the 1990s, SFAI studios have become increasingly connected to the world via public art and community actions. Art Institute students, Alicia McCarthy, Ruby Neri, Barry McGee, Aaron Noble, Rigo 23, and many others were part of the movement known as the Mission School, taking their graffiti-inspired art to the streets and walls

of the city. Organizations like Artists' Television Access and Root Division, founded by alumni, and SFAI's current City Studio program engage and educate local communities and cultivate a vital artistic ecosystem.

### **Recent Accomplishments**

SFAI faculty, students', and alumni accomplishments can be found in museums and galleries around the world, in bookstores and movie theaters, online, in the civic sphere, and elsewhere. Recent highlights include Oscar-winning films from alumnae Kathryn Bigelow (*The Hurt Locker*, *Zero Dark Thirty*), Peter Pau (*Crouching Tiger, Hidden Dragon*), and Laura Poitras (*Citizenfour*); major museum exhibitions from Catherine Opie (Guggenheim), Barry McGee (Berkeley Art Museum, ICA/Boston), and Paul McCarthy (Park Avenue Armory), among many others; and Kehinde Wiley's 2015 U.S. Department of State's Medal of Arts Award in honor of his contributions to international cultural exchange.

Building on this tradition of excellence and innovation, SFAI remains committed to educating artists who will shape the future of art, culture, and society.

In Fall 2017, SFAI opened the Fort Mason Campus.

## ACADEMIC POLICIES

All students are urged to read the general regulations found in this handbook, electronic copies of which can be found at sfai.edu/current-students. Lack of familiarity with sections pertaining to any issues in question does not excuse students from the obligation to follow the policies and procedures therein set out. Although every effort has been made to ensure that this handbook is as accurate as possible, students are advised that the information contained in it is subject to change or correction. SFAI reserves the right to change any curricular offering, policy, requirement, or financial regulation whenever necessary and as the requirement of SFAI demand.

## ACADEMIC CREDIT

### The Semester System

Under the semester system, the academic year is divided into two semesters. Academic credit is semester credit and is measured by 15 weeks of meetings in a semester or meetings proportionate to the number of credits offered in the course. The semester hour is 50 minutes.

### Intensive Courses

Intensive courses provide students with the opportunity to focus on specific areas of their studio practice and to develop projects in a concentrated period of time. Intensives are offered during June and in January. The January intensive courses are part of the spring semester.

### Summer Session

During the summer, SFAI offers a range of studio, academic, and travel courses that augment semester offerings. Summer courses are offered in two-week intensive and eight week sessions.

## Courses and Credits

In addition to the semester credit hour, a credit ratio hour recognizes the various forms of course meetings at the undergraduate and graduate levels: the lecture/discussion, the studio/laboratory, and the independent/field course. Course meetings are frequently a blend of these methods of instruction. Typically, three semester credits may be earned in a semester according to the following formats:

- Primarily lecture/discussion: three contact/supervised hours are scheduled each week and six hours of study/preparation are to be assigned each week
  - Primarily studio/laboratory: six contact/supervised hours are scheduled each week and three hours of study/preparation are to be assigned each week
  - Primarily independent/field: six contact/supervised hours are expected in a semester and nine hours of study/preparation are expected each week
- Courses that are primarily independent/field meetings, i.e., Independent or Directed Studies and Honors Studio, are the usual setting for awarding credit based on outcomes. When measuring outcomes for purposes of awarding credit, the quality of work in a portfolio or paper, together with an interview by the faculty, is the primary means of evaluation.

Some courses (e.g., Graduate Teaching Assistantship [GR-597], etc.) do not carry credit value, but may be degree requirements. These degree requirements include: BFA Exhibition (IN-397), MFA Intermediate Review (GR-592), MA Final Review (MA-594), MA Symposium (MA-599), and Graduate Lecture Series (GR-502).

### Course Numbering

Skill-building courses are numbered 001–099. Undergraduate courses are numbered 100–399, with beginning level courses numbered 100–199, intermediate level courses numbered 200–299, and advanced level courses numbered 300–399. Post-Baccalaureate courses are numbered 400 – 499. Graduate courses are numbered 500–599. In the course schedule designation, sections of courses follow the second hyphen, e.g., “NG-220-02” reads as “New Genres 220, section 2.”

### Transfer Credit

Transfer credit policies are applied by the Admissions Office for new students and by the Registrar’s Office for returning and continuing undergraduate students following professional policies and standards. Transfer credit evaluations require that transcripts issued from other institutions are official, i.e., sealed in an envelope with appropriate stamp or seal from the institution. An official transcript from each college attended must be submitted at the time of application. Failure to submit all transcripts may result in a change of admission status. An applicant cannot disregard their

previous college record when applying for a degree program. All documents submitted for evaluation become the property of SFAI regardless of admissions decision or enrollment status. These documents may not be copied for the applicant/student's use. Transfer credit will not be awarded for ELL courses or any other course determined to be skill-building in content or at a level of instruction not appropriate to the degree program. Credit that has been formally accepted toward degree requirements is shown on SFAI's transcript. Individual courses and the grade point averages associated with transfer courses are not shown. A student has one year from the date of receiving their transfer credit evaluation to request any adjustments to their evaluation. After one year, no adjustments to the transferred courses, including the removal of any transferred courses, will be made to the academic record with the following exception: removal of transferred courses due to 1) failure to submit final and official transcripts or 2) the completion of a previously in-progress course with a "C-" or lower grade.

#### **Transfer Credit for Undergraduate Students**

Credit from regionally accredited colleges or universities is applied on a course-by-course basis to SFAI's undergraduate degree program if it is related to the curriculum of the degree program and the student earned a C or higher in the course(s). Credit from schools that are nationally (and not regionally) accredited may be accepted for the undergraduate degree program and applied on a course-by-course basis for studio credit only. No more than 60 credits of transfer credit may be applied to the undergraduate degree for students completing their first bachelor's degree. Up to 36 credits may be transferred in to fulfill liberal arts or art history requirements, up to 12 credits may be transferred in to fulfill major studio requirements, and up to 24 credits may be transferred in to fulfill studio elective requirements. No more than 9 credits of non-fine art classes may transfer as general electives relevant to the BFA degree.

#### **Transfer Credit for International Students**

Certified true copies of original academic records are accepted if they have been prepared by an appropriate school, agency, or government official. In cases where official academic records are not issued in English, the official transcript or certified copy in the native language must be accompanied by an official English translation. Both copies, in the native and English languages, are required to identify and evaluate educational records according to professional standards and procedures established by the American Association of College Registrars and Admission Officers (AACRAO).

#### **Transfer Credit for Second-degree Undergraduate Students**

Undergraduate degree applicants with a previous undergraduate (baccalaureate) degree from a regionally accredited U.S. college or university are eligible to transfer

up to 90 credits toward their SFAI degree. With the approval of the Registrar, SFAI will accept up to 30 credits of liberal arts credit, 12 credits in art history, 12 credits in the major and 36 credits in electives which can include up to 9 credits of relevant general electives. Art Since 1945 (HTCA-102), Critical Theory A (CS-300), Critical Theory B (CS-301), Thesis Colloquium (US-390, HTCA-390), and BFA Senior Review Seminar (IN-390) are residency requirements and nontransferable. The Off-Campus Study Requirement will be waived for second-degree undergraduate students.

#### **Writing Placement for Second-degree Undergraduate Students**

Second-degree undergraduate students may submit a Writing Portfolio of no more than 15 pages of analytical writing in lieu of taking the Writing Placement Exam to determine their placement in the English Composition sequence. The writing sample must be submitted to the Academic Resource Center ([arc@sfai.edu](mailto:arc@sfai.edu)) prior to the first day of classes.

#### **Repeated Courses for Credit**

Students may repeat certain studio and non-studio courses that, while running under the same course code, are taught by a different instructor or offer credits earned in the repeated courses will be included in the cumulative total, but will be applied to graduation requirements on a course-by-course basis and only if appropriate to the student's overall academic record.

The following courses may not be repeated for credit:

- English 90
- English 95
- English Composition A
- Contemporary Practice
- Global Art History
- Modernity and Modernism
- Art Since 1945
- Critical Theory A

#### **Course Load**

##### **Undergraduate: Bachelor of Fine Arts and Bachelor of Arts Degrees**

Normally, the Bachelor of Fine Arts or Bachelor of Arts degree is completed in four years (eight 15-credit semesters) by successfully following a degree projection to complete the sequence of studio and academic courses as required by the student's chosen major. Students may elect to enroll in a maximum of 18 credits per semester. Exceeding 18 credits in a semester is not permitted except with written approval by the Chief Academic Officer. For purposes of reporting enrollment status to outside

agencies, SFAI will report the minimum 12 credits in a semester as full-time. However, to complete the degree in four years, 15 credits per Fall and Spring semester is required. Participation in the BFA Exhibition is also required for completion of the BFA degree.

### **Post-Baccalaureate Certificate**

The Post-Baccalaureate Certificate is normally completed in one year (two 15-credit semesters). Students may not enroll in more than 15 credits each semester in this program. For purposes of reporting enrollment status to outside agencies, SFAI will report the minimum of 12 credits in a semester as full-time.

### **Master of Fine Arts Degree**

Normally, the full-residency Master of Fine Art degree is completed in two years (four 15-credit semesters) by successfully following a degree projection to complete the required sequence of studio and academic courses. For purposes of reporting enrollment status to outside agencies, SFAI will report a minimum of 12 credits in a semester as full-time.

In preparation for final review and exhibition in the final semester, students enrolled for the MFA Graduate Exhibition will be reported as at least half-time in their final semester. Exceeding 15 credits in a semester is not permitted except with written approval by the Chief Academic Officer.

Students in the low-residency MFA program complete the degree by attending three consecutive summer sessions as SFAI, and completing Guided Study credits with artists off-site during the year (fall-spring). While registered for Guided Study, low-residency students are reported as being enrolled half-time.

Successful passage of a final review and participation in the MFA Graduate Exhibition are also required for completion of the MFA degree.

### **Master of Arts Degree**

For the Master of Arts degree, students typically complete the degree in two years by successfully following a degree projection to complete 12 credits each semester for the first two semesters and 6 credits each semester for the third and fourth semesters.

Students may not enroll in excess of 12 credits in a semester. For purposes of reporting enrollment status to outside agencies, SFAI will report the minimum of 6 credits in a semester as full-time.

### **MA/MFA Dual Degree**

For the Dual Degree in Master of Arts in History and Theory of Contemporary Art and Master of Fine Arts, students typically complete the degree in three years by successfully following a degree projection to complete 15 credits each semester for the first four semesters and 6 credits each semester in the fifth and sixth semesters. For purposes of reporting enrollment status to outside agencies, SFAI designates a minimum of 12 credits per semester for the first four semesters as full-time status and 6 credits for the final two semesters as full-time.

### **Full-Time Course Load Requirements for F-1 and J-1 International Students**

U.S. government immigration regulations require F-1 and J-1 international students to enroll and maintain full-time status (12 credits or more) during each fall and spring semester. International students may choose to enroll during the summer session but are not required to do so. International students may enroll in less than full-time credits during the last semester of study if less than full time is needed to complete degree requirements. Approval from Global Programs is required for last semester reduced course load. Any exceptions to the full-time credit requirement must be approved by Global Programs prior to the student dropping below full-time credits. Contact Global Programs before making any changes to enrollment or registration.

### **Time Limit Completion**

Undergraduates who have been in continuous enrollment (which may include periods of hiatus) and who have not graduated within seven years of their term of matriculation will be withdrawn from their degree program. Appeals to this change of status may be addressed to the Academic Appeals Committee, which will determine the student's eligibility to continue the program.

Graduate students are expected to complete their programs in a minimum of four semesters and a maximum of six semesters. Post-Baccalaureate students are expected to complete their program in a minimum of two semesters and a maximum of three semesters. Exceptions to this timeline must be addressed to the Chief Academic Officer.

## GRADING POLICY

### Undergraduate Students

The work of undergraduate students is evaluated in terms of the following grades: A (excellent); B (good); C (fair); D (barely passing); F (failure); P (passed at a minimum of C-); NP (not passed); I (incomplete due to circumstances beyond the student's control, but of passing quality); W (withdrew after Add / Drop deadline in the term but before the end of the 11th week); W/F (withdrew after the 11th week of the term); I/F (incomplete grade changed to a failing grade); and NR (not reported; temporary administrative grade signifying that the instructor has not filed a grade). The grades A, B, C, and D may be modified by plus (+) or minus (-) suffixes. A course in which the grade F, I/F, W, W/F, NR, or NP is received is not counted toward degree requirements. A course in which the grade of I (incomplete) or IP (in progress) is received is not counted toward degree requirements until replaced by grade A, B, C, D, or P.

### Grade Points

Grade points per credit are assigned as follows: A=4, B=3, C=2, D=1, F=0. When attached to the grades A, B, C, D, plus (+) grades carry .3 grade points more per unit, and minus (-) grades .3 grade points fewer per credit than the non-suffixed grades, except for A+ which carries 4.0 only. Courses graded P, NP, I, W, IP, and NR are not used in computing the grade point average.

### Passed/Not Passed

Undergraduate students in good standing (2.0 cumulative grade point average or better) in their senior year may choose to take specified letter-graded courses on a passed/not-passed basis; courses selected must be upper division (numbered 200 or above). CS-300 and CS-301 (Critical Theory A/B) are excluded from this grade option.

### Dean's List

Undergraduate students will qualify for the Dean's List for each semester in which they earn a grade point average of 3.8 or better in 12 or more credits of letter graded courses. The designation "Dean's List" will appear on the student's academic transcript.

### Graduate Students

The work of graduate students is evaluated in terms of the following grades: H (equivalent to A+); P (passed at a minimum of B-); F (not passed, C+ or lower); I (incomplete due to extenuating circumstances, with the student doing passing work at the midterm); W (withdrew after Add/ Drop deadline in the term but before the end of the 11th week); W/F (withdrew after the 11th week of the term); I/F (incomplete grade changed to a failing grade); IP (in progress, final grade to be assigned upon completion of a the semester); and NR (not reported; temporary administrative grade signifying that the instructor has not filed a grade). A course in which the grade of F, I/F, W/F, W, or NR is received is not counted toward degree requirement completion. A course in which the grade of I is received is not counted toward degree requirements until replaced by grade P or H. It should be noted that all graduate and Post Baccalaureate students (whether pursuing the MA, MFA, Dual Degree or PB) are graded with H/P/F in every course; consequently, no grade point average is maintained.

### Grade I (Incomplete)

With the instructor's approval, a grade of Incomplete (I) may be granted to a student who has not completed the required course work by the last date of the semester due to an emergency situation or prolonged excused absence. Either the student or the instructor may initiate the I grade; in either case, both the student and the instructor must sign the Incomplete Grade Petition form, available from the Registrar's Office. The petition must state the reasons for not completing the course requirements on time, the course requirements remaining to be completed, and the deadlines for completion and submission of the work to the instructor.

An instructor may assign an I grade only if the student has maintained satisfactory attendance and work of passing quality through the 11th week (6th week for

summer courses) of the term when serious illness or extenuating circumstances prevent completion of work essential to determine a final grade. It is this criterion that allows the I grade to be included temporarily among traditional evaluative grades in determining the satisfactory academic progress of a student. If work required to complete the course, as specified on the Incomplete Grade Petition, is still incomplete four weeks after the end of the term, the I grade is automatically changed to an I/F grade. If the student has an extraordinary documented circumstance and wishes to make a request for an extension of the I grade, the student must do so in writing, address the letter to the Academic Appeals Committee, and submit the letter to the Registrar's Office. The Academic Appeals Committee will review the request and the Registrar will notify the student of the decision.

If the student completes the work specified on the Incomplete Grade Petition by the deadline stated, an instructor must file a Change of Grade Form with the Registrar's Office to replace the I grade by the deadline stated on the Incomplete Grade Petition. It should be noted that the I grade is removed from the transcript when a new grade is filed by the instructor; however, when the I grade is changed to an I/F grade at the deadline because the student did not complete the work specified on the petition, the grade I/F is assigned to indicate that the F is an academic failure after additional time to complete the final work in the course. Undergraduate students with I grades may be ruled ineligible for travel programs such as Independent Study and Exchange. Undergraduate students with 12 or more credits of I grades on their transcripts may not register for additional course work without the written permission of the Chief Academic Officer.

Dates for completion of work in courses with an outstanding I grade are always four weeks after the last day of the term. The dates for the Fall, Spring, and Summer terms are as follows:

<b>Fall 2017:</b>	January 5, 2018
<b>Spring 2018:</b>	June 1, 2018
<b>Summer 2018:</b>	September 1, 2018

### **Changing a Final Grade**

Grades, except I, are considered final when assigned by an instructor at the end of a term. The grade NR (not reported by the instructor) is temporary until the instructor files the completed grades for the course in the Registrar's Office. (These grades do not affect the grade point average). A change of grade may also be filed when the instructor has determined that a computational (misinformation, omission of work) or

procedural (clerical) error occurred in the assignment of the original grade. A grade may not be changed as the result of reexamination of the student or the submission of additional work by the student after the close of the term. A grade assigned by an instructor may be questioned and clarified through consultation with the instructor of the course. If the disagreement is not resolved after meeting with the instructor, the student may make a formal appeal in writing (not via email) submitted to the Chief Academic Officer. Appeals must be received within one month after the end of the semester in which the class was taken. Grades shall not be changed without persuasive evidence that (1) the instructor evaluated the student's work in a manner inconsistent with that used to evaluate the work of other students in the course; (2) the instructor was motivated by a bias that is contrary to the policy of the Institute; or (3) the instructor failed to implement a relevant disability accommodation for the student that had been approved by the Institute and of which the instructor had been informed in a timely matter. Any petition to change a grade after grades have been recorded must be approved by the Chief Academic Officer.

If a grade is being disputed because of alleged discrimination or harassment, a student is not required to meet with the instructor. In these cases, the student should submit a grade appeal in writing to the Chief Academic Officer, and the dispute will be processed under the Civil Rights Policy outlined in this handbook. In addition to the outlined corrective actions available in the Civil Rights Policy, the Chief Academic Officer may issue a grade change if discrimination or harassment is found to have occurred.

### **Grade Reports + Transcripts**

At the end of each term, after the grading period, a grade report is accessible on WebAdvisor. Official transcripts (the complete academic record of terms enrolled at SFAI showing course titles and codes, grades, term, cumulative grade point average, and degree[s] awarded by SFAI) can be requested online from the Registrar's Office. The normal period for processing and issuing official transcripts is 5 working days after receipt of the request. The charge is \$5.00 per copy. If an official transcript is urgently needed, a rush request can be made for an additional charge of \$10.00, with the transcript being processed within one business day. No transcript will be released to any student who has not met all financial obligations to SFAI, including the return of overdue library materials, equipment, or maintenance obligations. Transcripts of courses taken at other schools will not be copied or reissued in accordance with professional standards in postsecondary education and SFAI policy.

### **Satisfactory Academic Progress**

Satisfactory academic progress (good standing) is maintained by undergraduate students when earning a minimum 2.0 GPA each semester and cumulatively over their entire SFAI academic record. Graduate students must maintain a passing grade P in every course in each semester to sustain satisfactory academic progress. Students receiving financial aid including loans or merit scholarships must meet Financial Aid Satisfactory Academic Progress (FASAP) requirements as defined in the Satisfactory Academic Progress section of this handbook.

### **Academic Probation + Dismissal**

Students are subject to probation and dismissal for academic deficiencies.

#### **Undergraduate**

If an undergraduate's cumulative GPA falls below 2.0 (C), the student is placed on probation for the following semester. The student must achieve a GPA of 2.0 in that following semester to avoid dismissal, and then has one more semester to bring the cumulative GPA to a minimum of 2.0. If these terms of maintaining a cumulative GPA of 2.0 are not met, the student will be dismissed. In addition, a student whose cumulative GPA is higher than 2.0, but whose semester GPA falls below 2.0, will be placed on probation for the following semester. If the semester GPA in that following semester falls below 2.0, the student will be dismissed. A student who fails to complete at least one course can be dismissed automatically without being first placed on probation. Further, a student whose grade point average is so low that there is little or no prospect of meeting the terms of removal of probation by the end of the next semester can be dismissed without having first been placed on probation. If incomplete work in a prior semester is not completed by the deadline, the grade for the course automatically becomes an I/F. Academic probation will be assigned to prior semesters, and dismissal may be imposed now as a result of I to I/F changes in prior semesters. Students who are dismissed will have 7 calendar days from the date of their dismissal notice to remove all belongings from studio and other school facilities.

#### **Graduate (including Post-Baccalaureate)**

If a graduate student receives a grade of F in a class, review, or lecture, the student is placed on probation for the following semester, during which time the class, review, or lecture requirement is made up. If two grades of F are received in the same

semester or if two consecutive semesters include grades of F, the student is dismissed. If the Intermediate Review and the subsequent re-review is failed, the student will also be academically dismissed. Probation may be imposed by the Graduate Review Committee should the committee decide that the student's body of work does not, in their judgment, demonstrate satisfactory academic progress. Students who are dismissed will have 7 calendar days from the date of their dismissal notice to remove all belongings from studio and other school facilities.

### **Readmission After Withdrawal**

Students who officially withdraw from SFAI by completing the appropriate exit form, as well as students who are withdrawn by SFAI, should contact the Admissions Office to inquire about readmission. The Admissions Office will work with Academic Affairs, Financial Aid, the Registrar's Office, and Student Affairs to facilitate the student's reentry, as permitted in the judgment of SFAI. The returning student will be informed of specific admission requirements and residency requirements, and a transfer credit evaluation will be conducted if necessary.

### **Readmission After Dismissal**

After a one-year absence from SFAI, students who have been academically dismissed may reapply for readmission. It is strongly recommended that students use the time away from SFAI to enroll in a community college or other appropriate postsecondary school to improve their ability to successfully complete the program at SFAI. Students readmitted after dismissal are placed on academic probation and may be given other probationary terms before or after registration for the first semester of readmission. In the case of non-academic dismissals, students are not permitted to re-apply at any time.

Honors Studio, Independent Study, Senior Seminar, Tutorials, or Graduate Critique Seminars. In courses that require a final examination, the exam should be held during the final week of a semester or near the end of a course on a modular schedule. The method and day/time of the examination is determined by the faculty member. Ample prior notice of the examination is required to allow students time for preparation. Only under circumstances approved by the Chief Academic Officer may a final examination be administered after the last scheduled meeting day of a class and necessitate an I (incomplete) grade being filed for all students at the end of the term; otherwise, all elements of administering and taking a final exam must be conducted within the scheduled meeting days of the class in the term. Grades are filed by faculty in the Registrar's Office no later than one week after the last day of the term, or one week after the end of a course on a modular schedule.

### **Competency Exams**

#### **Writing Placement Examination**

The Writing Placement Examination (WPE) is administered prior to the first semester of attendance at SFAI and is a requirement for all undergraduate students, except for students who receive transfer credit for either English Composition A, AP English, or IB Higher Level English. After the WPE has been evaluated, students are notified of their English course placement.

#### **Writing Portfolio Review**

Students enrolled in English Composition B will be required to submit a portfolio of their written work at the conclusion of the term as a final capstone project of the English Composition sequence. The function of the portfolio review is to ensure that student performance be held to a minimum standard of achievement, that the quality of liberal arts education at SFAI matches that of the studio arts, and that students may begin to see the relationships between the studio and liberal arts curriculum.

This portfolio will consist of three essays chosen from those written during English Composition A and B and will represent the student's best work. Those students who have been exempted from English Composition A on the basis of transfer credit will construct a portfolio from their written work in English Composition B and from the last English course taken at their previous institution. Students who do not pass the

## **EXAMINATIONS**

### **Midterms**

Faculty members are required to conduct midterm evaluations of all students in their classes each semester (Independent Study courses are exempted). A report of the evaluation is filed in the Registrar's Office and students may view their grades in WebAdvisor. A list of students receiving an unsatisfactory evaluation will be made available to the Undergraduate Academic Advisor for undergraduate students and to the Director of Graduate Administration for graduate students.

### **Finals**

Instructors may choose to require a final examination in their course. Final examinations are not appropriate for the following: Internships, Directed Study,

portfolio must retake English Composition B.

Students who bypass English Composition A and are placed in English Composition B in their first semester at SFAI, whether based on the WPE or transfer credits, are required to take an additional Liberal Arts Elective (3-credits).

### **Nationally Normed Examinations**

SFAI accepts credit for competency examinations when the evaluation is administered and sponsored by an accredited postsecondary system within the United States and if the credit is relevant to the curriculum of the degree program. The minimum scores acceptable for the award of credit are those recommended in current publications of the American Council on Education. SFAI may additionally require assessment-type examinations or portfolios in the subject matter for which credit has been awarded. College Level Examination Program (CLEP) credit will not be awarded if the student has previously been awarded credit for the corresponding course requirement. Grades are not assigned to Advanced Placement (AP) or CLEP credit. Credit is posted to the academic record upon matriculation.

### **College Level Examination Placement (CLEP)**

Students will be considered for up to six semester credits of credit in each of the subject areas of general examinations offered by CLEP, provided they score a minimum of 50 in each examination, and the subject matter is relevant to the SFAI curriculum. Students will also be considered for up to six semester credits of credit in each of the subject areas of subject matter examinations offered by CLEP, provided they score at or above the fifty-first percentile, and the subject matter is relevant to the SFAI curriculum.

### **Advanced Placement (AP)**

SFAI awards three credits of Liberal Arts/Art History for AP scores of three or higher and three credits of studio for AP scores of four or higher.

### **International Baccalaureate North America (IBNA)**

The International Baccalaureate (IB) program is similar to the French baccalaureate or the German Abitur, whose qualifying exams are recognized for entrance into most European postsecondary education. In the U.S., the IB program is similar to the College Board's AP program with its series of qualifying courses followed by

nationally normed examinations recognized for college credit. SFAI participates in the Diploma Program of the IB, a comprehensive two-year curriculum taught in participating secondary schools for students bound for U.S. and international universities. SFAI will award credit for IB higher-level examinations with a minimum score of four if the subject matter of the IB preparatory course is relevant to the SFAI curriculum. SFAI will award credit for IB standard-level examinations in Math with a minimum score of 4. Credit is awarded on a course-by-course basis up to a maximum of 30 semester credits, with no more than 12 semester credits to be awarded from any one subject matter group.

## **REGISTRATION**

### **Course Schedule**

A course schedule is available on WebAdvisor prior to registration for each term, listing intended course offerings, instructors, assigned rooms, semester credit value for each course, course descriptions, prerequisites, and the degree and certificate program requirements that each course satisfies. Changes and additions to the schedule are available on WebAdvisor. While every effort is made to minimize the number of changes made to a published course schedule, SFAI reserves the right to change instructors, change the time and/or place of a class, and cancel a class due to enrollment or other issues. To help minimize course schedule changes and

cancellations, students should finalize their schedules during Priority Registration.

## ACADEMIC ADVISING

### Undergraduate Advising

#### New Students

Academic advising for newly admitted first-year and transfer students begins with an admissions counselor at the time of the initial registration. Transfer students will receive a transfer credit evaluation that lists courses accepted in transfer, course requirements, and remaining electives. Changes to their schedule prior to and during the add/drop period of their first semester can be initiated through their admissions counselor.

#### Continuing Students

Students who will have completed 30 credits or less and 87 credits or more by the end of the current term are required to see their academic advisor before registering for classes and will be notified by the advising office in advance of their priority registration appointments. For undergraduate who have completed 31-86 credits, academic advising is strongly encouraged but not required. The academic advisors' offices are located on the Mezzanine above the sculpture studios.

### Graduate Advising

Academic Advising is offered to students of the Graduate Programs in the form of one-on-one meetings with Graduate and Post-Baccalaureate Faculty Advisors who are available during scheduled office hours. All Post-Baccalaureate and graduate students are encouraged to meet with an Academic Advisor prior to each registration period to discuss their academic progress.

Academic Advisors are available to:

- Help students with the selection of courses, curricular requirements, and to

develop an individualized course of study

- Direct students to faculty with similar research and creative interests who would be particularly helpful in the development of the student's creative work
- Provide students with guidance when preparing for graduate reviews, art applications, and exhibitions, including helping students refine written statements and professional materials
- Create a general plan of study for progress toward the degree
- Create a plan of study and offer advisement for students on academic probation or who did not pass their Intermediate or Final Reviews

All advising office hours are held in the Chairs' Office located behind Seminar 2 at the Graduate Center unless otherwise noted. Sign-up sheets will be posted on the wall outside of the Chairs' Office.

### Priority Registration

Continuing degree-seeking students are offered—and strongly advised to take advantage of—priority registration. Priority registration allows continuing degree-seeking students to register for courses by appointment in advance of the semester in which those courses are being taught. Priority among continuing degree-seeking students is determined according to how far along students are in their programs (i.e., according to the number of credits earned). Students will be notified via their SFAI email account in advance of the date and time they are eligible for priority registration. Because certain classes fill up quickly, students are strongly advised to register at their appointed time. If a desired course is full, a student may request to be

placed on the waitlist for that course. Before selecting courses, students should check the schedule to be sure that all prerequisites for courses have been completed. If a student has taken courses out of sequence or has not taken the necessary prerequisites for the selected courses, they will be denied registration and referred to an academic advisor.

### **Holds on Student Accounts**

All student accounts balances must be resolved before registration is permitted. Students should ensure that all holds are cleared prior to their registration appointment. Students will not be permitted to register for classes until all financial holds are resolved.

### **Continuing Students**

Continuing students register by appointments, which are assigned according to the number of credits earned. Tentative course selections should be considered in advance of appointments. Students should consult their registration notice for specific details regarding their appointment time. Students may register during their priority registration time, at any time during open registration, and during the add/drop period. Please note that phone registration is not permitted. Students may not register before their appointment time.

### **New Students**

Registration for new students in the undergraduate, graduate, and certificate programs is coordinated through the admissions office. Students may call 415.749.4500 or 1.800.345.SFAI (7324) to schedule an appointment for registration advising. Students are encouraged to read the curriculum requirements before calling to make a registration appointment. New students may register for classes through the admissions office in person or over the phone. Students who are not able to register on campus should arrange a telephone appointment with an advisor by calling the admissions office. Students will be asked to make an initial nonrefundable tuition deposit prior to, or at the time of, registration.

### **Non-Degree Students**

New and currently enrolled non-degree students may register for undergraduate courses by submitting completed registration form to the registrar's office.

### **Waitlist Policy**

In order for a student to remain on the waitlist for a course, they must attend the first class session. If the student is also registered for an alternate course on same day and time, they must email the instructor of the alternate course prior to the first session, stating:

1. their intended wish to enroll in the course with an explanation that they cannot attend due to a schedule conflict of a course for which they are waitlisted;
2. their wish to remain on the roster; and
3. their willingness to complete all readings and assignments of any class sessions for which they were absent.

Students who do not complete either action may be administratively dropped, particularly in full and/or waitlisted courses. Waitlist seats are held for one day before the seat is offered to the next student on the waitlist. If a student misses their opportunity to add a waitlisted course, they are deleted from the waitlist and must re-add themselves, in which case their position on the list may change. Waitlists are processed every business day after priority registration until the last day of the add/drop period.

### **Concurrent Registration**

When a student intends to enroll concurrently with another accredited college or university, it is strongly recommended they meet with an undergraduate academic advisor to determine eligibility and how best to utilize concurrent enrollment to meet their educational and graduation goals. In addition, students are required to obtain written course approval from the Registrar's Office prior to registration at any other institution to ensure SFAI will accept the course in transfer.

In concurrent registration situations, if the student is registered at two or more different schools in the same term, only one school's enrollment and records may be used to determine enrollment status, financial aid, scholarship, tuition, and immigration status. Credits enrolled concurrently at other schools cannot be used to constitute full-time status at SFAI when that status is required for financial aid, scholarships, flat-tuition rate, or immigration status.

SFAI's Residency Requirement allows students to transfer in up to 60 credits (up to

90 credits may be transferred in for second degree students), but students must complete their final 30 credits of coursework (senior residency) at SFAI. Concurrent registration may not be used at all during senior residency, nor may it be used if the maximum transfer credit allowance has been previously applied.

Students on hiatus who plan to register at another institution for the purpose of transferring courses to SFAI must have written course approval by filing a Concurrent Registration Petition prior to registering at the other institution.

### **Add/Drop Dates + Procedures**

Students may change their schedules at any time during open registration and during the add/drop period, which takes place during the first two weeks of the semester. Changing from one section to another of the same course requires adding and dropping. After the second week, a student may withdraw from a course until the eleventh week, and a grade of w is assigned; after the eleventh week, a grade of w/f is assigned. Please consult the academic calendar for the exact dates for adding, dropping, and withdrawing from classes. Undergraduates who are anticipated to complete 30 or fewer credits or 87 or more credits must have their academic advisor's approval in order to register, add, or drop courses. All other undergraduates are strongly encouraged to meet with their academic advisor before changing their schedules to ensure degree requirements are met in a timely way.

### **Nonattendance**

Any student who does not attend the first day of a course without providing prior notification to the faculty, Academic Affairs, or Student Affairs may be administratively dropped from the course.

After the first week of classes, SFAI does not automatically drop students who elect not to attend. Nonattendance does not constitute an official drop. Charges will remain in effect. It is always the student's responsibility to complete the necessary add/drop forms and to notify the Registrar's Office when adding or dropping a course.

### **Adding/Dropping Intensives**

Unlike regular semester-long courses, intensives may be added or dropped only through the end of the first day of instruction. Students who drop an intensive after

the first day of instruction will receive a grade of W or W/F, dependent upon the percentage of class sessions completed by the drop date. Please consult the academic calendar for the exact dates for adding, dropping, and withdrawing from intensives.

Intensives that begin after the start of the Fall or Spring semesters follow the regular add/drop deadlines and refund schedules.

### **Registration + Transfer Credit for Veterans**

Academically qualified veterans may apply to any of the degree and certificate programs offered by SFAI under one of the public laws or GI bills. Information pertaining to the various public laws and educational opportunities may be obtained by contacting any Regional Veterans Administration office by calling 1.800.827.1000 or [www.gibill.va.gov](http://www.gibill.va.gov).

### **Attendance + Absences Within a Term**

Students are expected to regularly attend the classes for which they are registered. Regular class attendance is an important obligation and an essential condition for successful academic progress. Any specific attendance policies that are set by faculty must be conveyed at the beginning of a term in the course syllabus. It is the student's responsibility to follow these policies and to inform faculty, of any reason, for their absence from class. Unexcused absences may negatively affect the student's final grade. Students who anticipate an extended absence should notify their faculty in advance. If this is not feasible, they should contact the Vice President and Dean of Student Affairs and request to have their faculty notified of the reason and anticipated duration of their absence. This notification is only informational and does not excuse a student from class. It remains the student's responsibility to contact relevant faculty as soon as possible to make arrangements to complete missed assignments.

### **Attendance Requirements for International Students with an F-1 Visa**

F-1 international students are required to maintain consistent class attendance, measured by clock hours, and must be in compliance with SEVP full course of study requirements, which are twofold:

- A student must attend a minimum of 80% of class sessions for each course

in which they are enrolled.

- A student must successfully complete a full-time course load each fall and spring semester.

Attendance below the 80% requirement is a violation of F-1 visa status. Where a pattern of non-attendance is evident, SFAI is required to terminate the student SEVIS record. See Course Load section for more information.

readmission (following withdrawal) to SFAI. To change majors, a student must submit a completed Change of Major form, available from the Registrar's Office. Students who change majors must follow the degree requirements of their original entering year. A change of major after the beginning of the third year may require completing courses beyond the 120 semester credit minimum for the BFA degree.

### **Graduate**

Graduate students in the MFA or Dual Degree MA/MFA in Studio Art program who wish to declare or change their area of emphasis must file official notice with the Registrar's Office after consultation with the MFA Department Chair. A change of area of emphasis may require completing courses beyond the minimum 60 credits required for completion of the program. Final approval of the terms and conditions of a change of area of emphasis is at the discretion of the MFA Department Chair. Students in the MA program should consult with the Department Chair to change majors and formalize the change by filing the appropriate program change form. In order for the new emphases to appear on the student's official transcript, the final emphases must be declared with the Registrar's Office by the end of the third semester.

## **DECLARING OR CHANGING A MAJOR**

### **Undergraduate**

All students must declare a major by filing a Declaration of Major form with the Registrar's Office upon completion of 30 cumulative credits. New transfer students with 12 or more transferable studio credits declare a major at the time of admission or

## **DISCONTINUING REGISTRATION:**

### **HIATUS + WITHDRAWAL**

Students admitted to degree or certificate programs are expected to register each

semester until graduating. However, circumstances sometimes require withdrawing before graduation. This withdrawal may be temporary (hiatus) or permanent (withdrawal); both situations are explained below and require a formal process using a Hiatus or Withdrawal Form. Completing and filing a Hiatus or Withdrawal Form ensures that appropriate offices are notified and a departure date is established so that adjustments to a student's financial aid and student accounts may be determined.

It is the responsibility of the student to complete and turn in the Hiatus or Withdrawal Form to the Registrar's Office in person or by mail. Additionally, all undergraduate students must meet with the Vice President and Dean of Student Affairs as part of the exit interview process. Graduate students will meet with the Director of Graduate Administration.

### **Hiatus (Leave of Absence)**

Students temporarily discontinuing registration at SFAI must formalize this request on a Hiatus Form available in Student Affairs (for undergraduate students) or the Graduate Office (graduate students). A hiatus is granted only to continuing students in a degree or certificate program. A hiatus is offered for a period not to exceed two semesters in that program. A student who completes the formal process for a hiatus will have the designation "Hiatus" posted on the permanent academic transcript for the semester approved. A hiatus applies only to fall and spring semesters and not to other optional terms (e.g., summer session) during the academic year, except in the case of Low-Residency students. New students are not allowed a hiatus during their first semester of registration in a degree program; rather, their term of entry will be deferred. Students who do not return from a hiatus by the semester designated on their Hiatus form may be administratively withdrawn by the Registrar's Office. A return at some future date will require an application for readmission.

### **Hiatus/ Withdrawal for F-1 + J-1 Students**

Prior to requesting a hiatus or withdrawal from SFAI, F-1 and J-1 international students must contact the Global Programs Office to discuss visa regulations, travel options and approvals.

### **Withdrawal**

Students wishing to withdraw permanently from SFAI must formalize their request on a Withdrawal Form available in Student Affairs (undergraduate students) or the Graduate Office (graduate students). Students may withdraw during a term while registered for courses, immediately following a term in which they were registered, or prior to the beginning of the next term for which they are due to register. Continuing students who complete the formal withdrawal process will have the designation "Withdrew with Notice" posted to their permanent academic transcript. Continuing students who withdraw without formalizing the process in the Registrar's Office or who are administratively withdrawn will have the designation "Withdrew without Notice" posted to their permanent academic transcript.

### **RETURN TO SFAI**

All students returning to SFAI following a deferral of entry or withdrawal are subject to the degree requirements in effect at the time of their next registration. New students

who cancel their first registration before the semester begins must contact the Admissions Office for readmission and assignment to a new term of entry. Applicants may also be required to repeat portions of the admission process depending on their initial term of entry. Students who voluntarily (or involuntarily) withdraw from SFAI are required to apply for readmission in the Admissions Office. Depending on the semester of withdrawal, a student may also be required to repeat portions of the admission process to update admission information and subsequent evaluation of the application. Students requesting admission following dismissal for academic reasons may begin the process after a one-year absence from SFAI. See the Academic Probation + Dismissal section for more information.

## **GRADUATION FROM SFAI**

Undergraduate degrees, Graduate degrees, and Post-Baccalaureate certificates are conferred at the end of each term in an academic year. Students who have been

advanced to candidacy or have already completed the degree or certificate requirements by the end of summer or previous fall term are invited to participate in the commencement ceremony held at the end of the spring semester for that year.

### **Petitioning for Graduation**

Students expecting to graduate with a degree or certificate are required to file for graduation in the Registrar's Office according to the following schedule: (1) for fall, by the time of priority registration in the previous spring semester; and (2) for spring and summer, by the time of priority registration for the previous fall semester. If a student chooses to postpone graduation after filing, the Registrar's Office should be notified in writing. Students will not receive their diploma until they fill out and submit a Petition to Graduate to the Registrar's Office.

### **Number of Credits Required for Graduation**

The following stipulates the minimum number of credits required to obtain either an undergraduate or a graduate degree or certificate at SFAI: Bachelor of Arts = 120 credits; Bachelor of Fine Arts = 120 credits; Master of Arts = 36 credits; Master of Fine Arts = 60 credits; Low-Residency Master of Fine Arts = 60 credits; Dual Degree MA/MFA = 72 credits; and Post-Baccalaureate certificate = 30 credits.

### **Residency**

SFAI requires a minimum degree residency for undergraduates of 60 credits regardless of transfer credit. Critical Theory A and B, Art Since 1945, BA Thesis Colloquium, and BFA Senior Review Seminar must be taken at SFAI and may not be replaced by transfer credit. SFAI also requires a senior residency for the 30 credits of the senior baccalaureate year. No undergraduate student may apply additional transfer credit toward their degree if 60 credits of transfer credit have already been accepted or if they are entering their senior year at SFAI. All graduate coursework must be completed in residency.

### **Diplomas + Certificates**

Diplomas and certificates are not given out at Commencement, but are available approximately eight to ten weeks afterward, if the degree has been awarded. Diplomas and certificates are sent to the address provided by the student on the

Petition to Graduate Form. Diplomas may be picked up at the Registrar's Office by prior arrangement. Proof of degree conferral in U.S. colleges and universities is an official transcript with the degree or certificate posted on the transcript. An official transcript is not included with any diplomas or certificates awarded. A transcript with posted degree or certificate is available from the Registrar's Office approximately one month after commencement. The charge for the diploma and its mailing are included in the commencement fee; however, mailing (as well as official transcripts) will be delayed if students have any holds placed on their records by other offices. Students are notified of a hold prior to each registration and at the time a transcript is issued or a diploma or certificate is requested. Additional diplomas or certificates may be obtained at a cost of \$65.00 from the Registrar's Office. The Registrar's Office will retain unclaimed diplomas for three years only.

### **Participating in Commencement**

Commencement is a rite of passage celebrating completion of an academic program. Commencement occurs at SFAI once per year, immediately following the end of the spring semester. Students enrolled in their final courses during the spring semester will have their final eligibility to participate in Commencement determined at the end of the add/drop period of their last semester. Students who complete all program requirements by the end of the fall semester are eligible to participate in the Commencement that follows the subsequent spring semester. Students who have registered for summer courses immediately following Commencement in order to fulfill remaining program requirements may be approved to participate by the Registrar's Office.

### **Contact + Other Information**

The Registrar's Office requires each student to provide and update the following information while enrolled at SFAI: a local residence address, a personal email address, a phone number, a billing address, and an emergency contact with phone number. It is the responsibility of the student to keep this directory information complete and current. Students should make changes to their contact information whenever it changes online through WebAdvisor, which is accessible even after students graduate. If WebAdvisor is not accessible, students may obtain a hard copy Contact Update form from the Registrar's Office. The Registrar's Office makes this information available to SFAI's faculty, staff, and administration on a need-to-know basis. Please note that International Students on F-1 visas are legally obligated to

additionally notify the Global Programs Office of any change of address within 10 days of any move. Other information—major, dates attended and degree(s) conferred, photos or written excerpts of class projects for SFAI public relations—may be released as a result of public inquiry as outlined in the 'Access to and Release of Academic Records' section of this handbook. This permission is obtained and recorded when a student initially registers at SFAI and may be changed at any time with a written request to the Registrar's Office.

## **APPEALS TO ACADEMIC POLICY**

The Academic Appeals Committee considers student appeals for exceptions to

academic policy. Submitting an appeal does not guarantee approval. Requests must be submitted in writing and addressed to the Academic Appeals Committee via the Registrar's Office. Details on the appeals process may be obtained by contacting the Registrar's Office.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are as follows:

- The right to inspect and review the student's education records within 45 days of the day SFAI receives a request for access. Students should submit written requests that identify the record(s) they wish to inspect to the Registrar's Office or to the Chief Academic Officer. The Registrar will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the SFAI administrator to whom the request was submitted, that administrator shall advise the student of the correct administrator to whom the request should be addressed.
- The right to request the amendment of those student education records which the student believes to be inaccurate or misleading. The student should write to the SFAI official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
- If SFAI decides not to amend the record as requested by the student, SFAI will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.\*
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by SFAI to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education 600 Independence Avenue, SW  
Washington, DC 20202-4605

\* An example of an exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school

## ACCESS TO + RELEASE OF ACADEMIC RECORDS

Notification of Rights Under the Family Educational Rights + Privacy Act of 1974

official is a person employed by SFAI in an administrative, supervisory, academic, research, or support staff position; a person or company with whom SFAI has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, SFAI can also disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Whereas SFAI, like every postsecondary school, has the right to designate certain information public directory information, all current students likewise have the right and are afforded the opportunity to give or withhold their consent, in writing, to SFAI's releasing their public directory information. (Such consent, or the withholding of it, remains in effect until the student formally revokes it by notifying the Registrar's Office in writing.)

**SFAI has designated the following as public directory information:**

(1) student name, (2) local residence and phone number, (3) personal and SFAI email address, (4) major field of study, (5) dates attended, (6) degree(s) conferred, (7) personal photos, (8) excerpts from written work submitted at SFAI, and (9) images of artwork exhibited or displayed at SFAI or at an SFAI-sponsored event. Though SFAI does not sell public directory information, SFAI may, and frequently does, use items 1, 4, 5, 6, 7, 8, and 9 above for advertising, marketing, and public relations purposes.

Enrolled students may complete a FERPA Release Form, which gives permission to SFAI faculty and staff to discuss with specified persons (e.g., parents or guardians) information regarding the student's record. FERPA Release Forms are available at the Registrar's Office. Such permission remains in effect until the student formally revokes it by notifying the Registrar's Office in writing.

## CAMPUS RIGHTS, RESPONSIBILITIES + POLICIES

SFAI seeks to provide students with a rigorous education in the fine arts and preparation for a life in the arts through an immersive studio environment, an integrated liberal arts curriculum, and critical engagement with the world. To support this mission, SFAI has an obligation to maintain conditions under which the work of its students, faculty, staff, and larger campus community can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression, and with full recognition by all concerned of the rights, privileges, and responsibilities of those who comprise the campus community.

SFAI's policies and procedures are designed to:

- Protect and promote the rights of members of SFAI, prevent interference with campus functions or activities, and assure compliance with all pertinent state and federal laws and other applicable SFAI policies.
- Address the rights and responsibilities of members of the SFAI community as well as others while on SFAI property.
- Provide standards for implementing procedures as a means of sustaining this community.

Community members cannot use ignorance of these policies as justification for violating community standards, and should understand that procedural expectations may be modified to best serve the involved parties of any given situation. All campus community members share in the responsibility for maintaining this unique community so that SFAI's mission can be achieved.

## FREEDOM OF EXPRESSION

SFAI, in line with its mission, aims to encourage imagination, investigation, and personal growth; to inspire art that is experimental, diverse, and expressive; and to expose students to the broadest possible range of artistic and intellectual approaches. Academic, artistic, and expressive freedoms are critical to SFAI's mission. Presentations of art are essential to its purpose. Such presentations educate the community, advance the understanding of art, foster the exchange of ideas, and expand the institution's public service. SFAI encourages the widest variety of personal and artistic expressions possible, knowing they may occasionally be controversial or offensive. Sometimes the expression of art may come into conflict with the responsibility of SFAI to provide a safe educational environment for all members of the SFAI community. Every effort will be made to ensure that responsible and respectful dialogue on issues within the art world and the education arena remain open. Since the Board of Trustees, faculty, and staff have the duty to preserve the stability, integrity, and mission of SFAI; to uphold the law; to protect persons from injury or harm; and to protect personal and institutional property, limitations on freedom of expression for these reasons may occur at the discretion of the President or designee.

## STUDENT CODE OF CONDUCT

SFAI expects all students to respect city, state, and federal laws and ordinances, and to demonstrate respect for the individual and property rights of others. Students are responsible for knowing and understanding all SFAI policies, rules, and regulations and for upholding these community standards of conduct.

This policy applies to anyone enrolled in courses at SFAI, whether full time or part time, for credit or not for credit; and at any level, including undergraduate, graduate, and non-degree. Student status, for purposes of enforcement of the Student Code of Conduct, continues whether or not the College is in session and includes persons who were enrolled during the immediately preceding semester, who are not officially enrolled for a particular semester but have a continuing relationship with SFAI, or have been notified of their acceptance for admission. This may also include a person with a pending relationship with SFAI who may not be officially enrolled. This includes a person admitted to SFAI, on suspension, or on hiatus.

Students will bear the consequences of their actions and may be subject to discipline if found in violation of these rules and regulations, including, specifically, the following types of misconduct:

- a. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to SFAI. See the Academic Integrity and Misconduct Policy for more information.
- b. Forgery, alteration, or misuse of SFAI documents, records, keys, or identifications. Unauthorized possession, duplication, or use of keys to any SFAI premises, or unauthorized entry to or use of SFAI premises, property, equipment, and/or resources.
- c. Attempted or actual theft of, conversion of, graffiti on, defacement of, or other willful damage to or destruction of, any property of SFAI, or that of any other person or entity while on SFAI's premises.
- d. Obstruction or disruption of teaching, exhibition, studio work, re- search, administrative work, disciplinary procedures, or other SFAI functions.
- e. Verbal abuse, physical abuse, threats, intimidation, coercion, or other

conduct or activities in person, writing, or electronic communication which injures, threatens, or endangers the health or safety of any person on SFAI property or in connection with any official SFAI function.

f. Disorderly conduct on SFAI property or at official SFAI functions.

Participation in a disturbance of the peace, assembly, or other conduct if any of these activities interferes with academic, studio, or administrative work or the requirements of appropriate discipline in the operation of SFAI or the fulfillment of its educational purposes on SFAI property or at SFAI functions.

g. Failure to comply with directions of SFAI officials or security personnel acting legitimately in the performance of their duties on SFAI property, or resisting or obstructing such SFAI officials or security personnel in the performance of or the attempt to perform their lawful duties.

h. Failure to comply with health and safety standards and policies, including the misuse of equipment, facilities, or substances known to be hazardous.

i. Use, possession, sale, distribution, consumption, manufacture, or attempted manufacture of narcotic or illegal drugs on SFAI property (owned, leased or rented) or at official SFAI functions, except as expressly permitted by law. See the Alcohol and Other Drugs section of this handbook.

j. Use, sale, distribution, or consumption of alcohol or alcoholic beverages on SFAI property (owned, leased, or rented), except at official SFAI functions when prior approval has been obtained from the Student Affairs Office. At no event shall alcohol or alcoholic beverages be sold, served, or used by persons under the age of 21. See the Alcohol and Other Drugs section of this handbook.

k. Use, possession, or distribution of firearms, explosives, or dangerous chemicals or any other weapon on the property of SFAI or at official SFAI functions. Guns of any kind are prohibited on campus and at any SFAI function, including but not limited to paintball guns, airsoft guns, stun guns, and replica guns that do not eject a projectile.

l. Violation of SFAI policies, rules, or regulations, including but not limited to those listed in the Student Handbook, Academic Departments, and of the SFAI Residential Life and Housing Program, its properties and associated activities.

m. Violation of federal, state, or local laws or ordinances on SFAI premises or at SFAI-sponsored or supervised activities.

n. Misuse of SFAI computer facilities, including and not limited to the unauthorized entry into an electronic file to use, send, or change the contents for any purpose; unauthorized transfer of an electronic file; unauthorized use of

another individual's identification and password.

o. Tampering with emergency or fire protection equipment (e.g., fire alarms, fire extinguishers, smoke/heat detectors, emergency lights and speakers) or setting off false alarms.

p. The burning or combustion of any substance on SFAI property for any purpose including art creation or performance.

q. Smoking anywhere on campus, except in designated areas. See the Smoking Policy in this handbook.

r. Accessing restricted areas or structures, such as jumping off terraces or balconies or sliding down banisters. All roofs, balconies, window ledges, and mechanical rooms are off-limits. Any unauthorized entry into or on an off-limit area is not only a liability to SFAI, but jeopardizes the safety of persons as well.

s. Sleeping on campus facilities, including parking lots, or any other part of the premises.

t. Abuse of the judicial system, including but not limited to failure to obey a summons notice; falsification or misrepresentation of information to an SFAI official; non-cooperation with the conduct process; and failure to comply with sanctions imposed.

u. Attempts to engage in any of the above.

## **Jurisdiction**

SFI jurisdiction applies to behaviors that take place on the campus, and at College-sponsored events, and may also apply off-campus and to actions online when the Vice President and Dean of Student Affairs or designee determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- a) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
- b) Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others;
- c) Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- d) Any situation that is detrimental to the educational interests of the College.

## **Complaint Procedure**

Members of the SFAI community may file complaints alleging violation of SFAI's policies and Code of Conduct against any student. Note that the complaint procedure below does not apply to allegations of sexual assault, dating violence, domestic violence or stalking, which are addressed in the Equity Resolution Policy and Process in this handbook. The complaint statement should include: (1) the name of the complainant; (2) the name of the person who is the object of the complaint; (3) the date or dates on which the alleged incident took place; (4) the place or places where the alleged incident took place; (5) a statement describing the alleged incident; (6) the names of any witnesses to the alleged incident; (7) a one-sentence statement of the remedy sought by the complainant; and (8) the signature of the complainant together with the date when the complaint is filed. Complaints should be submitted in writing or by email to the Director of Housing, Residential Life and Conduct. Complaints regarding students living in SFAI housing may also be addressed to the Director of Housing, Residential Life and Conduct. Based on the nature of the complaint or the accused student's disciplinary history, the complaint may be handled by another appointed conduct officer. Staff designated by the Vice President and Dean of Student Affairs may serve as conduct officers for any given discipline matter. The written complaint does not constitute formal reprimand charges.

When a complaint alleges any offenses covered in the Equity Resolution Policy and Process, including any form of sexual misconduct, that complaint will be processed using the procedure outlined in that policy.

## **Responding to Complaints**

After reviewing the complaint thoroughly, the conduct officer assigned to the complaint will determine which campus policies and community standards may have been violated. The conduct officer will determine the best resolution given the presented facts of the complaint: (1) mediation, or (2) administrative hearing, hereby referred to as a "conduct conference." It may be necessary for the conduct officer to consult witnesses or the complainant to determine the correct course of action.

## **Mediation**

The conduct officer may refer a matter to mediation in cases where expulsion or

suspension from SFAI is not considered as a potential sanction and where there are no known pending charges in criminal court. Mediation is only an option when the parties involved agree to enter into a formal mediation process coordinated by campus constituents. (In cases where there is no agreement among the parties about seeking mediation, formal disciplinary procedures will be employed.) The results of a mediation conference do not become part of a student's official disciplinary record, but a record is kept of the findings and agreements reached.

### **Interim Suspension**

In addition to the procedures outlined below regarding conduct conferences and sanctions, a student may be placed on interim suspension prior to the completion of the conduct conference in situations where there is reason to believe that the presence of the student being issued a summons poses a credible threat to the safety of other students, staff, faculty, or other community members. In cases where the conduct officer determines that it is in the best interest of the safety of the community, the conduct officer may issue an interim suspension along with the summons notice. The details of the interim suspension, including the procedures for clearing the suspension or interacting with SFAI during the interim suspension period, will be included in the summons notice.

### **Administrative Hearing: Conduct Conference**

The purposes of the conduct conference are to review the complaint with the respondent, to investigate the validity in the original complaint, and to discuss options for resolving the complaint. The respondent is the student accused of violating campus policies and community standards. The conduct officer will send a summons notice to the respondent requesting a meeting. The conduct officer may find it necessary to consult with the complainant, and witnesses, if necessary to help with the decision. The respondent must respond to the summons within five business days and must schedule a conduct conference within 10 business days from the date of the summons letter. Once a conduct conference has occurred and all information on a complaint is reviewed, the conduct officer will render a decision. If the conduct officer determines that a preponderance of evidence indicates that the respondent is responsible for violating SFAI's policies and Code of Conduct, the conduct officer will then issue appropriate sanctions to the respondent through a letter of sanction. The respondent may appeal the conduct officer's decision. Instructions on filing an appeal will be provided to the student in writing. The respondent will also be informed in

writing if the conduct officer determines that they are not responsible for any violation of SFAI's code of conduct. Students should note that disciplinary action may be taken, and sanctions may be enacted, if they fail to attend the conduct conference. In cases that involve substantial threat, the Vice President and Dean of Student Affairs and/or Assistant Dean of Students maintain the right to continue or initiate an interim suspension, pending the outcome of the conduct conference and any subsequent appeal. All communication, including summons and resolution notifications, will be transmitted through the student's SFAI email address.

### **Conduct Conference Procedures:**

1. The designated conduct officer will read the complaint to the respondent, notify the respondent of their right to view the complaint, and allow the respondent to review the complaint if requested.
2. The conduct officer will ask the respondent to respond to the complaint, and will note the respondent's comments.
3. The conduct officer will ask clarifying questions to gather pertinent evidence.
4. In cases where a respondent does not appear after proper notice or does not provide justifiable reasons for nonappearance, a decision will be rendered in the absence of the respondent. In this circumstance, a student may not appeal under the ground that they have additional evidence that was not available at the time of the hearing.
5. The hearing shall not be considered to be a formal legal trial. Rather, the conduct officer shall examine all relevant facts and circumstances at the hearing and shall come to a decision based upon a preponderance of the evidence.
6. Hearings are regarded as confidential and private and are closed to all but the respondent.
7. The conduct officer will send notice of the decision of the hearing in writing to the respondent within 10 business days of the hearing.
8. Decisions may be appealed according to the standards outlined in the Appeal Procedure section of the handbook below.
9. A student who withdraws from SFAI shall not be permitted to register again until the student's case has been adjudicated. Until the case is resolved, the student may be prohibited from being present anywhere on campus at the discretion of the Vice President and Dean of Student Affairs or the Assistant Dean of Students. The respondent's or complainant's withdrawal from SFAI does not terminate the disciplinary

proceedings except when the SFAI representative reaches a resolution with the respondent that includes withdrawal of the disciplinary charges.

### **Appeal Procedure**

If a student believes one of the following conditions exists, the student may file a written appeal: (1) substantial and prejudicial failure to follow procedures; (2) evidence that the sanction was unduly severe; (3) additional evidence that was not available at the time of the conduct conference. Appeals of sanctions issued by a designated conduct officer must be made in writing to the appropriate appeals officer. In most cases, the appeals officer for general violations of SFAI policies and Code of Conduct will be the Vice President and Dean of Student Affairs and for cases involving violations of academic policy, the Dean of Academic Affairs. Appeals of original sanctions issued by the Vice President and Dean of Student Affairs must be made in writing to the Chief Academic Affairs Office. The letter of sanction or resolution notice of a complaint will contain the appropriate appeals officer. Appeals must be submitted within five business days of the date the letter of sanction is issued. Late appeals will not be considered. The appeals officer may leave the original sanction intact, reverse the original decision or sanction, or modify the original sanction. This decision is final. Notice of the outcome of appeals will be sent to the student within five business days of receipt of the written letter of appeal. In most cases, students who are appealing their sanction(s) will not be subject to the imposed sanction until their appeal has been resolved.

### **Sanctions**

The degree of disciplinary action depends upon the seriousness of misconduct, the circumstances involved, and the overall record of the student who has been found to be in violation of the Student Code of Conduct, if applicable. Disciplinary action may include but is not limited to one or a combination of the following:

1. Verbal or written warning that future misconduct may result in further or more severe disciplinary action.
2. Disciplinary probation: the student may remain at SFAI on the condition of demonstrated behavior that is acceptable to SFAI within a specified period of time.
3. Housing Probation: the student may remain in SFAI affiliated housing on the condition of demonstrated behavior that is acceptable to SFAI and community living within a specified period of time. Students on Housing Probation are limited

in applying for future housing contracts and/or special exceptions.

4. Loss of privileges: denial or exclusion from SFAI areas, buildings, or activities for a specified period of time, including removal from SFAI student housing.
5. Educational: a student is required to complete an educational activity, such as attending a workshop, completing an online training module, writing a reflection paper, etc.
6. Restitution: requirements to perform community service or make payments to SFAI or to other individuals, groups, or organizations for damages incurred as a result of a violation.
7. Interim suspension: temporary separation between the student and SFAI in circumstances that threaten the safety and well-being of any member of the SFAI community, threaten the preservation of SFAI property, or threaten to disrupt the normal operations of SFAI. The student may not enter any campus building, property, or residence or be present on campus without the written permission of the Director of Housing, Residential Life, and Conduct or the Vice President and Dean of Student Affairs.
8. Suspension: loss of student status for a specified time with resultant loss of all student rights and privileges. A suspended student will be required to leave campus and not be permitted to return until the time of the suspension is elapsed. A suspended student will lose credit for subjects carried that semester and fees and tuition will be forfeited according to the normal withdrawal policy. The disciplinary action will be recorded on the transcript. A student may be dismissed during such a suspension if the conditions of the suspension are violated.
9. Dismissal: permanent termination of student status. Notification of dismissal will appear on the transcript and the student will be barred from SFAI's premises.

### **Privacy + Records Retention**

Student discipline records are confidential. The disclosure of information from such records is subject to the Family Educational Rights and Privacy Act (FERPA) ([www.ed.gov/policy/gen/reg/ferpa/index.html](http://www.ed.gov/policy/gen/reg/ferpa/index.html)).

The Student Affairs Office retains student discipline records for seven years from the date of the notice of final disposition. When there have been repeated violations of the Code of Conduct, all student discipline records pertaining to an individual student

will be retained for seven years from the date of the final disposition in the most recent case. In those cases where the final disposition is dismissal, the student's discipline records will be retained indefinitely.

## CAMPUS USE POLICIES

**Ball Playing** of any kind or the throwing or kicking of objects is not permitted on campus premises.

**Bicycling, Skateboards, Rollerblades.** Students are directed to use the bicycle racks to lock and secure their bikes. Bicycles locked to railings or other unauthorized places will be removed without notice. Bicycle riding is prohibited on the SFAI campus. The use of skateboards, rollerblades, and related items is not permitted on campus premises.

**Displaying Art.** There are many areas around SFAI set aside for the purpose of displaying student work. These include the courtyard, hallway display cases, the quadrangle, and certain roof areas (the tile roof areas and the tower are off limits). The policy governing the display of student art is designed to ensure that work on public display does not cause damage to, or impair safety in or around, SFAI facilities; does not disturb the conduct of SFAI classes or public programs; and is removed in a timely manner at the end of the period approved for public display. SFAI has no intention of controlling the content of student artwork with this policy. The following guidelines apply:

- Students who wish to display their work (or to perform) in a public area must complete a Request to Display Artwork form (available in the mailroom) prior to installation (or the performance). Public areas include the courtyard, quadrangle, roof, the quadrangle wall to the right of the Walter and McBean Galleries entrance, restrooms, ramp, meadow, and all other common areas. Approval of the Area Managers and the Facilities Office is required for all wall painting, installations, and sculptural or performance-based exhibitions in public areas.
- Definitions of exhibition areas are as follows:
  - a. digital media in Digital Media Studio;

- b. painting and drawing on courtyard walls, in the hallway display cases, on roof of new building, on the walls to the left and right of the Walter and McBean Galleries entrance, reserve-able through the Painting program;
- c. photography in Still Lights Gallery and display case opposite the security office;
- d. printmaking work in Printmaking display cases;
- e. sculpture and ceramics in Gallery X, courtyard, quadrangle, and roof.

- All work should be labeled with title, name of artist, medium, and date. Sales inquiries are often made about work displayed on campus and proper identification will facilitate the ability of potential buyers to make contact with artists.
- Requests for approval to display art that will result in damage to property, impair safety, or interfere with other SFAI programs or activities will be denied.
- Area managers and the Facilities Office staff have authority to remove any work not authorized for display.
- Works approved for public display will be allowed for a specified time only. Area Managers and the Facilities Office staff have authority to remove any work on display beyond the approved time frame. Work not approved for display, or not removed by the date approved, will incur a minimum charge of \$250 to the student. Students are responsible for the repair or replacement costs for any damage to SFAI property resulting from the student's installation or performance. Any clean-up or repairs will be performed by the Facilities Office and the account(s) of all responsible will be charged.
- SFAI shall not be responsible for loss or damage to any student art for any cause or at any time and place, including when such art may be on exhibition, in storage, or in lockers on SFAI premises. This includes student art removed from public display for lack of appropriate authorizations. Additionally, any costs incurred in the removal of such work may be charged to the student. SFAI encourages students to insure their artwork by obtaining and paying for insurance coverage in their own name to protect themselves against loss of or damage to their artwork.
- No installation or painting may be put on concrete walls, footings, roof tiles, or any other area other than a display wall itself.

**Bodily Fluids.** SFAI prohibits the use of bodily fluids—including human and any other animal—in art works that are created or performed on campus. The use of bodily fluids creates a dangerous environment for those around the artwork or performance.

**Dogs/Animals on Campus.** SFAI does not allow dogs or other animals on campus, with the exception of registered service dogs and miniature horses. Comfort or emotional support animals may be allowed in SFAI-affiliated housing pending proper certification from their owners. Exceptions may be made under certain circumstances with prior approval from the Vice President and Dean of Student Affairs or their designee. Please report any violation of SFAI's dog policy and the identity (or description) of the dog's owner to the security guard. The owner will be instructed to remove the dog from the premises. Repeated violations of the Dogs/Animals on Campus policy will result in the banning of the violator's dog from campus and in the dog's guardian's being subject to discipline, up to and including dismissal (refer to the Code of Conduct in this handbook). For the health and safety of the members of the SFAI community, refrain from feeding birds or other animals on SFAI grounds.

**Graffiti.** SFAI has adopted a no-tolerance policy regarding graffiti on any SFAI properties (owned, leased, or rented). While graffiti art performed on the proper, approved mediums is accepted, using SFAI facilities as a canvas is strictly prohibited. Graffiti is considered defacement of property by any person who maliciously defaces, damages, or destroys any real or personal property not owned by said person. San Francisco penal code 594 states that graffiti damage up to \$400 is punishable by up to one year in jail, \$10,000 fine, or both. Graffiti damage of \$400 or more can be punished as a felony by up to three years in state prison and a fine up to \$50,000. Graffiti includes but is not limited to any inscription, word, figure, marking, or design that is marked, etched, scratched, drawn, or painted on any building, structure, fixture, or other improvement, whether permanent or temporary (floors, walls, ceilings, chairs, tables, benches, windows, signs, posters, and flyers). SFAI will cooperate with the San Francisco Graffiti Abatement Officials when requested to do so by the San Francisco Police. It is expensive and time-consuming to monitor and clean up the effects of graffiti. Enforcement of this policy on any SFAI properties, owned or leased, will work as follows:

1. The first offense will result in a \$2,000 fine; restricted access to campus;

monetary restitution; prohibition from employment on campus for one semester or more; and disciplinary action.

2. Second or more serious offense will result in all of the sanctions of (1) in addition to the filing of charges through the local police department. In San Francisco, graffiti is considered a crime and very strict penalties are imposed as described above.

3. A third or more serious offense will result in all of the sanctions of (1) and (2) as well as suspension or dismissal.

**Living on SFAI Property.** Students are not permitted to use SFAI premises not intended for residential and housing purposes (i.e. SFAI affiliated residence halls or approved events with sleep-over component) as a living space at any time. Doing so is a violation of the City Health and Zoning Codes. Anyone found living on the premises will be subject to disciplinary action, up to and including dismissal (see the Code of Conduct section of this handbook).

**Noise Abatement.** SFAI is located in a residential neighborhood with several homes in very close proximity. Please respect our neighbors. Refrain from loud music or noise, especially after 10:00 pm in accordance with City of San Francisco permits and noise ordinances for this site.

**Posting.** There are bulletin boards around SFAI designated for posting notices of events and other activities. Posting of any kind is not allowed on general access doors, general access hallways, and the exterior of the buildings and in the courtyard. Use scotch tape or blue masking tape only, no staples. Certain bulletin board areas are designed for use by specific departments. Notices on these boards should be approved by the Area Manager before posting. Boards not specifically marked are general posting areas. SFAI reserves the right to remove any notice posted. All postings must be dated and be removed by poster in a timely manner.

**Removal of Personal Property Policy.** By the last day of classes of every semester, students are required to remove their artwork and personal belongings from lockers, studios, and premises in order to facilitate clean-up procedures. In some cases a student may be charged a fee if the Facilities Office staff or Area Managers have to

remove personal property. At the end of the spring semester, locks are removed from lockers and the contents removed by the Facilities Office. In advance of locker clean-out, the pertinent dates will be announced via e-mail and posted on fliers in the locker areas. Items found will be donated to local art charities. SFAI bears no responsibility for loss or damage to personal property.

**Roof Access.** Access to the tile roof and tower is prohibited. Scaling, climbing walls, or throwing things from the roof and the quadrangle are also prohibited. Students who violate this policy will be held liable for the expense of repair and will be subject to disciplinary action.

**Smoking Policy.** Any building owned, leased, or rented by SFAI, including the 800 Chestnut Street and Fort Mason campuses and the SFAI affiliated residential buildings, is smoke-free. In accordance with the laws of the City and County of San Francisco, smoking is also prohibited within 20 feet of all entrances, exits, open windows, ventilation intake systems, and entryways of any building owned or leased by SFAI. At the 800 Chestnut Street campus, the designated smoking area is on the roof at the top of the amphitheater. Community members found in violation of this policy will be subject to the SFAI student conduct process and all penalties as stated in the Code of Conduct section of this handbook.

**Time, Place, and Manner Policy.** Academic, artistic, and expressive freedom is central to SFAI's mission. However, speech, expression, and assembly activities must not interfere with the right of the Institute to conduct its affairs in an orderly manner, nor may they interfere with the Institute's obligation to protect the rights of all to teach, create art, and freely exchange ideas. No persons may block entrances or otherwise interfere with the free flow of traffic into and out of campus buildings; obstruct or disrupt campus activities, including instruction; engage in the production of amplified or non-amplified sound that disrupts campus activities; camp or lodge, except in authorized facilities; engage in physically abusive, threatening, or intimidating conduct toward any person; exhibit disorderly or lewd conduct; participate in a disturbance of the peace or unlawful assembly; fail to comply with the directions of an SFAI official acting in the performance of their duties; or engage in theft or misuse of SFAI property or equipment. All persons on campus property must abide by all SFAI policies and procedures and must identify themselves when requested to do so by SFAI officials acting in the performance of their duties.

## ACTIVE AVOIDANCE POLICY

In situations involving allegations of misconduct against a member of the SFAI community or other circumstances warranting intervention for the health and safety of the community, it is appropriate for SFAI to invoke the Active Avoidance Policy in order to allow all parties to function within the environment.

In such situations, an authorized SFAI official issues an active avoidance order by which a student and/or other person in the community is instructed to refrain from contacting or attempting to contact another person or office and/or to physically remain distant. All individuals are also instructed to act reasonably and responsibly should incidental contact occur.

### Procedures

When the Active Avoidance Policy is implemented or subsequently modified or changed, a letter is sent to each party instructing each individual in accord with this policy and/or to make contact with the authorized SFAI official when a situation occurs in which one party feels threatened by another party's presence or behavior. All parties are further instructed to contact the official if one party attempts to make contact with the other or fails to leave an area.

### Notification

SFAI reserves the right to notify Security, Student Affairs, and Residential Life staff as well as appropriate faculty, department heads, and supervisors on a need-to-know basis.

## Guidelines

In all instances, all parties are expected to avoid all contact with each other, while respecting each individual's right to access to the campus. Occasionally, an individual's access to certain optional activities or facilities may be restricted. There are three categories of activity to which the Active Avoidance Policy may apply:

- Activities related to the performance of academic duties, e.g., attending classes, conducting research for a course, membership on committees or student groups, graduation exercises, etc.
- Use of common SFAI facilities, e.g., libraries, café, computing facilities, etc.
- Voluntary or optional use of SFAI facilities not related to academic performance, e.g., events such as (non-required) lectures, events, etc.

## Responsibility for Adherence to Policy

In all instances when the Active Avoidance Policy is implemented, it is SFAI's goal that all parties are allowed to continue to function within the environment. It will be designated as to whose primary responsibility it is to initiate leaving the area should both parties find themselves occupying the same space. This responsibility remains in effect unless leaving an area would constitute interference with the accused party's ability to fulfill their academic or work responsibilities.

The following guidelines may be used as examples of instances when contact may potentially occur and the accused would be responsible for initiating an appropriate response. This list is not exhaustive or intended to limit application of this policy to other situations not described here.

- In all instances that involve an inadvertent one-to-one encounter (e.g., in the parking lots, in a hallway or stairwell, walking to or from one area to another), it will be designated as to whose primary responsibility it is to leave the area immediately.
- In instances in which attendance at an event or function which involves a group of people is required by both parties (e.g., a required seminar, workshop, etc.), it will be designated as to whose primary responsibility it is to delay entry to that area for as long as possible or to take steps to avoid contact with the other party, such as choosing a position far away from the other party and not in a direct line of vision.

- In instances in which attendance by the accused is not required (e.g., events such as lectures, concerts, etc.), the same rules will apply.

## Violations of the Active Avoidance Policy

If either party violates the Active Avoidance Policy, the other party should contact the school official. If it is determined that the Active Avoidance Policy has been violated by any party, further sanctions, up to and including removal from SFAI, may be invoked.

## INVOLUNTARY LEAVE OF ABSENCE OR WITHDRAWAL

SFAI strives to enable all students to participate fully in the academic community. However, when the Vice President and Dean of Student Affairs, in consultation with other officials, determines that a student is exhibiting behavior that poses a threat of, or actual danger of, health, safety, or disruption of the activities of the SFAI community, the student may be requested to take a voluntary leave of absence from SFAI. If a student does not promptly agree, the Dean may place the student on involuntary leave. Involuntary leave is used as a measure to ensure the health, well-being, and safety of the entire campus community. The following policy establishes the protocol under which an involuntary leave of absence may occur and the process for evaluating the student's request for return from such a leave.

## Guidelines

The Dean may place a student on an involuntary leave of absence or require conditions for continued attendance under the following circumstances when the student exhibits behavior that in the judgment of the Dean:

- Presents a threat of danger to the health or safety of the SFAI community and/or specific members of the community;
- Presents a threat of danger of significant property damage;
- Presents a threat of danger of disruption of the educational and other activities of the SFAI community; or
- Presents a significant health, well-being, or safety concern.

## Process

When a student exhibits any of the behaviors described above, the matter may be brought to the attention of the Vice President and Dean of Student Affairs. The Assistant Dean of Students, or designee, will review the situation and request the student to participate or provide information. While the Institute might ask the student to provide information, the student will also have the opportunity to present any information that they deem relevant to the Assistant Dean of Students. SFAI may require a mandatory independent medical evaluation paid for by SFAI in assessing the student's behavior. If independent medical evaluation is required, SFAI will first offer to consult with the student or the student's health adviser in order to obtain relevant information to determine if the independent medical evaluation is or is not needed.

The Assistant Dean of Students, or designee, will inform of the Vice President and Dean of Student Affairs of the review of available information and the Vice President and Dean of Student Affairs will make a decision that may recommend the following:

- The student remain enrolled with no conditions;
- The student remain enrolled subject to conditions, including a description of those conditions; or
- The student be placed on an involuntary leave of absence.

If the Vice President and Dean of Student Affairs decides to require an involuntary leave of absence, the decision will also indicate the length of the leave and describe the conditions, if any, under which the student may seek to return from the leave. The student shall be informed in writing by the Vice President and Dean of Student Affairs of the leave decision, the effective date of the leave, and conditions for return, if applicable. If a student is permitted to remain enrolled subject to conditions, the student shall be informed in writing of the effective date and the duration of the conditions.

If the student does not agree with the decision of the Vice President and Dean of Student Affairs, they will be given the option to appeal to the Vice President and Dean of Academic Affairs.

## Process for Return from Leave

A student seeking a return from leave must meet the conditions specified by the

Dean. The student must apply in writing to the Assistant Dean of Students. It is the responsibility of the Assistant Dean of Students to review the student's compliance with specified conditions for the return from leave and to advise the Dean accordingly.

## Confidentiality

All records concerning involuntary leaves of absence will be kept in accordance with SFAI confidentiality policies. The student's transcript will indicate only "leave of absence."

## ACADEMIC INTEGRITY + MISCONDUCT POLICY

The rights and responsibilities that accompany academic freedom are at the heart of the intellectual, artistic, and personal integrity of SFAI. SFAI values all aspects of the creative process, freedom of expression, risk-taking, and experimentation that adhere to the fundamental value of honesty in the making of one's academic and studio work and in relationship to others and their work.

Misunderstanding of the appropriate academic conduct will not be accepted as an excuse for academic dishonesty. If a student is unclear about appropriate academic conduct in relationship to a particular situation, assignment, or requirement, the student should consult with the instructor of the course, Faculty Head, Department Chair,, or the Vice President and Dean of Student Affairs.

## Forms of Academic Misconduct

### Plagiarism

Plagiarism is the unacknowledged use of another's words, ideas, or information. At SFAI academic writing must follow conventions of documentation and citation (6.1; MLA Handbook, Joseph Gibaldich.2). Students are advised to seek out this guideline in the Academic Resource Center, to ask faculty when they are in doubt about standards, and to recognize they are ultimately responsible for proper citation.

In the studio, appropriation, subversion, and other means of challenging convention complicate attempts to codify forms of acknowledgment. Standards of practice are often defined within specific disciplines and are best examined, with the faculty, in relationship to the specific studio course.

### **Cheating**

Cheating is the use or attempted use of unauthorized information including: looking at or using information from another person's paper/ exam; buying or selling quizzes, exams, or papers; possessing, referring to, or employing opened textbooks, notes, or other devices during a quiz or exam. It is the responsibility of all students to consult with their faculty, in a timely fashion, concerning what types of study aids and materials are permissible in their specific course.

### **Falsification + Fabrication**

Falsification and fabrication are the use of identical or substantially the same assignment to fulfill the requirements for two or more courses without the approval of the faculty involved, or the use of identical or substantially the same assignment from a previously completed course to fulfill requirements for another course without the approval of the instructor of the later course. Students are expected to create new work in specific response to each assignment, unless expressly authorized by their faculty to do otherwise.

### **Unfair Academic Advantage**

Unfair academic advantage is interference—including theft, concealment, defacement or destruction of other students' works, resources, or material—for the purpose of gaining an academic advantage.

### **Noncompliance with Course Rules**

The violation of specific course rules as outlined in the syllabus by the faculty or otherwise provided to the student.

### **Reporting + Adjudicating Cases of Academic Misconduct**

1. The course instructor giving the assignment or test will complete an investigation, and using the faculty member's professional judgment to weigh the facts from the investigation, will determine whether an act of academic

misconduct has occurred. The faculty member may work in conjunction with the Faculty Head chair in conducting the investigation. If the faculty member finds that an act of academic misconduct occurred, the faculty member will notify the student of the allegation within five working days after concluding the investigation.

2. The faculty member and/or program chair will prepare a report detailing the alleged violation, and providing any documentation that substantiates the allegation. The course instructor and department chair will forward the report to the Vice President and Dean of Student Affairs for adjudication.
3. The Vice President and Dean of Student Affairs will review the information provided to determine if there are potential violations of other areas of SFAI's Code of Conduct. If evidence suggests that other violations may have occurred, the Vice President and Dean of Student Affairs or designated conduct officer will conduct an investigation into those allegations.
4. The Vice President and Dean of Student Affairs will inform the accused student through the student's SFAI email address of the charge of academic misconduct and will schedule a conduct conference with the accused student. The notification will include a copy of the instructor's report with all the supporting documentation. The conduct conference will be scheduled to allow the student at least five business days between the notice and the conduct conference.
5. During the conduct conference, the accused student will have the opportunity to respond to the allegations and to submit a written statement. Please see Conduct Conference Procedures for more information.
6. Within five business days of the conduct conference, Vice President and Dean of Student Affairs will inform the student, the faculty member bringing the charges, and the program chair of the finding of the conduct conference. If the student is found responsible for the alleged misconduct, this notification will include a formal sanction.
7. Possible sanctions for academic misconduct are as follows:
  - a. Educational
  - b. Disciplinary Probation
  - c. Suspension
  - d. Dismissal
8. When the case is resolved, the faculty member will determine the consequences for the student in the specific assignment or test in question, as well as for the specific course. The faculty member may assign a failing grade for

the assignment or exam, request that the assignment or test be retaken, and/or assign a failing grade for the course.

### **Appeal Process**

A student found responsible for academic misconduct may appeal the decision to the Chief Academic Officer or designee within five business days of the resolution letter. Appeals may be made on three grounds: (1) substantial and prejudicial failure to follow procedures; (2) evidence that the sanction was unduly severe; (3) additional evidence that was not available at the time of the conduct conference. The Chief Academic Officer or designee will review the appeal and may choose to leave the original sanction intact, reverse the original sanction, or modify the original sanction. The decision of the Chief Academic Officer is final. Notice of the outcome of appeals will be sent to the student within five business days of receipt of the written letter of appeal. In most cases, students who are appealing their sanction(s) will not be subject to the imposed sanction until their appeal has been resolved.

## **SAN FRANCISCO ART INSTITUTE EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION POLICY + EQUITY RESOLUTION PROCESS (Including Civil Rights, Title IX, and ADA/Section 504)**

### **POLICY: Equal Opportunity, Harassment and Nondiscrimination**

As used in this document, the term “reporting party” refers to the person impacted by alleged discrimination. The term “responding party” refers to the person who has allegedly engaged in discrimination.

#### **Applicable Scope**

San Francisco Art Institute (SFAI) affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies below are subject to resolution using the College’s Equity Resolution Process (ERP) as detailed below. When the responding party is a member of the SFAI community, the ERP is applicable regardless of the status of the reporting party who may be a member of the campus community, including students (as defined in the Student Code of Conduct), student organizations, alumni, faculty, administrators, staff, guests, visitors,

campers, etc. or any non-member of the campus community.

### **Title IX Coordinator**

The Vice President and Dean of Student Affairs serves as the Title IX Coordinator and ADA/504 Coordinator and oversees implementation of the College's Affirmative Action and Equal Opportunity plan, disability compliance, and the College's policy on equal opportunity, harassment and nondiscrimination. The Title IX Coordinator heads the Title IX Team and acts with independence and authority free of conflicts of interest. To raise any concern involving a conflict of interest by the Title IX Coordinator, contact the College President, Gordon Knox, at [gknox@sfai.edu](mailto:gknox@sfai.edu). To raise concerns regarding a potential conflict of interest with any other administrator involved in the ERP, please contact the Title IX Coordinator.

Inquiries about and reports regarding this policy and procedure may be made internally to:

Elizabeth Trayner  
Vice President and Dean of Student Affairs & Title IX Coordinator  
Office of Student Affairs  
800 Chestnut Street  
San Francisco, CA 94133  
(415) 749-4524  
[titleix@sfai.edu](mailto:titleix@sfai.edu)

Additionally, reports can be made by victims and/or third parties using the online reporting form posted at <http://www.sfai.edu/about-sfai/campus-safety-and-security/silent-witness>. Reports via this form can be made anonymously. Note that these reports may prompt a need for the institution to investigate.

Inquiries may be made externally to:

Office for Civil Rights (OCR)  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD#: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

Office for Civil Rights (OCR)  
San Francisco Office  
U.S. Department of Education  
50 United Nations Plaza  
San Francisco, CA 94102  
Telephone: (415) 486-5555  
Facsimile: (415) 486-5570  
Email: [OCR.SanFrancisco@ed.gov](mailto:OCR.SanFrancisco@ed.gov)  
Web: <http://www.ed.gov/ocr>  
Equal Employment Opportunity Commission (EEOC)  
Contact: <http://www.eeoc.gov/contact/>

### **Reporting Discrimination**

Reports of discrimination, harassment and/or retaliation may be made using any of the following options. There is no time limitation on the filing of allegations. However, if the responding party is no longer subject to the College's jurisdiction, the ability to investigate, respond and provide remedies may be more limited:

- 1) Report directly to the Title IX Coordinator, Elizabeth Trayner, (415) 749-4524, [titleix@sfai.edu](mailto:titleix@sfai.edu); and/or
- 2) Report online, using the reporting form posted at <http://www.sfai.edu/about-sfai/campus-safety-and-security/silent-witness>

All reports are acted upon promptly while every effort is made by the College to preserve the privacy of reports. Such reports may also be anonymous. Anonymous reports will be investigated to determine if remedies can be provided. Additionally, all employees of the College are designated as mandated reporters and will share a report with the Title IX Coordinator promptly. Confidentiality and mandated reporting

is addressed more specifically below. Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the College President, Gordon Knox, [gknox@sfai.edu](mailto:gknox@sfai.edu).

### **Jurisdiction**

SFAI jurisdiction applies to behaviors that take place on the campus, and at College-sponsored events, and may also apply off-campus and to actions online when the Title IX Coordinator determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

- a) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state or federal law;
- b) Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others;
- c) Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- d) Any situation that is detrimental to the educational interests of the College.

### **1. Nondiscrimination and Equal Educational Opportunity Statement**

San Francisco Art Institute (SFAI) adheres to all federal and state civil rights laws prohibiting discrimination in private institutions of higher education. SFAI will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, religion, hearing status, personal appearance, color, sex, (including pregnancy and conditions related to pregnancy), political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical, emotional or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

This policy covers nondiscrimination in employment (and, therefore, applies to employees) and nondiscrimination in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be appropriately addressed and remedied by the College according to the Equity Resolution Process described below. Non-members of the campus community who engage in discriminatory actions within College programs or on College property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with College programs as the result of their misconduct. All vendors serving the College through third-party contracts are subject by those contracts to the policies and procedures of their employers and include an obligation to investigate and remedy on the part of the College.

### **2. College Policy on Accommodation of Disabilities**

San Francisco Art Institute (SFAI) is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA and ADA AAA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself.

The Vice President and Dean of Student Affairs has been designated as the ADA/504 Coordinator responsible for coordinating efforts to comply with these disability laws, including investigation of any allegation of noncompliance.

#### **a. Students with Disabilities**

SFAI is committed to providing qualified students with disabilities with reasonable accommodation(s) and support needed to ensure equal access to the academic programs and activities of the College.

All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact Accessibilities Services who coordinates services for students with disabilities. Accessibilities Services reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student's particular needs and academic programs.

#### **b. Employees with Disabilities**

Pursuant to the ADA, SFAI will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An employee with a disability is responsible for requesting an accommodation in writing to Human Resources and providing appropriate documentation. Human Resources will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

### **3. College Policy on Discriminatory Harassment**

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. SFAI's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive, subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under College policy.

#### **a. Discriminatory and Bias-Related Harassment**

Harassment constitutes a form of discrimination that is prohibited by College policy and federal and state law. SFAI condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest on the basis of any status

protected by policy or law. SFAI will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, SFAI may also impose sanctions on the harasser through application of the Equity Resolution Process. SFAI's harassment policy explicitly prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by harassing verbal, written, graphic, or physical conduct that is severe or persistent/pervasive, and objectively offensive such that it interferes with, limits or denies the ability of an individual to participate in or benefit from the College's educational, employment, social, and/or residential programs.

The College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not on the basis of a protected status. Addressing such behaviors may not result in the imposition of discipline under College policy, but will be addressed through respectful confrontation, remedial actions, education and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact Human Resources and students should contact Student Affairs.

#### **b. Sexual Harassment**

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC) and the State of California regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. SFAI has adopted the following definition of sexual harassment, in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

Sexual harassment is:

- unwelcome,
- sexual, sex-based and/or gender-based,
- verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the Title IX Coordinator or a deputy. Remedies, education and/or training will be provided in response.

Individuals may be subject to discipline for sexually harassing conduct when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

**Quid Pro Quo Sexual Harassment:**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational development or performance.

**Retaliatory Harassment:**

If the adverse action required by the definition of retaliation takes the form of harassment, the conduct can be both sexual harassment and retaliation. It is also possible that retaliatory actions can take the form of hostile environment harassment.

**Hostile Environment:**

A hostile environment may be created by harassing verbal, graphic, or physical conduct that is:

- Severe, or
- persistent or pervasive, and
- objectively offensive, such that it unreasonably interferes with, limits or denies the ability of an individual to participate in or benefit from the College's educational, employment, social and/or residential program.

Some examples of possible Sexual Harassment include, but are not limited to:

- A professor insists that a student have sex with them in exchange for a good grade. This is harassment regardless of whether the student accedes to the request and irrespective of whether a good grade is promised or a bad grade is threatened.
- A student repeatedly sends sexually oriented jokes around on an email list they

created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.

- Explicit sexual pictures are displayed in a professor's office or on the exterior of a residence hall door.
- Two supervisors frequently 'rate' several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.
- A professor engages students in her class in discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.
- An ex-partner widely spreads false stories about their sex life with their former partner to the clear discomfort of the partner.
- A student grabbed another student by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, it is also a form of sexual violence.

**Relationship Disclosure Policy**

In order to avoid possible complaints of favoritism, claims of sexual harassment and employee morale concerns that may result from personal relationships between employees, faculty, or students, SFAI has a "Relationship Disclosure Policy". While these personal, intimate relationships are not prohibited, the College requires two employees, or the faculty/staff in the case of relationships with students, who become romantically involved to disclose their relationship to the Dean of Academic Affairs or Human Resources administrator. Because their personal relationships may create a potential conflict of interest, or present concerns regarding classroom interactions, grading, and/or supervision, the College will address the situation by transferring the student to another classroom or employee to another department. If this is not feasible, comparable arrangements will be decided.

If two employees, or an employee and student marry, become related, or romantically involved, they may not remain in a reporting relationship or in positions where one individual may affect the educational experience, grades, compensation or other

terms or conditions of employment of the other individual. The Institute will attempt to identify other available positions or opportunities, and the individuals affected will have 30 days to decide which individual will remain in his/her current position, department, or class. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### c. Sexual Misconduct

State law defines various violent and/or non-consensual sexual acts as crimes. While some of these acts may have parallels in criminal law, SFAI has defined categories of sex/gender discrimination as sexual misconduct, as stated below, for which action under this policy may be imposed. Generally speaking, SFAI considers Non-Consensual Sexual Intercourse violations to be the most serious of these offenses, and therefore typically imposes the most severe sanctions, including suspension or dismissal for students and termination for employees. However, SFAI reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or dismissal/termination, for any act of sexual misconduct or other sex/gender-based offenses, including intimate partner (dating and/or domestic) violence, non-consensual sexual contact and/or stalking based on the facts and circumstances of the particular allegation. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation and/or gender identity of those involved. Violations include:

- i. Sexual Harassment (as defined in section b above)
- ii. Non-Consensual Sexual Intercourse

Defined as:

- any sexual intercourse
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual intercourse includes:

- o Vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.

### iii. Non-Consensual Sexual Contact

Defined as:

- any intentional sexual touching
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual touching includes:

- Intentional contact with the breasts, groin, genitals, or mouth or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other bodily contact in a sexual manner.

### iv. Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed).
- Invasion of sexual privacy.
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).
- Prostitution.

- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV), a sexually transmitted disease (STD) or infection (STI) without informing the other person of the infection.
- Administering alcohol or drugs (such as “date rape” drugs) to another person without their knowledge or consent (assuming the act is not completed).
- Exposing one’s genitals in non-consensual circumstances.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

#### v. Force and Consent

**Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you.” “Okay, don’t hit me, I’ll do what you want.”).

**Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**NOTE:** Silence or the absence of resistance alone is not consent. There is no requirement on a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

**Consent:** Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent can be withdrawn once given, as long as the withdrawal is clearly communicated.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

**Incapacitation:** Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

**Age of Consent:** In the State of California, a minor (meaning a person under the age of 18 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 18 years old may be a crime, and a potential violation of this policy, even if the minor wanted to engage in the act.

Examples of lack of consent include, but are not limited to the following scenarios:

Chris and Taylor meet at a party. They spend the evening dancing and getting to know each other. Chris convinces Taylor to come up to Chris’ room. From 11:00pm until 3:00am, Chris uses every line they can think of to convince Taylor to have sex with them, but Taylor adamantly refuses. Chris keeps at Taylor, and begins to question Taylor’s religious convictions, and accuses Taylor of being “a prude.” Finally, it seems to Chris that Taylor’s resolve is weakening, and Chris convinces Taylor to give them a “hand job” (hand to genital contact). Taylor would never had done it but for Chris’ incessant advances. Chris feels that Taylor was successfully

seduced, and that Taylor wanted to do it all along, but was playing shy and hard to get. Why else would Taylor have come up to Chris' room alone after the party? If Taylor really didn't want it, Taylor could have left. Chris is responsible for violating the college Non-Consensual Sexual Contact policy. It is likely that campus decision-makers would find that the degree and duration of the pressure Chris applied to Taylor are unreasonable. Chris coerced Taylor into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not valid when forced. Sex without consent is sexual misconduct.

Jiang is a junior at the university. Kelsey is a sophomore. Jiang comes to Kelsey's residence hall room with some mutual friends to watch a movie. Jiang and Kelsey, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Kelsey are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses their desire to have sex with Kelsey. Kelsey, who was abused by a baby-sitter when Kelsey was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes Kelsey by the wrist over to the bed, lays Kelsey down, undresses Kelsey, and begins to have intercourse with Kelsey, Kelsey has a severe flashback to their childhood trauma. Kelsey wants to tell Jiang to stop, but cannot. Kelsey is stiff and unresponsive during the intercourse. Is this a policy violation? Jiang would be held responsible in this scenario for Non Consensual Sexual Intercourse. It is the duty of the sexual initiator, Jiang, to make sure that they have mutually understandable consent to engage in sex. Though consent need not be verbal, it is the clearest form of consent. Here, Jiang had no verbal or non-verbal mutually understandable indication from Kelsey that Kelsey consented to sexual intercourse. Of course, wherever possible, it is important to be as clear as possible as to whether or not sexual contact is desired, and to be aware that for psychological reasons, or because of alcohol or drug use, one's partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively, given.

Bailey and Drew are at a party. Bailey is not sure how much Drew has been drinking, but Bailey is pretty sure it's a lot. After the party, Bailey walks Drew to Drew's room, and Drew comes on to Bailey, initiating sexual activity. Bailey asks Drew if Drew is really up to this, and Drew says yes. Clothes go flying, and they end up in Drew's bed. Suddenly, Drew runs for the bathroom. When Drew returns, their face is pale,

and Bailey thinks Drew may have thrown up. Drew gets back into bed, and they begin to have sexual intercourse. Bailey is having a good time, though Bailey can't help but notice that Drew seems pretty groggy and passive, and Bailey thinks Drew may have even passed out briefly during the sex, but Bailey does not stop. When Bailey runs into Drew the next day, Bailey thanks Drew for the wild night. Drew remembers nothing, and decides to make a report to the Dean. This is a violation of the Non-Consensual Sexual Intercourse Policy. Bailey should have known that Drew was incapable of making a rational, reasonable decision about sex. Even if Drew seemed to consent, Bailey was well aware that Drew had consumed a large amount of alcohol, and Bailey thought Drew was physically ill, and that Drew passed out during sex. Bailey should be held accountable for taking advantage of Drew in their condition. This is not the level of respectful conduct SFAI expects.

#### 4. Other Civil Rights Offenses

In addition to the forms of sexual misconduct described above, the following behaviors are also prohibited as forms of discrimination when the act is based upon the reporting party's actual or perceived membership in a protected class:

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive, limit or deny other members of the community of educational or employment access, benefits or opportunities;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
- Bullying, defined as
  - Repeated and/or severe
  - Aggressive behavior
  - Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
  - That is not speech or conduct otherwise protected by the 1st Amendment.
- Intimate Partner Violence, defined as violence or abuse between those in an intimate relationship to each other;

Examples include but are not limited to:

- An individual pressures their partner to stay away from friends or family or pressure them to quit their job or other activities. This type of isolation is a violation of the Intimate Partner Violence policy.
- An individual threatens to harm their partner's friends or family. This type of threat is a violation of the Intimate Partner Violence policy.
- A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based in jealousy is a violation of the Intimate Partner Violence policy.
- An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn't give the ex another chance. Psychological abuse is a form of Intimate Partner Violence.
- A graduate student refuses to wear a condom and forces his girlfriend to take hormonal birth control though it makes her ill, in order to prevent pregnancy.
- Married employees are witnessed in the parking lot, with one partner slapping and scratching the other in the midst of an argument.

Stalking

**Stalking 1:**

- A course of conduct
- Directed at a specific person
- On the basis of actual or perceived membership in a protected class
- That is unwelcome, AND
- Would cause a reasonable person to feel fear

**Stalking 2:**

- Repetitive and Menacing
- Pursuit, following, harassing and/or interfering with the peace and/or safety of another

Examples of Stalking include, but are not limited to:

- A student repeatedly shows up at another student's on-campus residence, always notifying the front desk attendant that they are there to see the resident. Upon a call to the resident, the student informs residence hall staff that this visitor is uninvited and continuously attempts to see them, even so far as waiting

for them outside of classes and showing up to their on-campus place of employment requesting that they go out on a date together (Stalking 1).

- A graduate student working as a on-campus tutor received flowers and gifts delivered to their office. After learning the gifts were from a student they recently tutored, the graduate student thanked the student and stated that it was not necessary and would appreciate if the gift deliveries stop. The student then started leaving notes of love and gratitude on the graduate assistant's car, both on-campus and at home. Asked again to stop, the student stated by email: "You can ask me to stop, but I'm not giving up. We are meant to be together, and I'll do anything necessary to make you have the feelings for me that I have for you." When the tutor did not respond, the student emailed again, "You cannot escape me. I will track you to the ends of the earth. We are meant to be together" (Stalking 2).

Any other College policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

Sanctions for the behaviors constituting the above-listed "Other Civil Rights Offenses" range from reprimand through dismissal (students) or termination of employment (faculty or staff).

## 5. Retaliation

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of College policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. SFAI is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Examples of Retaliation include, but are not limited to:

- Student A files an allegation against a faculty member for sexual harassment;

the faculty member subsequently cuts the student's access to a studio in half without a legitimate justification.

- A faculty member complains of gender inequity in pay within her department; the Department Chair then revokes his prior approval allowing her to attend a national conference, citing the faculty member's tendency to "ruffle feathers." If the revocation of the approval is because of the complaint, this decision would be considered retaliatory.

- A student from Organization A participates in a sexual misconduct hearing against the responding individual – also a member of Organization A; the student is subsequently removed as a member of Organization A because he participated in the hearing.

## 6. Remedial Action

Upon notice of alleged discrimination, harassment and/or retaliation, SFAI will implement initial remedial, responsive and/or protective actions. Such actions could include but are not limited to: active avoidance policies, providing counseling and/or medical services, academic support, living arrangement adjustments, transportation accommodations, visa and immigration assistance, student financial aid counseling, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, referral to campus and community support resources in Section 12.

SFAI will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor upon a finding that they have engaged in harassing or discriminatory behavior or retaliation.

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

Procedures for handling reported incidents are fully described below.

## 7. Confidentiality and Reporting of Offenses Under This Policy

All College employees (faculty, staff, administrators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions. In order to make informed choices, it is important

to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate university officials – thereby offering options and advice without any obligation to inform an outside agency or campus official unless a reporting party has requested information to be shared. Other resources exist for reporting parties to report crimes and policy violations and these resources will take action when an incident is reported to them. The following describes the reporting options at SFAI:

### a. Confidential Reporting

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

- On-campus licensed professional counselors and interns (for students)
- Employee Assistance Program (for faculty, staff, and administrators)
- Off-campus (non-employees):
  - Licensed professional counselors
  - Local rape crisis counselors
  - Domestic violence resources
  - Local or state assistance agencies
  - Clergy/Chaplains

All of the above-listed individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. Campus counselors and/or the Employee Assistance Program are available to help free of charge and can be seen on an emergency basis during normal business hours.

### b. Formal Reporting Options

All College employees (faculty, staff, and administrators) have a duty to report, unless they fall under the "Confidential Reporting" section above. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared with the Title IX Coordinator. Employees must promptly share all details of the reports they receive. Generally,

climate surveys, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made. Remedial actions may result from such disclosures without formal College action.

If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. Note that the College's ability to remedy and respond to a reported incident may be limited if the reporting party does not want the institution to proceed with an investigation and/or the Equity Resolution Process.

In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. In cases where the reporting party requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the reporting party and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have allegations taken seriously by SFAI when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, including but not limited to: the Title IX Coordinator, the Threat Assessment Team, and the Director of Equity, Access, and Inclusion. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy. Additionally, anonymous reports can be made by victims and/or third parties using the online reporting form posted at <http://www.sfai.edu/about-sfai/campus-safety-and-security/silent-witness>. Note that these anonymous reports may prompt a need for the institution to investigate. Anonymous reports may make it difficult for SFAI to fully investigate and remedy any inappropriate conduct.

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sex/gender harassment or discrimination of which they become aware is a violation of College policy and can be subject to disciplinary action for failure to comply.

## **8. Timely Warning Obligations**

Parties reporting sexual misconduct should be aware that under the Clery Act, College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

## **9. False Allegations**

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

## **10. Amnesty for Reporting Party and Witnesses**

The College community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that reporting parties choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, SFAI pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident.

*Students:* Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the staff in Housing & Residential Life). The College pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need.

*Employees:* Sometimes, employees are also hesitant report harassment or discrimination they have experienced for fear that they may get themselves in trouble. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might hesitate to report the incident to College officials. The institution may, at its discretion, offer employee reporting parties amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to witnesses on a case-by-case basis.

## 11. Parental Notification (allegations involving students)

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the College will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which officials have a need to know about incidents that fall within this policy,

pursuant to the Family Educational Rights and Privacy Act.

## 12. Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities - have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to Heather Hickman Holland, Associate Vice President for Operations and Facilities, regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Campus Security Authorities include: Staff in Student Affairs, student conduct, residence life, human resources staff, operations and facilities, ProGuard Employees, local police, advisors to student organizations, and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

## Equity Resolution Process (ERP) for Allegations of Harassment, Sexual Misconduct and Other Forms of Discrimination

San Francisco Art Institute (SFAI) will act upon receipt of any formal or informal allegation or notice of violation of the policy on Equal Opportunity, Harassment and Nondiscrimination, that is received by the Title IX Coordinator or a member of the administration, faculty, or other employee.

Allegations under the policy on nondiscrimination are resolved using the Equity Resolution Process (ERP).

The procedures described below apply to all allegations of harassment or discrimination on the basis of protected class involving students, staff or faculty members. Unionized employees will be subject to the terms of their respective collective bargaining agreements/employees' rights to the extent those agreements do not conflict with federal or state compliance obligations. These procedures may also be used to address collateral misconduct occurring in conjunction with harassing or discriminatory conduct (e.g.: vandalism, physical abuse of another, etc.). All other allegations of misconduct unrelated to incidents covered by this policy will be addressed through the applicable procedures in the respective student, faculty and staff handbooks.

### Overview

Upon notice to the Title IX Coordinator, this resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the College will initiate a confidential investigation that is thorough, reliable, impartial, prompt and fair. The investigation and the subsequent resolution process determines whether the nondiscrimination policy has been violated. If so, the College will promptly implement effective remedies designed to end the discrimination, prevent its recurrence and address its effects.

### 1. Equity Resolution Process (ERP) Pool

SFAI maintains a pool of trained staff members to assist in executing this process ("ERP pool"). Members of the ERP pool are announced in an annual distribution of this policy to campus, prospective students, their parents and prospective employees. Members of the ERP pool are trained in all aspects of the resolution process, and can serve in any of the following roles, at the direction of the Title IX Coordinator:

- Provide sensitive intake for and initial advice pertaining to allegations
- Investigate allegations
- Act as process advisors to those involved in the Equity Resolution Process
- Serve as hearing administrators for allegations
- Serve as appeal administrators for allegations

ERP pool members also recommend proactive policies, and serve in an educative

role for the community. The President, in consultation with the Title IX Coordinator, appoints the ERP pool, which reports to the Title IX Coordinator. ERP pool members receive annual training organized by the Title IX Coordinator, including a review of College policies and procedures as well as applicable federal and state laws and regulations so that they are able to appropriately address allegations, provide accurate information to members of the community, protect safety and promote accountability. This training will include, but is not limited to: how to appropriately remedy, investigate, render findings and determine appropriate sanctions in reference to all forms of harassment and discrimination allegations; the College's Equal Opportunity, Harassment, and Nondiscrimination Policy (including Sexual Misconduct); confidentiality and privacy; and applicable laws, regulations and federal regulatory guidance. All ERP pool members are required to attend this annual training to be eligible to serve.

The Equity Resolution Process pool includes:

- Members of the President's Cabinet
- Members of the Management Team
- Members of Student Affairs, with the exception of Counseling Services
- Members of Enrollment Management
- Representatives from Academic Affairs
- Representatives from Human Resources
- Representatives from Facilities and Operations
- Representatives from Exhibitions and Public Programs

Appointments to the pool should be made with attention to representation of groups protected by the harassment and nondiscrimination policy. Individuals who are interested in serving in the pool are encouraged to contact the Title IX Coordinator. No member of the pool may be a practicing attorney.

### 2. Reporting Misconduct

Any member of the community, guest or visitor who believes that the policy on Equal

Opportunity, Harassment and Nondiscrimination has been violated should contact the Title IX Coordinator.

It is also possible for employees to notify a supervisor, or for students to notify an administrative advisor or faculty member. Any member of the community, including visitors, may contact Security to make a report. These individuals will in turn notify the Title IX Coordinator. The College website also includes a reporting form at <http://www.sfai.edu/about-sfai/campus-safety-and-security/silent-witness> which may serve to initiate the resolution process.

All employees receiving reports of a potential violation of College policy are expected to promptly contact the Title IX Coordinator, within 24 hours of becoming aware of a report or incident. All initial contacts will be treated with privacy: specific information on any allegations received by any party will be reported to the Title IX Coordinator, but, subject to the College's obligation to redress violations, every effort will be made to maintain the privacy of those initiating an allegation. In all cases, SFAI will give consideration to the reporting party with respect to how the reported misconduct is pursued, but reserves the right, when necessary to protect the community, to investigate and pursue a resolution even when a reporting party chooses not to initiate or participate in the resolution process.

### 3. Preliminary Inquiry

Following receipt of notice or a report of misconduct, the Title IX Coordinator, or designee, engages in a preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. This inquiry may also serve to help the Title IX Coordinator, or designee, to determine if the allegations evidence violence, threat, pattern, predation and/or weapon, in the event that the reporting party has asked for no action to be taken. In any case where violence, threat, pattern, predation, and/or weapon is not evidenced, the Title IX Coordinator may respect a reporting party's request for no action, and will investigate only so far as necessary to determine appropriate remedies. As necessary, the College reserves the right to initiate resolution proceedings without a formal report or participation by the reporting party.

In the case of less serious offenses, and when agreed to by the reporting party, a

report may be addressed through conflict resolution (see item 5, below). In such a case, the report does not proceed to investigation, unless a pattern of misconduct is suspected or there is an actual or perceived threat of further harm to the community or any of its members.

In cases where the reporting party wishes to proceed with an investigation or the College determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Title IX Coordinator will direct an investigation to commence and the allegation will ultimately be resolved through one of two processes discussed briefly here and in greater detail below:

**Informal Resolution** – an investigation and resolution without a hearing. The parties can elect for Informal Resolution, but Informal Resolution may also apply if the responding party accepts responsibility for all alleged violations of policy.

**Formal Resolution** – an investigation and resolution of contested allegations with a hearing. Either party or both parties may select Formal Resolution, or the Title IX Coordinator may determine that Formal Resolution is appropriate.

The process followed considers the preference of the parties, but is ultimately determined at the discretion of the Title IX Coordinator.

Once an investigation is commenced, the Title IX Coordinator will provide written notification of the investigation to the parties at an appropriate time during the investigation. The College aims to resolve all complaints within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties as appropriate.

If, during the preliminary inquiry or at any point during the formal investigation, the Title IX Coordinator determines that there is no reasonable cause to believe that policy has been violated, the process will end unless the reporting party requests that the Title IX Coordinator makes an extraordinary determination to re-open the investigation or to forward the matter for a hearing. This decision lies in the sole discretion of the Title IX Coordinator.

#### 4. Interim Remedies/Actions

The Title IX Coordinator may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the reporting party and the community and to prevent further violations.

These remedies may include, but are not limited to:

- Referral to counseling
- Referral to the Employee Assistance Program
- Referral to medical treatment
- Education to the community
- Altering the housing situation of an the responding party (resident student or resident employee (or the reporting party, if desired))
- Altering work arrangements for employees
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

The College may interim suspend a student, employee or organization pending the completion of ERP investigation and procedures, particularly when in the judgment of the Title IX Coordinator the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the responding party or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student, employee or student organization will be given the option to meet with the Title IX Coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for dismissal or termination.

During an interim suspension or administrative leave, a student or employee may be denied access to College housing and/or the College campus/facilities/events. As determined by the Title IX Coordinator, this restriction can include classes and/or all other College activities or privileges for which the student might otherwise be eligible.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding party.

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

#### 5. Advisors

Each party is allowed to have an advisor of their choice present with them for all ERP meetings and proceedings, from intake through to final determination. The parties may select whomever they wish to serve as their advisor as long as the advisor is eligible and available, and not otherwise involved in the resolution process, such as serving as a witness. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses. Witnesses cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community. The Title IX Coordinator or deputy will also offer to assign a trained ERP pool member to work as an advisor for any party. The parties may choose their advisor from the ERP pool, choose a non-trained advisor from outside the pool, if preferred, or proceed without an advisor.

The parties may be accompanied by their advisor in all meetings at which the party is entitled to be present, including intake and interviews. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one. Additionally, responding parties may wish to contact organizations such as:

FACE (<http://www.facecampusequality.org>)

SAVE (<http://www.saveservices.org>).

Reporting parties may wish to contact organizations listed at the end of this policy.

All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting or interview unless invited to. The advisor may not make a presentation or represent the reporting party or the responding party during any meeting or proceeding and may not speak on behalf of

the advisee to the investigators or hearing administrators. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. Advisors may confer quietly with their advisees or in writing as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given an opportunity to meet in advance of any interview or meeting with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the College an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the investigation and resolution. Any advisor who steps out of their role will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

The College expects that the parties will wish to share documentation related to the allegations with their advisors. The College provides a consent form that authorizes such sharing. The parties must complete this form before the College is able to share records with an advisor, though parties may share the information directly with their advisor if they wish. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

The College expects an advisor to adjust their schedule to allow them to attend College meetings when scheduled. The College does not typically change scheduled meetings to accommodate an advisor's inability to attend. The College will, however, make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process. Where an employee is a member of a union and entitled to a union representative in the process, that employee may be accompanied by the union representative as their advisor or may choose an advisor in addition to their union representative. In such cases, the other party may have two advisors as well.

The parties must advise the investigator of the identity of their advisor at least one (1) day before the date of their first meeting with investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties must provide timely notice to the investigator if they change advisors at any time.

## **6. Conflict Resolution**

Conflict Resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal investigation process to resolve conflicts. The Title IX Coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, a trained administrator will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict Resolution will not be the primary resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the formal process is completed should the parties and the Title IX Coordinator believe that it could be beneficial. Conflict Resolution will not be used in cases of sexual violence. It is not necessary to pursue Conflict Resolution first in order to pursue Informal or Formal Resolution, and either party participating in Conflict Resolution can stop that process at any time and request a shift to either Informal or Formal Resolution.

## **7. Investigation**

Once the decision is made to commence an investigation, the Title IX Coordinator appoints ERP pool members to conduct the investigation. Investigations are completed expeditiously, normally within ten to fifteen (10-15) days, though some investigations take weeks or even months, depending on the nature, extent and complexity of the allegations, availability of witnesses, police involvement, etc.

At any point during the investigation, if it is determined there is no reasonable cause to believe that College policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

When criminal charges on the basis of the same behaviors that invoke this process are being investigated, the College may undertake a short delay its investigation (several days to weeks, to allow evidence collection). The College will promptly resume its investigation and resolution processes once notified by law enforcement that the initial evidence collection process is complete. College action will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

All investigations will be thorough, reliable, impartial, prompt and fair. Investigations entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, as necessary.

The investigators will typically take the following steps, if not already completed (not necessarily in order):

- Determine the identity and contact information of the reporting party;
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary remedial actions;
- Identify all policies allegedly violated;
- Assist the Title IX Coordinator with an immediate preliminary inquiry to determine if there is reasonable cause to believe the responding party has violated policy;
- If there is insufficient evidence to support reasonable cause, the inquiry should be closed with no further action.
- Meet with the reporting party to finalize their statement;
- Prepare the notice of allegations on the basis of the preliminary inquiry;
- Commence a thorough, reliable and impartial investigation by developing a

strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding party, who may be given notice prior to or at the time of the interview;

- Provide written notification to the parties prior to their interviews that they may have the assistance of an ERP pool member or other advisor of their choosing present for all meetings attended by the advisee;
- Provide the parties with a written description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;
- Provide the reporting party and the responding party with a list of witnesses whose information will be used to render a finding;
- Allow each party the opportunity to suggest questions they wish the investigators to ask of the other party and witnesses;
- Provide the parties with all relevant evidence to be used in rendering a determination and provide each with a full and fair opportunity to address that evidence prior to a finding being rendered;
- Provide regular updates to the reporting party throughout the investigation, and to the responding party, as appropriate;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Write an investigation report that includes making a finding, based on a preponderance of the evidence (whether it is more likely than not that the responding party violated policy as alleged);
- Share a redacted draft report with the parties for their review and comment. The investigators may incorporate feedback from the parties as appropriate;
- Complete the report and submit it to the Title IX Coordinator.

Once the investigator has completed and submitted their report, the Title IX Coordinator presents the findings to the responding party, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings.

The Title IX Coordinator or designee then shares the findings and updates the reporting party on the status of the investigation and responding party's decision on the findings, without undue delay.

At this point, the Title IX Coordinator will proceed to the Informal Resolution procedure (see item 8, below).

### **Other Considerations for Conducting Investigations**

An investigator has the authority to address all collateral misconduct, meaning that they hear all allegations of discrimination, harassment and retaliation, but also may address any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment and Nondiscrimination. Accordingly, investigations should be conducted with as wide a scope as necessary.

Any evidence that the investigator believes is relevant and credible may be considered, including history and pattern evidence. The investigator may exclude irrelevant or immaterial evidence and may choose to disregard evidence lacking in credibility or that is improperly prejudicial.

Unless the investigator determines it is appropriate, the investigation and the finding will not consider: (1) incidents not directly related to the possible violation, unless they show a pattern, (2) the sexual history of the reporting party (though there may be a limited exception made in regards to the sexual history between the parties), (3) or the character of the reporting party. While previous conduct violations by the responding party are not generally admissible as information about the present allegation, the investigators may consider information about previous good faith allegations and/or findings to consider as evidence of pattern and/or predatory conduct.

Witnesses (as distinguished from the parties) are expected to cooperate with and participate in the College's investigation and the Equity Resolution Process. Any witness who declines to participate in or cooperate with an investigation will not be permitted to offer evidence or testimony later in a hearing (if a hearing is held). Failure of a witness to cooperate with and/or participate in the investigation or Equity Resolution Process may constitute a violation of policy and may be subject to discipline. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone or Skype (or similar technology), if they cannot be interviewed in person or if the investigators determine

that timeliness or efficiency dictate a need for remote interviewing. Parties who elect not to participate in the investigation or to withhold information from the investigation will not have the opportunity to offer evidence during any hearing and/or appeal stages of the process if it could have been offered during the investigation. Failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

No unauthorized audio or video recording of any kind is permitted during investigation meetings or other Equity Resolution Process proceedings.

### **8. Informal Resolution: Resolution Without a Hearing**

Informal Resolution can be pursued for any behavior that falls within the policy on Equal Opportunity, Harassment and Nondiscrimination, at any time during the process. This option may be used when:

- A responding party admits responsibility for all or part of the alleged policy violations at any point in the process;
- When the investigation reaches a finding that the parties accept;
- When both parties elect to resolve the allegation using the Informal Resolution process and the Title IX Coordinator assents;

Typically, within ten (10) days of the close of an investigation which determines that a responding party is in violation of policy, the Title IX Coordinator or the investigator or both will meet with the responding party to explain the finding(s) of the investigation. Once informed, the responding party may choose to admit responsibility for all or part of the alleged policy violations.

If the responding party admits to the violation(s), in whole or in part, the Title IX Coordinator will pass along the investigative report to a sanctioning administrator to determine an appropriate sanction or responsive action. The Title IX Coordinator will notify both parties of the resulting sanction or responsive action.

If the sanction/responsive action is accepted by both the reporting party and responding party, the Title IX Coordinator will implement the finding and sanction, and act promptly and effectively to stop the harassment or discrimination, prevent its recurrence and remedy the effects of the discriminatory conduct. No appeal is

permitted.

If either party rejects the sanction/responsive action, a formal hearing will be held on the sanction/responsive action only, according to the Formal Resolution procedures below.

At any point during the Informal Resolution process, including at its conclusion, either party may request that the matter be referred to the Formal Resolution Process for presentation before a hearing administrator.

## 9. Formal Hearing Procedures

For all contested allegations that are not resolved through either Conflict Resolution or Informal Resolution, the Title IX Coordinator will initiate a formal hearing within ten (10) days of the conclusion of the investigation, barring unusual circumstances. The hearing process will be conducted in a prompt, fair, and impartial manner.

### a. Hearing

The Title IX Coordinator will refer the investigation findings to a hearing administrator from the available pool who has not been previously involved with the allegation. The investigator for the case will be a witness in the hearing of the allegation and therefore may not serve as a hearing administrator. Those who are serving the parties as process advisors, if any, are not eligible to serve as a hearing administrator.

### b. Notice of Hearing

At least two (2) days prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the hearing administrator will send a letter to the parties containing the following information. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result.

- The time, date and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the hearing administrator may reschedule the hearing.

- Notification that the parties may have the assistance of a process advisor or other advisor of their choosing at the hearing (See Section 5: "Advisors" above).

Hearings for possible violations that occur near or after the end of an academic term and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College and remain within the sixty (60) day goal for resolution.

### c. Hearing Procedures

Hearings will usually be convened within ten (10) days of the completion of the investigation, and will be conducted in private. The hearing administrator has the authority to hear all collateral misconduct, meaning that the hearing administrator hears all allegations of discrimination, harassment and retaliation, but also may hear any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall within jurisdiction. Accordingly, investigations should be conducted with as wide a scope as necessary.

Participants will include the hearing administrator, the investigator who conducted the investigation, the reporting party, responding party (or three (3) organizational representatives where an organization is charged), advisors to the parties and any called witnesses. Witnesses called will be at the discretion of the hearing administrator.

### Pre-Hearing

The Title IX Coordinator will give the parties the name of the hearing administrator at least three (3) days in advance of the hearing. All objections to the hearing administrator must be raised in writing to the Title IX Coordinator as soon as possible. Hearing administrators will only be unseated if the Title IX Coordinator concludes that

their bias precludes an impartial hearing of the allegation.

The Title IX Coordinator will give the hearing administrator a list of the names of all parties and witnesses at least three (3) days in advance of the hearing. Any hearing administrator who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

The hearing administrator will determine the names of witnesses who will be participating in the hearing, all pertinent documentary evidence, and review the investigation report at least two (2) days prior to the hearing. Any witness scheduled to participate in the hearing must have been interviewed first by investigators (or have proffered a written statement), unless all parties consent to the participation of that witness in the hearing.

The hearing administrator, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) in the investigation report or during the hearing. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-examination is not used between the parties. If alternative attendance or questioning mechanisms are desired (screens, Skype, conference phone, questions directed through a third party, etc.), for reasons such as the reporting party not wanting to be in the same room as the responding party for the hearing, the parties should request them from the Title IX Coordinator at least two (2) days prior to the hearing. In the case of documented disabilities for which accommodations in the process are necessary, SFAI will make reasonable accommodations for the parties when requested in advance.

### **Investigator Presents the Report**

Once the procedures are explained and the participants are introduced, the investigator will present the report of the investigation first, and be subject to questioning by the parties and the hearing administrator. The investigator will be present during the entire hearing process. The findings of the investigation are not binding on the hearing administrator, though any undisputed conclusions of the investigation report will not be revisited, except as necessary to determine

sanctions/responsive actions. Once the investigator presents their report and is questioned, the hearing administrator will permit the parties to provide relevant information in turn and permit questioning of and by the parties. The hearing administrator will then permit all present witnesses to provide relevant information and the hearing administrator and the parties will each be allowed to ask questions of the witnesses. Questions are usually directed to the parties and witnesses through the hearing administrator.

### **Evidence Presented at the Hearing**

Formal rules of evidence do not apply. Any evidence that the hearing administrator believes is relevant and credible may be considered, including history and pattern evidence. The hearing administrator will address any evidentiary concerns prior to and/or during the hearing, may exclude irrelevant or immaterial evidence and may disregard evidence lacking in credibility or that is improperly prejudicial. The hearing administrator will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

Unless the hearing administrator determines it is appropriate, no one will present information or raise questions concerning: (1) incidents not directly related to the possible violation, unless they show a pattern, (2) the sexual history of the reporting party (though there may be a limited exception made in regards to the sexual history between the parties), (3) or the character of the reporting party. While previous conduct violations by the responding party are not generally admissible as information about the present allegation, the investigators will supply the hearing administrator with information about previous good faith allegations and/or findings to consider as evidence of pattern and/or predatory conduct.

There will be no observers in the hearing. The hearing administrator may allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the hearing administrator or the parties involved, and then be excused.

In hearings involving more than one responding party or in which two (2) or more reporting parties have accused the same individual of substantially similar conduct, the standard procedure will be to hear the allegations jointly; however, the Title IX

Coordinator may permit the hearing pertinent to each responding party to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding party.

Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings in accord with College policy. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose, and should discuss doing so with their advisors.

Hearings (except for deliberations) may be recorded for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted. Hearing Administrators, the parties, and appropriate administrative officers of the College will be allowed to listen to the recording in a location determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

### **Alternative Testimony Options**

For sexual misconduct reports, and other reports of a sensitive nature, the reporting party will be offered alternative testimony options, such as placing a privacy screen in the hearing room, or testifying outside the physical presence of the responding party, such as by Skype or phone. While these options are intended to help make the reporting party more comfortable, they are not intended to work to the disadvantage of the responding party.

### **d. Deliberation and Decisions**

The hearing administrator will take any time necessary, without the presence of the parties, to determine whether the responding party is responsible or not responsible for the policy violation(s) in question. The hearing administrator will base their determination(s) on a preponderance of the evidence (i.e., whether it is more likely than not that the responding party committed each alleged violation).

The hearing administrator will prepare a written deliberation report and deliver it to the

Title IX Coordinator, detailing the recommended finding, the information cited in support of their recommendation and any information the hearing administrator excluded from their consideration and why. If a responding party or organization is found responsible by the hearing administrator, the report will conclude with any recommended sanctions. This report should not exceed two (2) pages in length and must be submitted to the Title IX Coordinator within two (2) days of the end of hearing, unless the Title IX Coordinator grants an extension.

The Title IX Coordinator, or designee, will finalize the recommendations and will inform the parties of the final determination – both the finding(s) and applicable sanction(s) – within three (3) days of the hearing, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official College records; or emailed to the parties' College-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the College is permitted to share under state or federal law. The notice will also include information on when the results are considered by the College to be final, any changes that occur prior to finalization and any appeals options that are available.

### **e. Sanctions**

The hearing administrator assigned to the resolution will recommend sanctions or responsive actions to the Title IX Coordinator. Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous allegations or allegations involving similar conduct
- Any other information deemed relevant by the hearing administrator
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation

- The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community

### **i. Student Sanctions**

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- **Warning:** A formal statement that the behavior was unacceptable and a warning that further infractions of any College policy, procedure or directive will result in more severe sanctions/responsive actions.
- **Probation:** A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any College policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, active avoidance policies and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at College. This sanction may be noted as a Conduct Suspension on the student's official transcript, at the discretion of the Title IX Coordinator.
- **Dismissal:** Permanent termination of student status, revocation of rights to be on campus for any reason or attend College-sponsored events. This sanction will be noted as a Dismissal on the student's official transcript.
- **Organizational Sanctions:** Deactivation, de-recognition, loss of all privileges (including College registration), for a specified period of time.
- **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

### **ii. Employee Sanctions**

Responsive actions for an employee who has engaged in harassment, discrimination and/or retaliation include:

- Warning – Verbal or Written
- Performance Improvement/Management Process
- Required Counseling
- Required Training or Education
- Probation
- Loss of Annual Pay Increase
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination
- **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

### **f. Withdrawal or Resignation While Charges Pending**

**Students:** The College does not permit a student to withdraw if that student has an allegation pending for violation of the policy on Equal Opportunity, Harassment and Nondiscrimination. Should a student decide to leave and/or not participate in the ERP, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to SFAI unless all sanctions have been satisfied. The student will not have access to an academic transcript until the allegations have been resolved.

**Employees:** Should an employee resign with unresolved allegations pending, the records of the Title IX Coordinator will reflect that status, and any College responses to future inquiries regarding employment references for that individual will indicate the former employee is ineligible for rehire.

### **g. Appeals**

All requests for appeal consideration must be submitted in writing to the Title IX Coordinator within five (5) working days of the delivery of the written finding of the hearing. Any party may appeal the findings and/or sanctions, but appeals are limited to the following grounds:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established

procedures, etc.).

- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed fall outside the range of sanctions the College has designated for this offense and the cumulative record of the responding party. When any party requests an appeal, the Title IX Coordinator will share the appeal request with the other party. The requesting party must show that the grounds for an appeal request have been met. The other party may show that the grounds have not been met, and/or bring their own appeal on separate grounds, by filing a response within two (2) days. If new grounds are raised, the original appealing party will be permitted to submit a written response to these new grounds within two (2) days. Any response or appeal request will be shared with each party.

An appeals administrator chosen from the ERP pool will be designated by the Title IX Coordinator from those who have not been involved in the process previously. The appeals administrator will review the appeal request(s).

The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final.

Where the appeals administrator finds that at least one of the grounds is met by at least one party, additional principles governing the hearing of appeals will include the following:

- Decisions by the appeals administrator are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be full re-hearings (de novo) of the allegation. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity for appeals administrators to substitute their judgment for that of the original hearing administrators merely because they disagree with its finding and/or sanctions.
- Appeals granted based on new evidence should normally be remanded to the original hearing administrator or investigators for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances,

heard by the appeals administrator.

- Sanctions imposed as the result of the Informal or Formal Resolution processes are implemented immediately unless the Title IX Coordinator or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
  - o For students: Graduation, study abroad, internships/ externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal.

The Title IX Coordinator will confer with the appeals administrator, incorporate the results of any remanded grounds, and render a written decision on the appeal to all parties within three (3) days from hearing of the appeal or remand. All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision or remand, without significant time delay between notifications, and in accordance with the standards for notice of outcome as defined above.

Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing, below).

- In rare cases where a procedural error cannot be cured by the original hearing administrator (as in cases of bias), the appeals administrator may recommend a new hearing with a new hearing administrator. The results of a remand to a hearing administrator cannot be appealed. The results of a new hearing can be appealed, once, on any of the three applicable grounds for appeals.
- In cases where the appeal results in reinstatement to the College or resumption of privileges, all reasonable attempts will be made to restore the responding party to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

#### **h. Long-Term Remedies/Actions**

Following the conclusion of the Equity Resolution Process and in addition to any sanctions implemented, the Title IX Coordinator may utilize long-term remedies or actions to stop the harassment or discrimination, remedy its effects and prevent their reoccurrence. These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the community
- Permanently altering the housing situation of an the responding party (resident student or resident employee (or the reporting party, if desired))
- Permanently altering work arrangements for employees
- Providing campus escorts
- Climate surveys
- Policy modification
- Providing transportation accommodations
- Implementing long-term contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, long-term remedies may also be provided even when the responding party is found not responsible.

The institution will maintain as confidential any long-term remedies/actions or protective measures, provided confidentiality does not impair the institution's ability to provide the actions or protective measures.

#### **i. Failure to Complete Sanctions/Comply with Interim and Long-term Remedies/Responsive Actions**

All responding parties are expected to comply with conduct sanctions, responsive actions and corrective actions within the timeframe specified by the Title IX Coordinator. Failure to abide by these conduct sanctions, responsive actions and corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, dismissal and/or termination from the College and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

#### **j. Records**

In implementing this policy, records of all allegations, investigations, resolutions, hearings, and appeals will be kept by the Title IX Coordinator indefinitely.

#### **k. Statement of the Rights of the Parties**

##### **Statement of the Reporting Party's Rights:**

- The right to investigation and appropriate resolution of all credible allegations of sexual misconduct or discrimination made in good faith to College officials;
- The right to be informed in advance of any public release of information regarding the incident;
- The right not to have any personally identifiable information released to the public, without their consent;
- The right to be treated with respect by College officials.
- The right to have College policies and procedures followed without material deviation;
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence;
- The right not to be discouraged by College officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities;
- 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 reporting party so chooses. This also includes the right not to be pressured to report, as well;
- The right to have reports of sexual misconduct responded to promptly and with sensitivity by campus law enforcement and other campus officials;
- The right to be notified of available counseling, mental health, victim advocacy, health, legal assistance, student financial aid, visa and immigration assistance, or other student services, both on campus and in the community;
- The right to an active avoidance policy (or a trespass order against a non-affiliated third party) when someone has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the reporting party or others;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by the reporting party and if such changes are

reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:

- Change of an on-campus student's housing to a different on-campus location;
  - Assistance from College support staff in completing the relocation;
  - Transportation accommodations;
  - Arranging to dissolve a housing contract and pro-rating a refund;
  - Exam (paper, assignment) rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
  - Temporary withdrawal;
  - Alternative course completion options.
- The right to have the College maintain such accommodations for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures;
- The right to be fully informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the report;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to a hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, at least two (2) days prior to the hearing, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
- The right not to have irrelevant prior sexual history admitted as evidence;
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports heard by hearing and appeals officers who have received at least eight hours of annual sexual misconduct training;
- The right to preservation of privacy, to the extent possible and permitted by law;
- The right to meetings, interviews and/or hearings that are closed to the

public;

- The right to petition that any College representative in the process be recused on the basis of demonstrated bias and/or conflict of interest;
- The right to bring a victim advocate or advisor of the reporting party's choosing to all phases of the investigation and resolution proceeding;
- The right to provide evidence by means other than being in the same room with the responding party;
- The right to have the College compel the participation of student, faculty and staff witnesses, and the opportunity to ask questions, directly or indirectly, of all present witnesses, including the responding party, and the right to challenge documentary evidence;
- The right to be present for all testimony given and evidence presented during any resolution-related hearing;
- The right to submit an impact statement in person or in writing to the hearing administrators following determination of responsibility, but prior to sanctioning;
- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
- The right to be informed in writing of when a decision by the College is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the College;

#### **Statement of the Responding Party's Rights:**

- The right to investigation and appropriate resolution of all credible reports of sexual misconduct and/or discrimination made in good faith to College administrators;
- The right to be informed in advance, when possible, of any public release of information regarding the report;
- The right to be treated with respect by College officials;
- The right to have College policies and procedures followed without material deviation;
- The right to be informed of and have access to campus resources for

medical, health, counseling, and advisory services;

- The right to timely written notice of all alleged violations, including the nature of the violation(s), the applicable policies and procedures and possible sanctions;
- The right to a hearing on the report, including timely notice of the hearing date, and adequate time for preparation;
- The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, at least two (2) days prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, at least two (2) days prior to the hearing, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
- The right not to have irrelevant prior sexual history admitted as evidence in a campus resolution process;
- The right to have reports heard by hearing and appeals officers who have received at least 8 hours of annual training;
- The right to petition that any College representative be recused from the resolution process on the basis of demonstrated bias and/or conflict of interest;
- The right to meetings, interviews and hearings that are closed to the public;
- The right to have the College compel the participation of student, faculty and staff witnesses, and the opportunity to ask questions, directly or indirectly, of all present witnesses, and the right to challenge documentary evidence;
- The right to have an advisor of their choice to accompany and assist in the campus resolution process;
- The right to a fundamentally fair resolution, as defined in these procedures;
- The right to submit an impact statement in person or in writing to the hearing officers board following any determination of responsibility, but prior to sanctioning;
- The right to a decision based solely on evidence presented during the resolution process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications

to the parties;

- The right to be informed in writing of when a decision of the College is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the College.

## 10. Disabilities Accommodation in the Equity Resolution Process

SFAI is committed to providing qualified students, employees or others with disabilities with reasonable accommodations and support needed to ensure equal access to the Equity Resolution Process at the College. Anyone needing such accommodations or support should contact the Director of Equity, Access & Inclusion, who will review the request and, in consultation with the person requesting the accommodation, and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation.

## 11. Revision

These policies and procedures will be reviewed and updated annually by the Title IX Coordinator. The College reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. The Title IX Coordinator may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules, etc. The Title IX Coordinator may also vary procedures materially with notice (on the institutional web site, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of the resolution will apply to resolution of incidents, regardless of when the incident occurred. Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy. If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in their most recent form.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such codes generally.

## 12. Resources

The Victim Rights Law Center (<http://www.victimrights.org>)  
The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the Crime Victim's Bar Association  
San Francisco Women Against Rape (SF WAR) ([www.sfwar.org](http://www.sfwar.org))  
Hotline Phone: 415-647-RAPE(7273)  
Business Phone: 415-861-2024  
RAINN (Rape Abuse Incest National Network) - National Hotline 24/7: 1-800-HOPE(4673)  
Trauma Recovery Center/Rape Treatment Center - 415-437-3000  
W.O.M.A.N., Inc. ([www.womanic.org](http://www.womanic.org)) - 415-864-4722  
SF Asian Women's Shelter ([www.sfaws.org/home.aspx](http://www.sfaws.org/home.aspx)) - 1-877-751-0880  
Community United Against Violence ([www.cuav.org](http://www.cuav.org)) - 415-333-4357 - Special Services: combat hate crimes and violence in the LGBTQ community  
Planned Parenthood - 415-821-1282  
La Casa de las Madres - 1-877-503-1850  
Bay Area Women Against Rape - Oakland - 510-845-7273  
Highland Sexual Assault Center - Oakland - 510-534-9290  
Rape Trauma Services - Burlingame - 650-652-0598  
SafeQuest Solano - Fairfield - 866-487-7233  
Volunteer Center of Napa Valley Inc. - Napa - 707-255-6397  
YWCA Rape Crisis Center - San Jose - 408-287-3000  
Tri-Valley Haven for Women - Livermore - 925-449-5842  
Women's Crisis Support and Shelter Services - Santa Cruz - 888-900-4232  
Local Immigration/Resource Offices:  
African Advocacy Network (AAN) <http://www.aansf.org>  
Arab Resource and Organizing Center (AROC) <http://www.araborganizing.org>  
Asian Law Caucus (ALC) <http://www.advancingjustice-alc.org/>  
Asian Pacific Islander and Legal Outreach <http://www.apilegaloutreach.org/>  
Black Alliance for Just Immigration (BAJI) <http://blackalliance.org/><http://blackalliance.org/>  
Causa Justa/Just Cause <http://cjjc.org/><http://cjjc.org/>  
Central American Resource Center (CARECEN) <http://carecensf.org/><http://carecensf.org/>  
Chinese for Affirmative Action <http://www.caasf.org/><http://www.caasf.org/>  
Dolores Street Community Services <http://www.dscs.org/><http://www.dscs.org/>

Filipino Community Center (FCC) <http://filipinocc.org/>  
La Raza Centro Legal <http://www.lrci.org/>  
Mujeres Unidas Y Activas (MUA) <http://mujeresunidas.net/>  
People Organizing to Demand Environmental and Economic Rights (PODER!) <http://www.podersf.org/>  
Immigrant Legal Resource Center Community Resources: <https://www.ilrc.org/know-your-rights-and-what-immigrant-families-should-do-now>  
Trans Relief Project <http://transrelief.com/>  
Gender spectrum <https://www.genderspectrum.org/> - Provides education and support for families with transgender and gender diverse children and youth  
Human Rights Campaign [www.hrc.org](http://www.hrc.org) - HRC advocates for LGBTQ equality and educates the public about LGBTQ issues  
Lambda Legal Defense and Education Fund [www.lambdalegal.org](http://www.lambdalegal.org) - National organization that focuses on civil rights for LGBT persons and people with HIV/AIDS, including school-based victimization of LGBT youth, through impact litigation, education, and public policy work  
LGBT Center <http://www.sfcenter.org/> - Connects diverse community to opportunities, resources, and each other to achieve our vision of a stronger, healthier, and more equitable world for LGBT people and our allies  
LGBT Youth Project - National Center for Lesbian Rights [www.nclrights.org](http://www.nclrights.org)[www.nclrights.org](http://www.nclrights.org)[www.nclrights.org](http://www.nclrights.org) - National non-profit law firm focusing on lesbian civil rights and legal rights for LGBT persons, including school-based victimization of LGBT youth, through impact litigation, public advocacy, public education, and direct legal services  
Lyric <http://www.lyric.org/> - Services for LGBT and questioning youth, hotline, recreation program, activities  
SMAAC [members.aol.com/smaacyouth/](http://members.aol.com/smaacyouth/) - Support and recreation services for LGBT youth, health education and counseling  
Trevor Helpline 866-488-7386 - Crisis prevention and support helpline  
Jewish Community Center of San Francisco [www.jccsf.org](http://www.jccsf.org) - Oldest Jewish center on the West Coast, providing educational, social, cultural and fitness programs to the community since 1877  
Muslim Community Association [www.mcabayarea.org](http://www.mcabayarea.org) - Islamic counseling, free legal clinic, congregational prayers and services for over 2000 people, educational programs for adult and school age children, financial assistance to needy families  
San Francisco Buddhist Meditation Center [sfbuddhistcenter.org](http://sfbuddhistcenter.org) - Relaxed and

friendly place for people who want to participate in a Buddhist community - or want clear instruction about Buddhism and meditation and how they can apply it in their life

African American Chamber of Commerce [sfacc.org](http://sfacc.org) - One of California's most influential minority business organizations, representing and promoting African American business owners in San Francisco

Chinese Culture Center of San Francisco [www.c-c-c.org](http://www.c-c-c.org) - Elevates under served communities and gives voice to equality through process driven contemporary art and education

Japanese Cultural and Community Center of Northern California [www.jccnc.org](http://www.jccnc.org) - Strives to meet the evolving needs of the Japanese American community through offering programs, affordable services and facility usage

Latino Community Foundation [www.latinocf.org](http://www.latinocf.org) - Inspires philanthropy, invests in Latino communities, and leads transformative solutions for change

Mission Cultural Center for Latino Arts [missionculturalcenter.org](http://missionculturalcenter.org) - Venue for presenting Latin American arts from ancient to contemporary, including a gallery & events

Women of Color Resource Center <http://www.coloredgirls.org> - Promotes the political, economic, social and cultural well being of women and girls of color in the United States

San Francisco County Veterans Services Office - <http://www.sfhsa.org/134.htm> - Staff can help veterans understand and apply for benefits and entitlements and will advocate and case manage you through the claim process

This policy and procedure was implemented in August 2017.

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## POLICY ON THE TITLE IX RIGHTS OF PREGNANT AND PARENTING STUDENTS

### Compliance

a. Reporting: Any member of the San Francisco Art Institute (SFAI) community may report a violation of this Policy to any supervisor, manager, or to the Title IX Coordinator. All mandated reporters are responsible for promptly forwarding such reports to the Title IX office. The Title IX Coordinator is responsible for overseeing complaints of discrimination involving pregnant and parenting students.

The Title IX Coordinator for SFAI is:

Elizabeth Trayner  
Vice President & Dean of Student Affairs & Title IX Coordinator  
Office of Student Affairs  
800 Chestnut Street  
San Francisco, CA 94133  
(415) 749-4524  
titleix@sfai.edu

Complaints may also be filed with the U.S. Department of Education, Office for Civil Rights at:

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD#: (877) 521-2172  
Email: OCR@ed.gov  
Web: <http://www.ed.gov/ocr>

Office for Civil Rights (OCR)  
San Francisco Office  
U.S. Department of Education  
50 United Nations Plaza  
San Francisco, CA 94102  
Telephone: (415) 486-5555  
Facsimile: (415) 486-5570  
Email: OCR.SanFrancisco@ed.gov  
Web: <http://www.ed.gov/ocr>

Complaints may be filed online, using the form available at:  
<http://www.ed.gov/ocr/complaintintro.html>

### Policy Statement

SFAI is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. SFAI hereby establishes a Policy and associated procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-

related conditions, and new parents.

Under the Department of Education's (DOEd) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom." According to DOEd, appropriate treatment of a pregnant student includes granting the student leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student to the same status as was held when the leave began.

This generally means that pregnant students should be treated by the College the same way as someone who has a temporary disability, and will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date, should all be employed, in addition to any other ergonomic and assistive supports typically provided by Accessibility Services. To the extent possible, the College will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

As with disability accommodations, information about pregnant students' requests for accommodations will be shared with faculty and staff only to the extent necessary in order to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Title IX Coordinator, who will maintain all appropriate documentation related to accommodations.

In situations such as clinical rotations, performances, labs, and group work, the

institution will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave.

Students are encouraged to work with their faculty members and the College's support systems to devise a plan for how to best to address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

### Scope of Policy

This Policy applies to all aspects of SFAI's program, including, but not limited to, admissions, educational programs and activities, extra-curricular activities, hiring, leave policies, employment policies, and health insurance coverage.

### Definitions

- a. Caretaking: caring for and providing for the needs of a child.
- b. Medical Necessity: a determination made by a health care provider (of the student's choosing) that a certain course of action is in the patient's best health interests.
- c. Parenting: the raising of a child by its parents in the reasonably immediate post-partum period.
- d. Pregnancy and pregnancy-related conditions: include (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions.
- e. Pregnancy discrimination: includes treating an individual affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected, and includes a failure to provide legally mandated leave or accommodations.
- f. Pregnant student/Birth-parent: refers to the student who is or was pregnant. This Policy and its pregnancy-related protections apply to all pregnant persons regardless of gender identity or expression.
- g. Reasonable accommodations: (for the purposes of this Policy) changes in the

academic environment or typical operations that enable a pregnant student or student with a pregnancy-related condition to continue to pursue their studies and enjoy the equal benefits of the [School].

### **Reasonable Accommodation of Students Affected by Pregnancy, Childbirth, or Related Conditions**

- a. SFAI and its faculty, staff, and other employees will not require a student to limit their studies as the result of pregnancy or pregnancy-related conditions.
- b. The benefits and services provided to students affected by pregnancy will be no less than those provided to students with temporary medical conditions.
- c. Students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their courses of study or research, and may seek assistance from the Title IX office.
- d. No artificial deadlines or time limitations will be imposed on requests for accommodations, but the [School] is limited in its ability to impact or implement accommodations retroactively.
- e. Reasonable accommodations may include, but are not limited to:
  1. Accommodations requested by the pregnant student to protect the health and safety of the student and/or the pregnancy (such as allowing the student to maintain a safe distance from hazardous substances);
  2. Modifications to the physical environment (such as accessible seating);
  3. Mobility support;
  4. Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences;
  5. Providing remote learning options;
  6. Excusing medically-necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member, department or division)
  7. Granting leave per SFAI's medical leave policy or implementing incomplete grades for classes that will be resumed at a future date;
  8. Breastfeeding students must be granted reasonable time and space to pump breast milk in a location that is private, clean, and reasonably accessible. Bathroom stalls do not satisfy this requirement.

Nothing in this policy requires modification to the essential elements of any academic

program. Pregnant students cannot be channeled into an alternative program or school against their wishes.

### **Modified Academic Responsibilities Policy for Parenting Students**

- a. Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of a child or placement of a foster child may request an academic modification period. Extensions may be granted where additional time is required by medical necessity or extraordinary caretaking/parenting responsibilities.
- b. During the modification period, the student's academic requirements will be adjusted and deadlines postponed as appropriate, in collaboration among the Title IX office, the student's academic advisor and the appropriate academic department(s).
- c. Students seeking a period of modified academic responsibilities may consult with their academic advisor or with the Title IX office to determine appropriate academic accommodations requests. The Title IX office will communicate all requests under this policy to the student's academic advisor and coordinate accommodation-related efforts with the advisor unless the student specifically requests that the advisor be excluded. The student is encouraged to work with their advisor and faculty members to reschedule course assignments, lab hours, examinations, or other requirements and/or to reduce the student's overall course load, as appropriate, once authorization is received from the Title IX office. If, for any reason, caretaking/parenting students are not able to work with their advisor/faculty to obtain appropriate modifications, students should alert the Title IX office as soon as possible, who will help facilitate needed accommodations and modifications.
- d. A student can request modified academic responsibilities under this Policy regardless of whether the student elects to take a leave of absence.
- e. While receiving academic modifications, the student will remain registered and retain benefits accordingly.

### **Leave of Absence**

- a. As long as a student can maintain appropriate academic progress, faculty, staff, or other SFAI employees will not require a student to take a leave of absence, or withdraw from or limit their studies as the result of pregnancy, childbirth, or related conditions, but nothing in this policy requires modification of the essential elements of

any academic program.

- b. An enrolled student may elect to take a hiatus for up to two semesters because of pregnancy and/or the birth, adoption, or placement of a child. The leave term may be extended in the case of extenuating circumstances or medical necessity.
- c. A student taking a leave of absence under this Policy will provide notice of the intent to take leave thirty calendar days prior to the initiation of leave, or as soon as practicable.
- d. Intermittent leave may be taken with the advance approval of the Title IX office and the student's academic department(s), when medically necessary.
- e. Students who elect to take leave under this Policy may register under a hiatus to continue their eligibility for certain benefits. While registered under that status, students who choose to take a leave of absence under this Policy can elect to keep their health insurance coverage and continue residing in university housing, subject to the payment of applicable fees.
- f. To the extent possible, the College will take reasonable steps to ensure that upon return from leave, the student will be reinstated to their program in the same status as when the leave began, with no tuition penalty.
- g. Continuation of a student's scholarship, fellowship, or similar SFAI-sponsored funding during the leave term will depend on the student's registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility for their scholarship, fellowship, or similar SFAI-supported funding by exercising their rights under this Policy.
- h. The Title IX office can and will advocate for students with respect to financial aid agencies and external scholarship providers in the event that a leave of absence places eligibility into question.

### **Student-Employee Leave**

- a. All student-employees will be entitled to the protections of the Family and Medical Leave Act, regardless of whether they are also a student or hold post-doctoral status.
- b. Pregnancy and related conditions will be treated as any other temporary disability for job purposes, including leave and benefits.
- c. Pregnancy and related conditions will be regarded as a justification for a leave of absence without pay for a reasonable period of time, at the conclusion of which the employee will be reinstated to the status that they held when the leave began or to a

comparable position, without decrease in rate of compensation or loss of promotional opportunities, or any other right or privilege of employment.

### **Retaliation and Harassment**

- a. Harassment of any member of the SFAI community based on sex, gender identity, gender expression, pregnancy, or parental status is prohibited.
- b. Faculty, staff, and other SFAI employees are prohibited from interfering with a student's right to take leave, seek reasonable accommodation, or otherwise exercise their rights under this Policy.
- c. Faculty, staff, and other SFAI employees are prohibited from retaliating against a student for exercising the rights articulated by this Policy, including imposing or threatening to impose negative educational outcomes because a student requests leave or accommodation, files a complaint, or otherwise exercises their rights under this Policy.

### **Housing Related Accommodations**

Pregnant students' on-campus housing status will not be altered based on pregnancy status unless requested by the pregnant student.

### **Dissemination of the Policy and Training**

A copy of this Policy will be made available to faculty, staff, and employees in annually required training and posted on the SFAI website. SFAI will alert all new students to this Policy and the location of this Policy as part of orientation. The Title IX office will make educational materials available to all members of the SFAI community to promote compliance with this Policy and familiarity with its procedures.

## STUDENT GROUP DISCIPLINE POLICY

### Definitions of Terms

1. "Authorized representatives" means those persons who are designated as authorized representatives of a registered student group with the Student Affairs Office.
2. "Notify" or "notice" means written notification delivered in person, or sent via email, student mailbox, or regular mail to the last known address of the person being notified.
3. "Registration" or "registered" denotes student groups officially recognized by the Student Affairs Office.
4. "Institute properties" means any and all of the buildings and grounds owned, leased, or rented or in use for SFAI-related functions by SFAI.
5. "Business days" refers to the ordinary days of operation of the Institute and do not include weekend days or holidays for which the Institute is closed.
6. "Group advisor" must be a current SFAI staff or faculty member assigned to sponsor a registered student group.

### Denial of Registration to a Student Group

The Student Affairs Office may refuse registration to a student group for the following reasons: (1) failure to follow established SFAI procedures for registration of student groups; (2) membership in the student group is open to persons who are not SFAI students, faculty, or staff; (3) the Statement of Purpose includes activities that are clearly contrary to SFAI policies or regulations.

Upon the denial of registration, the Assistant Dean of Students shall immediately notify the applicant of the denial, the reasons therefore, and the right to appeal.

Denial of registration as a student group may be appealed within five business days to the Vice President and Dean of Student Affairs.

### Denial of Use of Institute Properties to Authorized Representatives

The use of SFAI properties may be denied to authorized representatives if: (1) the proposed activity is clearly contrary to express Institute policies or regulations concerning the general use of properties or use of specific properties; or (2) is likely to harm the safety or welfare of persons or property.

Upon the denial of the use of SFAI properties, the Assistant Dean of Students shall immediately notify the applicant of the denial, the reasons therefore, and the right to appeal. The Student Affairs Office shall maintain a permanent file of any denials it issues for review by members of the campus community.

Denial of requests by registered student groups to use Institute properties may be appealed within five business days directly to the Vice President and Dean of Student Affairs.

### Imposition of Sanctions

If a registered student group or member acting on behalf of group violates or is alleged to have violated any SFAI policy or regulation previously published, or about which it knows or reasonably should know, in the conduct of its activities on or off campus, the Student Affairs Office will promptly notify the authorized representatives of the student group, including the student group advisor, and, if their whereabouts are known, all of the persons alleged to have committed such acts, of the violations alleged, and engage in such discussion, counseling, and conciliation concerning the alleged violations.

If informal discussion, counseling, and conciliation efforts fail to resolve the matter, or if, in the professional judgment of the Assistant Dean of Students, sanctions should

be considered, the case will be referred to the Vice President and Dean of Student Affairs. Notification of the referral and the nature of the complaint(s) will be provided to the student group's authorized representatives and group advisor.

Upon receipt of a referral, the Vice President and Dean of Student Affairs will administer and coordinate the adjudication of the case, including authorization of any sanctions imposed. Sanctions imposed on individuals or the group as a whole may include, but are not limited to: (1) warning; (2) the application of specific terms and conditions to the use of all or specified SFAI properties for a definite period of time; (3) restitution for damages to properties; (4) suspension for a period of time; (5) revocation of group registration; (6) probation of any of these sanctions for a period of time on condition of compliance with Institute policies and regulations.

Upon the imposition of any sanction, the Vice President and Dean of Student Affairs shall immediately notify the authorized representatives of the organization and group advisor of the sanction(s) imposed, information regarding the right to appeal, and the procedures therefore. Sanctions imposed on student groups may be appealed to the Chief Academic Officer within five business days of the date of imposition.

Nothing herein precludes the imposition of sanctions on individuals who have committed acts in violation of Institute policies or regulations. In other words, individual student discipline may occur concurrently with student group discipline.

## **ALCOHOL + OTHER DRUGS POLICY + PREVENTION PROGRAMS**

In conjunction with the directive of the U.S. Department of Education as set forth in Title 34 of the Code of Federal Regulations (CFR), part 86 to maintain and run drug-free schools and campuses, SFAI has established the following policies and procedures regulating the possession, use, and sale of alcoholic beverages; the enforcement of underage drinking laws; the possession, use, and sale of illegal drugs; the enforcement of federal and state drug laws; and drug and alcohol abuse education programs.

### **Standards of Conduct**

In line with federal and state laws, the underage (under 21 years of age) possession and use of alcoholic beverages and/or sale or distribution of alcohol to the underage

is prohibited. Unlawful manufacture, possession, use, sale, or distribution of illicit drugs by students or employees on SFAI property (owned, leased, or rented) or at any SFAI activities is also

prohibited. Failure to comply with these policies is a direct violation of the Student Code of Conduct and all sanctions therein may be enacted.

### **Alcohol Use Policy**

The following guidelines must be adhered to by all members of the SFAI community at all SFAI functions, including those held at the Chestnut Street campus, the Graduate Center, and at any off-campus venue, especially where SFAI funds are used to purchase the alcohol or to pay for any portion of the event:

1. An event form, available in the Student Affairs Office and in the General Services Office, must be completed whenever alcohol is proposed as part of any event or activity at SFAI. The Assistant Dean of Students must approve the use of alcohol at all events that students are expected to attend.
2. Only faculty or staff members currently employed by SFAI and/or licensed bartenders under contract with SFAI are permitted to serve alcohol at SFAI functions. Alcohol must never be left unattended. If bartenders have been hired to serve at an event, a current faculty or staff member must also be present while alcohol is being served.
3. No alcohol shall be served to individuals who are under 21 years of age. Valid photo identification with proof of age is required. Alcohol will not be served to those who cannot provide identification.
4. Food and non-alcoholic beverages must be provided at all events where alcohol is served.
5. No alcohol will be served to persons who appear to be intoxicated. Security guards may be called to remove intoxicated persons from the premises if they cause a disturbance.
6. Only wine and beer may be served on campus. Hard alcohol and beer served in glass bottles are expressly prohibited.
7. Alcohol may not be served before 4:00 pm on weekdays.
8. All alcohol containers must be cleaned up and removed from public areas at the close of the event.
9. The sale of alcohol is permitted only for approved fundraising events and only after an application for a temporary license has been obtained through the

Department of Alcoholic Beverage Control in San Francisco. This includes events where only an entrance fee is collected.

10. Drinking games are expressly prohibited on all property, owned, leased or rented including both campuses, the residence halls, and any location used for SFAI-related functions.

Any exceptions to this policy must be made in writing by the Vice President and Dean of Student Affairs.

**Disciplinary Sanction for Violations of The Alcohol + Other Drugs Policy**  
SFAI's Code of Conduct prohibits the illegal use of drugs and alcohol. Disciplinary sanctions for violations of the Alcohol and Other Drugs Policy include written warning, censure, loss of privileges, exclusion from areas and activities, restitution, interim suspension, suspension, and/or dismissal.

The following reference to federal and state laws and sanctions are not comprehensive of all laws and disciplinary actions pertaining to alcohol and other drugs. Regulations and resulting actions may change over time. The following is meant to provide a general summary of federal and state laws and possible sanctions pertaining to the illegal use of alcohol and illicit drugs. More information regarding federal, state, and local laws and sanctions can be found online at the U.S. Department of Drug Administration and the State of California websites: [www.fda.gov](http://www.fda.gov) and [www.ca.gov](http://www.ca.gov), respectively

### **Federal Legal Sanctions for the Unlawful Possession or Distribution of Alcohol and Illicit Drugs**

Federal law penalizes the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs ("controlled substances"). Federal penalties and sanctions for the simple possession of a controlled substance are quite severe. The law sets forth sentences and fines that include the following:

- First conviction: up to one-year imprisonment, a fine of at least \$1,000, or both. After one prior drug conviction: at least 15 days in prison, not to exceed two years, and a fine of at least \$2,500. After two or more prior drug convictions: at least 90 days in prison, not to exceed three years, and a fine of at least \$5,000. A special, harsher sentencing provision applies for

possession of crack cocaine. (21 U.S.C. Section 844(a))

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment, as well as forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance. (21 U.S.C. Sections 853(a) & 881(a))
  - Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for the first offense and up to five years for second and subsequent offenses. (21 U.S.C. Section 862)
  - Ineligibility to receive or purchase a firearm. (18 U.S.C. Section 922(g))
- Moreover, revocation of certain federal licenses and benefits (e.g., pilot licenses, public housing tenancy) are vested within the authorities of individual federal agencies.

These penalties may be doubled, however, when a person at least 18 years old: (1) distributes a controlled substance to a person under 21 years of age (a term of imprisonment for this offense shall not be less than one year), and/or (2) distributes, possesses with intent to distribute, or manufactures a controlled substance in or on, or within one thousand feet of, the real property comprising a public or private elementary or secondary school, or a public or private college. (21 U.S.C. Sections 859 & 860).

### **State Legal Sanctions for the Unlawful Possession or Distribution of Alcohol and Illicit Drugs**

- The Uniform Controlled Substances Act is found in California Health and Safety Code, Section 11000, et seq. Sanctions for illegal possession of controlled substances are found at Health and Safety Code, Section 11350, et seq.
- Controlled substances are listed in schedules contained in Health and Safety Code, Sections 11054, 11055, 11056, 11057, and 11058. They include opiates, opium derivatives, hallucinogenic substances, depressants, narcotic drugs, cocaine, heroin, marijuana, peyote, methamphetamine, phencyclidine, and certain mushrooms.
- As set forth in Health and Safety Code, Section 11350, et seq., if convicted under the Uniform Controlled Substance Act, one may be sentenced to terms in state prison from two to five years plus substantial fines. The exact prison term and fine depend upon the number of past convictions and circumstances of each arrest and conviction.

## Local Legal Sanctions for the Unlawful Possession or Distribution of Alcohol and Illicit Drugs

- Medical Cannabis User and Primary Caregiver Identification Cards (28 S.F.H.M.C. Section 1808) Any person who shall present false information or falsify, forge, or alter a document to support a request for a medical cannabis user identification card or a primary caregiver identification card or make, create, sell, or use a false medical cannabis user identification card or a primary caregiver identification card shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not to exceed \$250, or by imprisonment in the County Jail for not more than three months, or by both such fine and imprisonment.

## Health Risks Associated With Alcohol Abuse + the Use of Illicit Drugs

### Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even small amounts significantly impair the judgment and coordination required to drive a car safely or operate other machinery, increasing the likelihood that the driver will be involved in an accident. Low to moderate consumption of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high consumption of alcohol causes marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk for becoming alcoholics than their peers.

### Drugs

The use of any amount of drug—prescription, illicit, or legal—will alter the chemical balance of the body. Misuse of drugs may lead to lifelong chemical dependency, the disease of addiction, and possible death.

Abuse and addiction to drugs often cause serious damage to major body organs such as brain, stomach, lungs, liver, kidneys, and heart, as well as the immune and reproductive systems. A detailed list of health risks associated with various controlled substances can be found on the U.S. Department of Justice website.

## Alcohol + Drug Counseling, Treatment/Rehabilitation Programs + Education

SFAI's Counseling Center is available to provide services and/or referrals for substance abuse and recovery issues. Following are additional resources available to the SFAI community. SFAI does not endorse any particular treatment program or organization.

- Resources and Crisis Intervention
- The National Council on Alcoholism and Drug Dependence  
24-hours | 800.622.2255
- San Francisco Drug Line | 415.362.3400 Alcoholics Anonymous |  
415.674.1821 Cocaine Anonymous | 415.266.1300
- Haight-Ashbury Alcohol Treatment | 415.746.1940
- Iris Project/Women's Counseling and Recovery Center | 415.864.2364
- Narcotics Anonymous | 415.621.8600
- Poison Control Center | 800.222.1222
- San Francisco General Hospital | 415.206.8125, or  
Opiate Treatment Outpatient Program | 415.206.8412
- San Francisco Suicide Prevention | 415.781.0500 or  
TTY | 415.227.0245
- Walden House | 415.762.3700
- Women's Alcoholism Center | 415.282.8970

harassment or other behaviors noted in SFAI's policy against harassment; the complaint procedure in the Equal Opportunity and Nondiscrimination Policy + Equity Resolution Process should be used.

In addition, the Student Grievance Process is not to adjudicate disputes regarding assertions that a student has violated the Student Code of Conduct; the procedure in the Code should be used.

### **Filing a Grievance**

The grievance process begins with a written document transmitted by the student to the Vice President and Dean of Student Affairs within 30 days of the events giving rise to the grievance, unless good cause for additional time exists. The document should state:

- The student's name, department, and matriculation history;
- The decisions by the Institute and the events that give rise to the grievance;
- The adverse impact on the student;
- The policies of the Institute, its agreements with the student, and/or any laws that have been violated and in what manner there has been material damage to the student;
- The resolution or remedy that is requested;
- The names of the decision-makers and other persons with knowledge of the matters at issue; and
- What the student has done to attempt to resolve the complaint.

## **STUDENT GRIEVANCE PROCEDURE**

SFAI students should avail themselves of these grievance procedures if they believe that there is any unresolved violation of any SFAI policies and/or its agreements with the student, or of any law regulating the student's relationship with SFAI, that in their opinion has materially damaged the student. The Student Grievance Procedure should be initiated by the student and exhausted to completion.

The Student Grievance Process is not for a complaint that, on the part of another student or an employee of SFAI, there has been a violation of the policy against

### **Notification of Grievance**

The Vice President and Dean of Student Affairs shall notify the officer, agent, or representative of the Institute whose decision or actions are at issue. Where the decision or action at issue is by a committee of the Institute, the Vice President and Dean of Student Affairs may choose to notify the committee. The President shall be notified.

### **Efforts to Resolve the Grievance**

The Vice President and Dean of Student Affairs shall consult with the student who has filed the grievance and the officer, agent or representative of SFAI whose decision or actions are at issue, in an effort to identify if it is possible to resolve the grievance without a hearing. The Vice President and Dean of Student Affairs has the power to propose to the President a resolution of the grievance which, if adopted by the President, shall conclude the grievance unless the grieving student objects.

### **Student Grievance Review Committee**

If the Vice President and Dean of Student Affairs believes that the matter at issue is properly deemed to be a grievance as defined by this policy, the Vice President and Dean of Student Affairs forms a student grievance review committee (SGRC), doing so in consultation with relevant administrators and the grieving student. Vice President and Dean of Student Affairs appoints the Chair and two other members to the SGRC; presents to the SGRC its charge; convenes the SGRC; and determines all procedural questions that are not resolved by this policy.

The Vice President and Dean of Student Affairs solicits suggestions for committee members from administrators and the grieving student and appoints from the Institute faculty and student community at large, the Chair and two other members of the SGRC. The grieving student may petition the Vice President and Dean of Student Affairs to excuse any member for good cause, such as prior knowledge of the grievance facts or demonstrated interest or bias toward or against any person involved in the matter.

### **Hearings**

The Vice President and Dean of Student Affairs convenes and charges the SGRC within 30 days of the filing of the grievance, absent exigency or absence of key persons. The Vice President and Dean of Student Affairs sets forth in the charge letter the procedures of hearing of the grievance and the date for hearing. The hearing of the grievance shall include the taking of evidence submitted by the grieving student and by any officer, agent or representative of the Institute whose decision or actions are at issue, or other evidence as requested by the Chair.

The rules for evidence shall be informal such that all relevant information may be heard by the Committee. A record of the hearing shall be kept by the Chair, in the form of copies of exhibits and notes on the testimonial evidence.

The hearing shall be closed to any person who is not a party to the grievance or a person called by the Chair to give evidence. The Chair shall regulate the presence of persons and the calling of persons to give evidence. Questioning of witnesses shall proceed informally except that any party to the grievance may request the Chair to allow cross- questioning on important matters that do not intrude into personal privacy. Attorneys are not permitted at the hearings; however, a grieving student may otherwise choose to have the advice of an attorney.

### **Determination of the Grievance**

Before the Chair of the SGRC closes the hearing, the Chair may request the submission of concluding statements by the parties and/or submission of a closing written statement. The Chair shall thereafter convene the SGRC for confidential assessment of the matter, and upon conclusion of the assessment meetings the SGRC shall issue a determination report which shall be issued by majority vote of the SGRC. The SGRC shall endeavor to issue a determination report that answers the charge from the Vice President and Dean of Student Affairs upon the weight of the persuasive evidence.

The report shall be transmitted to the Chief Academic Officer, grieving student, and such other persons at the Institute whom the Vice President and Dean of Student Affairs determines should be informed.

The report and determination of SGRC shall constitute the final determination of the grievance by SFAI upon the passage of 30 days after transmittal of its report to the Vice President, unless the Vice President by then issues a written statement indicating consideration of or decision on the grievance.

The written decision of the Chief Academic Officer shall be transmitted by the Vice President and Dean of Student Affairs to the SGRC chair and members, the grieving student and such other persons at the Institute whom the Vice President and Dean of Student Affairs determines should be informed. The written decision of the Chief Academic Officer shall be the final decision of the Institute.

which create barriers to equal educational opportunity. SFAI will assist qualified students with disabilities in securing such appropriate accommodations, auxiliary aids, and services. Accessibility Services at SFAI aims to promote self-awareness, self-determination, and self-advocacy for students through our policies and procedures.

In the case of any complaint related to disability matters, a student may access the Equal Opportunity and Nondiscrimination Policy + Equity Resolution Process.

Accessibility Services is located on the Chestnut Campus in the Student Affairs Office and can be reached at [accessibility@sfai.edu](mailto:accessibility@sfai.edu) or 415.351.3523.

### **Determination of Eligibility for Reasonable Accommodations + Appeal of Decisions**

Accommodations are determined on a case-by-case basis. Because each student's situation is unique, Accessibility Services asks that any student requesting accommodations arrange to meet with the Director of Equity, Access, and Inclusion. Documentation requirements vary by situation. The Director of Equity, Access, and Inclusion will discuss documentation with the student during the initial meeting. Students requesting accommodations should complete and submit the ASO Registration Form to Accessibility Services.

In order to facilitate requests for accommodations, auxiliary aids, and/or services (including hiring qualified service providers), students must meet with the Accessibility Services Office at least 15 calendar days in advance of the date the accommodation, auxiliary aid, and/or service is needed.

Students may request an accommodation, auxiliary aids, and/or services at any time prior to the time that such an accommodation, auxiliary aid, and/ or service is needed; the availability of these may be affected, however, by a request made later than the suggested time frame.

### **Determination and Notification**

Determination: Appropriate accommodations, auxiliary aids, and/ or services are determined by the Accessibility Specialist following a meeting with the student and review of external documentation if needed. Among the factors considered in

## **ACCESSIBILITY ACCOMODATIONS**

SFAI is committed to providing equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, equality of access for qualified students with disabilities, and accommodations, auxiliary aids, and services that will specifically address those functional limitations of the disability

determining appropriate accommodations, auxiliary aids, and/or services for students are:

- Whether the student's condition rises to the level of a disability (see Definition of Terms);
- The barriers created by the student's disability in relation to the course or program;
- Accommodations, auxiliary aids, and/or services that have helped to remove barriers created by the student's disability for the student in the past;
- Whether the requested accommodations, auxiliary aids, and/or services will remove barriers created by the student's disability and allow the student effectively to access and participate in the course or program;
- Whether the requested accommodations, auxiliary aids, and/or services will alter the fundamental nature of the course or program.

SFAI is not required to alter or modify a course or program to the extent that it changes the fundamental nature of that course or program. Although most auxiliary aids and services are decided upon and provided by the Accessibility Services Office, accommodation decisions are often made in collaboration with program/school administrators and relevant faculty. Recommendations made by Accessibility Services are not implemented until this collaboration has occurred.

Notification: Accessibility Services shall provide a student who made a request with written notification of the determination of the request (along with the effective date of any accommodation, auxiliary aid, and/or service) within 10 calendar days\* of receiving the request. If a situation should arise whereby the Accessibility Services Office needs additional time to assess a request or provide an accommodation, auxiliary aid, and/or service, the Accessibility Services Office shall provide the student with notification of the status of the request and the proposed date of determination via SFAI email.

\* If the tenth day falls on a weekend or holiday, the due date is delayed until the next business day.

## **MEDIA CONSENT + PUBLICITY RELEASE POLICY**

San Francisco Art Institute (SFAI) reserves the right to publish without notification any

artwork produced by students or photography/videography of students on campus – including studios, classrooms, or events – while attending SFAI's degree and continuing studies programs. Reproductions and images will be for non-commercial purposes only, and may include print publications, institutional websites, e-communications, social media (Facebook, Instagram, Tumblr, and Twitter), multimedia presentations, and documents about SFAI for admission recruitment, fundraising, or institutional informational/promotional purposes. Every effort is made to properly credit featured work.

### **Social Media, Website + Online Guidelines**

SFAI recognizes that social media sites, such as Facebook, Instagram, Tumblr, Snapchat, Vimeo, Vine, LinkedIn, Twitter, YouTube, personal websites, and blogs can be an effective tool for exchanging information and raising visibility. Therefore, students are encouraged to contribute content about their work. However, there are a number of guidelines students are asked to follow when posting information about SFAI

on personal social media sites, blogs or other forms of user-generated media. The following are guidelines—not rules.

1. Be transparent; identify yourself; be professional. Engaging in dialogue in an interesting, fun, and productive manner is the best way to use social media. If you choose to include SFAI in your profile on a social site, be yourself and feel free to say what is on your mind, but do so respectfully. Your opinions should be apparent as yours and not represent the views and opinions of SFAI.
2. Official groups or pages must be supervisor-approved. Groups and fan pages on social media sites are easy to create and promote. If you feel there's a need and value to generating an official group or page for SFAI, please contact [communications@sfai.edu](mailto:communications@sfai.edu).
3. Not everything needs a response. SFAI has a long, storied history that has fostered a wide range of artist movements and, as such, is open to criticism about any number of things, from works of art to policies. When you see these things online, please take it with a grain of salt. If you have the ability to correct an error or factually incorrect statement, or give someone direction to a webpage that does so, that's helpful. If you feel there is a post or comment that is sensitive and needs response,

please forward to [communications@sfai.edu](mailto:communications@sfai.edu).

4. Be aware of liability. You are legally liable for what you post on your own site and on others.

For any questions about these guidelines or any matter related to SFAI's policy on social media, personal websites, and other user-generated web content contact [communications@sfai.edu](mailto:communications@sfai.edu).

## COMPUTER, EMAIL + ELECTRONIC RESOURCES POLICY

To support the educational and community-service purpose of SFAI, the Institute provides computing, networking, and information resources to the campus community of students, faculty, and staff. SFAI email is the mechanism for official communication with students, faculty and staff. As such, SFAI has the right to expect that such communications will be received and read in a timely fashion. Students are expected to read and appropriately respond to official administrative emails.

### Rights + Responsibilities

The same standards of civilized discourse and etiquette that govern face-to-face interactions govern all means of communication at SFAI, including: email, social networking, websites, and other electronic resources. All users bear the responsibility to not engage in obscenity, undocumented allegations, attacks on personal integrity, and other behavior violating school policies, regulations, and standards. All students are required to adhere to the above standards by not posting any inappropriate content, including but not limited to the following:

- Content that defames or threatens others
- Statements that are bigoted, hateful, or offensive
- Content that discusses illegal activities with the intent to engage in them
- Content that infringes upon another person's intellectual property, including, but not limited to copyrights, trademarks, or trade secrets
- Advertising or any form of commercial solicitation

SFAI reserves the right to remove content that violates any of the above terms or is otherwise deemed detrimental to SFAI.

Computers and networks provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Students and employees may have rights of access to information about themselves contained in computer files, as specified in federal and state laws. Files may be subject to search under court order. In addition, system administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine

files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

### **Existing Legal Context**

All existing laws (federal and state) and SFAI regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct. Misuse of computing, networking, or information resources may result in the restriction of computing access. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable SFAI policies, procedures, or collective bargaining agreements. Complaints alleging misuse of campus computing and network resources will be directed to those responsible for taking appropriate disciplinary action. Reproduction or distribution of copyrighted works, including, but not limited to, images, text, or software, without permission of the owner is an infringement of U.S. copyright law and is subject to civil damages and criminal penalties including fines and imprisonment.

### **Examples of Misuse**

Examples of misuse include, but are not limited to, the activities in the following list (such activities will not be considered misuse when authorized by appropriate SFAI officials for security or performance testing): (1) using a computer account that the individual in question is not authorized to use; (2) obtaining a password for a computer account without the consent of the account owner; (3) using the campus network to gain unauthorized access to any computer systems; (4) knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks; (5) knowingly running or installing on any computer system or network, or providing another user, a program intended to damage or to overload a computer system or network (e.g., computer viruses, Trojan horses, and worms); (6) attempting to circumvent data protection schemes or uncover security loopholes; (7) violating terms of applicable software licensing agreements or copyright laws; (8) deliberately wasting computing resources; (9) using electronic mail to harass others; (10) masking the identity of an account or machine; (11) posting materials on electronic bulletin boards and/or social media that violate existing laws or SFAI's code of conduct; (12) attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

### **Additional Use Policies**

The Computer, Email, and Electronic Resources Policy applies to the use of all SFAI computing resources. Additional computer and network use policies and terms and conditions may be in place for specific electronic services offered by the campus.

### **Appropriate Use**

SFAI extends to students, faculty, and staff the privilege to use its computers and network. Access to SFAI's campus network enables people to send and receive electronic mail messages around the world, share in the exchange of ideas through electronic news groups, and use web browsers and other Internet tools to search and find information. In addition to formal policies, regulations, and laws that govern the use of computers and networks, the Internet user community observes informal standards of conduct. These standards are based on common understandings of appropriate, considerate behavior that evolved in the early days of the Internet, when mainly an academic and highly technical community used it. The Internet now has a much wider variety of users, but the early codes of conduct persist, crossing boundaries of geography and government, in order to make using the Internet a positive, productive experience. Individuals are expected to comply with these informal standards and be a good citizen of the Internet.

### **Enforcement**

Penalties for computer or email abuse may be imposed under the SFAI Code of Conduct, California law, or the laws of the United States, or a combination of any of these. Minor infractions of this policy or those that appear accidental in nature are typically handled informally by electronic mail or through in-person discussions. More serious infractions are handled via formal procedures. In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the situation is under investigation. Infractions by students may result in the temporary or permanent restriction of access privileges, notification of a student's faculty or the Undergraduate Academic Advisor, or referral to either the Student Affairs Office or the Academic Affairs Office. Infractions by a faculty or staff member may result in referral to the department head or administrative officer. Offenses that are in violation of local, state, or federal laws may result in the restriction of computing privileges, and will be reported to the appropriate authorities. For clarification of policies and guidelines applying to SFAI computing and e-mail resources, including this Computer,

Email, and Electronic Resources Policy, contact the Student Affairs Office or the Academic Affairs Office. Individuals can report misuse of campus electronic communication resources to [support@sfai.edu](mailto:support@sfai.edu).

## PROFICIENCY

SFAI is committed to providing access to all services for students, regardless of their English proficiency level. As such, should a student require a translator to fully understand and/or participate in interactions with administrative offices to conduct official SFAI business, the student should access this policy. This policy governs student interactions with all administrative offices, including financial aid, student conduct, and student accounts. Should a student require an English-language translator to successfully communicate with administrative offices, the student will notify the Vice President and Dean of Student Affairs, in writing, to request a translator. In a timely manner, the Vice President and Dean of Student Affairs will assign a translator to facilitate interactions between the student and administrative offices. Students should allow at least five (5) business days to accommodate such requests. SFAI will not provide English-language translator services in academic and classroom settings.

## ACCESS FOR STUDENTS WITH LIMITED ENGLISH

# Tuition, Fees + Financial Aid

## TUITION + FEES

### Obligation for Payment

Enrollment constitutes a financial contract between the student and SFAI. The student's rights to services and benefits are contingent upon them making all payments as agreed upon. If payments of amounts owed to SFAI are not made when they become due, SFAI has the right to cancel the student's registration and/or administratively withdraw them from the current term, withhold their grades, transcripts, diplomas, scholastic certificates, and degrees, and impound their final exams. Failure to maintain good financial standing with SFAI will result in denied participation in any deferred payment plans and/or some forms of financial aid. In addition, balances due SFAI are reported by our collection agencies, which may impact the student's credit ratings. Students who are not current in their own, their parents', or their parties' financial obligations with respect to their enrollment may be immediately withdrawn from courses and placed on administrative leave before, during, or after an academic term, at the discretion of the Institute, without advanced notice.

### Holds on Student Accounts

Prior to registering for a new term, the student must pay any outstanding balances from any preceding terms. If the student does not pay their outstanding balances or make payment arrangements satisfactory to SFAI, they will not be permitted to register. This policy applies to any outstanding balances with SFAI.

### Payment Due Date

To complete the enrollment process, the student must choose a payment option for the term and complete any additional steps required for that option. The student must complete these steps by the payment due date for the term as published in the academic calendar. Failure to do so will result in cancellation of the student's registration.

### Payment Plans

SFAI offers alternative options for payment of tuition charges:

- A. A full payment option that requires one payment after deducting financial aid.
- B. A monthly payment option that divides tuition, after deducting financial aid, into four (4) monthly installments.
  - Monthly payment plans are available to students enrolled in six credits or more per semester who are in good financial standing.
  - Students who enroll in fewer than six credits must pay in full at registration.

Students must choose a payment option prior to tuition due date.

### Methods of Payment

- Tuition payments may be made by cash, check, credit card, or bank draft payable to “San Francisco Art Institute.” Students may pay online via WebAdvisor; by phone by calling the Student Accounts/ Cashier’s Office; or by mail.
- Debit card, ACH, wire transfer, VISA, MasterCard, and American Express will be accepted for payment.
- Monthly payments may also be charged to a debit card, VISA, MasterCard, or American Express by installment plan and will be automatically charged on the first of each month.

### Fees

- An administrative fee of \$25 will be charged for students selecting the monthly payment plan option.
- A \$50 fee will be charged for returned checks.
- Late fees of \$25 per month will be charged for all delinquent payments received after the 15th of the month.

### Interest

- Interest will be charged at the rate of 0.83% per month on the outstanding balance after the published tuition payment due date.

## Refunds + Credits

### Tuition Refunds

Students who wish to take a leave of absence or withdraw from the Institute during the add/drop period will receive a tuition refund, less any nonrefundable items such as the application fee, tuition deposit, or housing deposit. No refunds will be made to students who are dismissed from the college due to disciplinary action.

### Tuition Refund Policy

Prior to the beginning of the term through the add/drop deadline date, 100 percent of tuition will be refunded.

After the add/drop deadline date, no refunds are offered.

### Tuition Credits/Extraordinary Circumstances

Students who wish to go on a leave of absence or withdraw from the Institute after the add/drop period are not entitled to a tuition refund.

If a student is forced to withdraw due to extraordinary, unforeseen circumstances, that student may petition the Financial Aid Appeals Committee for a partial tuition credit. Such requests are granted at the committee’s discretion, which is based on the student’s provided documentation.

Should a credit be granted, it is calculated according to the following scale:

- Approved requests at weeks 3-7 of the semester will be issued a 50 percent credit
- Approved requests at weeks 8-10 of the semester will be issued a 30 percent credit
- After week 10: No credit is issued

If a student is granted credit, it is applied toward any remaining balance on the student’s account with the following adjustments:

- Any SFAI scholarship, SFAI Grant or state grant assistance that was received for the semester will be reduced by the same percentage used to calculate the tuition credit.

- If the student received any federal aid (Federal Stafford or PLUS Loan, Pell Grant, or SEOG), they will be subject to Title IV Return of Funds Policy. Any remaining credit is not refunded to the student, but instead will be held in the student's account for one academic year. Credits not used within one academic year are forfeited. (Note: The deposit/ registration fee is nonrefundable.)

### **Title IV Return of Funds Policy**

Dispersed Federal Funds Owed by Student to Lenders: The Institute is required, per the Title IV Return of Funds Policy, to return any unused portion of federal financial aid for students who withdraw from the college before 60 percent of the semester is completed.

Students are required to repay these funds to the Institute and will be billed accordingly.

Students should consult with SFAI's Financial Aid Office on these matters.

### **Appeals Process for Student Accounts**

SFAI will issue no degrees, certificates, transcripts, grade reports, or statements of recommendations to or on behalf of any student whose financial accounts with SFAI have not been paid in full. Thus, it is important that students remain current in the payment of their accounts.

Any dispute or error based on or arising from a student account statement and/or entry thereon must be challenged in writing to be submitted to the Controller within 30 calendar days of the issuance of the account statement that first indicated the dispute or error.

Within 20 calendar days, the Controller will submit a written recommendation for resolution of the dispute or error, transmitting same to the Chief Operating Officer and to the student. Within 10 calendar days, the student may then submit additional information or comment to the Chief Operating Officer. The written decision of the Chief Operating Officer will be transmitted to the student and will be final.

### **Repayment Policy**

Students who receive a financial aid refund check and subsequently drop courses may be required to return some or all of the refunded financial aid. Eligibility for aid is

calculated based on the number of credits for which a student is registered. Financial aid recipients are strongly encouraged to consult with the Financial Aid Office about the impact of dropping courses prior to actually dropping them.

Appeals for refund determinations may be submitted in writing to: Student Accounts Office, San Francisco Art Institute, 800 Chestnut Street, San Francisco, CA 94133

### **Tuition For Degree + Non-Degree Students**

BA, BFA, and Non-Degree Tuition Per Semester

1–11 credits	\$1,923.00 for each unit	12–15 credits	\$21,954.00 flat rate
Over 15 credits	\$21,954.00 plus \$1,923.00 for each credit unit		

Post-Bac (PB), MA, and MFA Tuition Per Semester

1–11 credits	\$2,020.00 for each unit	12–15 credits	\$23,005.00 flat rate
Over 15 credits	\$23,005.00 plus \$2,020.00 for each credit unit		

### **Fees**

Payment Plan: An administrative fee of \$25 is added to tuition payment plans.

Change of Program Fee: The fee for changing the degree program is \$30.

Health Insurance Fee: For the 2017–2018 academic year, students are billed each semester: \$ 1,245 for Fall 2017 and \$1,743 for Spring/Summer 2018. See below for more information on health insurance.

### **Academic Fees**

1. Student Activities Fee is \$35 per semester.
2. Materials Fee is \$200 per semester for all MFA, MFA/MA dual degree, BFA, and Post-Baccalaureate students enrolled in six or more credits. Materials fee is \$50 per semester for BA students enrolled in six or more credits. No material fees are assessed for MA students.
3. Technology Fee is \$200 per semester for all students enrolled in six or more credits.
4. Classroom Excursion Fee. Courses involving off-campus travel and courses with special materials requirements carry additional fees, which are charged upon enrollment. Please consult the course descriptions section of the current course schedule for details.
5. All Study/Travel Courses require a \$500 nonrefundable deposit.
6. Facilities Fee is \$300 for students who are not enrolled in summer courses but

would like to use SFAI facilities over the summer.

7. BFA Graduate Exhibition fee is \$150.

8. Commencement Fee is \$100 for all graduating students.

#### **MFA Fees**

MFA Exhibition and Catalogue fee is \$300.

MFA Final Review (charged in the last semester prior to a graduation, only to students not enrolled in classes) is \$300. Students must be current on their accounts in order to participate in the MFA exhibition.

## **HEALTH INSURANCE**

SFAI requires all students enrolled in six or more credits to have health insurance. Qualifying students are automatically enrolled in and billed for SFAI's health insurance plan at the beginning of each academic year. This coverage can only be waived by students who have comparable insurance and who waive the coverage online. Waivers last one academic year, so students must waive the coverage online each year if they wish to opt out of the health insurance plan. Waivers can be completed online at <http://www.sfai.edu/current-students/health-and-counseling-services/student-health-insurance>. It is the responsibility of the student to provide the proper information evidencing health insurance coverage with the waiver to receive a credit on their account.

MFA students enrolled in less than six credits may be eligible to enroll in the SFAI health insurance plan if they are enrolled in the MFA Graduate Exhibition course, which carries zero credits but qualifies as half-time as defined in the Course Load section of this handbook, or if they are Low-Residency MFA students enrolled in less than 6 credits during the academic year, but will be enrolled in 6 or more credits during the following summer term.

All students who are enrolled in less than 6 credits during their final semester at SFAI, and will graduate from SFAI at the end of that same semester, may also be eligible to enroll in the SFAI Health Insurance plan. Complete information on the health insurance plan can be found here: [sfai.edu/health](http://sfai.edu/health).

## FINANCIAL AID

SFAI's financial aid program provides financial assistance and advising to degree-seeking students who are citizens or eligible noncitizens of the United States. Financial aid is available in the form of scholarships, federal and institutional grants, loans, and part-time federal work- study employment. Financial aid eligibility, with the exception of scholarships, graduate fellowships, and certain loans, is based on financial need. Financial need is the difference between the cost of attendance at SFAI for an academic year and the student's expected family contribution (EFC) toward those costs. After filing a FAFSA (see below), the EFC will be determined. Students who file a FAFSA and apply for financial aid are automatically considered for all need- based programs for which they are eligible.

Students must be admitted to a degree or Post-Baccalaureate program and enroll in at least six credits to meet the basic eligibility requirements for financial aid.

Students desiring financial aid must complete the Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA each year. New FAFSAs are available in October each year and should be completed prior to March 1 to meet the Cal Grant application deadline. Students are strongly encouraged to apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). FAFSAs can be filed after March 1, but eligibility for institutional need-based grants may be lower for students who file late.

### Veterans Benefits

Academically qualified veterans may enter any one of the degree and certificate programs offered by SFAI under one of the public laws or GI bills. Information pertaining to the various public laws and educational opportunities may be obtained by contacting any regional Veterans Administration Office or by calling 1.800.827.1000. SFAI's Financial Aid Office is responsible for providing certification of attendance after enrollment for a term and for maintaining records and services required to continue eligibility for Veterans Benefits.<sup>4</sup>

## FINANCIAL AID + SATISFACTORY ACADEMIC PROGRESS (SAP)

Academic progress is measured by Qualitative (grade based) and Quantitative (time-related) Standards set forth by the federal government and shall be used to determine eligibility for participation in student financial aid programs at SFAI. The federal government mandates that students must be making Satisfactory Academic Progress (SAP) toward a degree or certificate in order to maintain financial aid eligibility. SFAI's Financial Aid Office monitors academic progress annually to implement the federal government's requirements for financial aid. The exception is the Post-Baccalaureate program, which is done at the end of each payment period.

### Background

**Qualitative Standards:** BA/BFA students must maintain a minimum cumulative grade-point average (GPA) of 2.0 to keep their need-based aid. MA/MFA students must not receive an NP (no pass) or F (Failing) grade for any course. SFAI competitive scholarship recipients should consult their scholarship notification letter to determine what cumulative GPA they must maintain.

**Quantitative Standards:** BA/BFA and full-time MA/MFA students must complete at least 67% of all attempted credits. Part-time MA/MFA students must complete all attempted credits.

**Completed Credits:** Completed credits are enrolled credits for which credit is received. Courses in which a student receives a grade of "F", "I", "IP", "NP", or "W", will not be counted as completed credits for Satisfactory Academic Progress purposes, but will be counted as attempted credits.

**Transfer Credits:** Transfer credits are not counted toward the Quantitative Standards of attempted and completed credits.

**Grades:** Courses for which a grade of "F", "NP", "NR", or "W" is received are counted as attempted but not completed. Course repeats are counted as attempted and completed if a satisfactory grade is received. Courses for which a grade of "I" is

received are reviewed every six weeks and are not counted as attempted or completed.

**Maximum Time Frames:** BA/BFA students must complete their degree within the equivalent of six years of full-time attendance. MA/MFA students must complete their degree within the equivalent of three years of full-time attendance. Dual degree MA/MFA students must complete their degree within the equivalent of four years of full-time attendance. Post-baccalaureate students must complete their degree within the equivalent of three semesters of full-time attendance. Students who complete courses at an 80% rate will take the equivalent of six years of full-time attendance to earn a BA/BFA and the equivalent of five years of full-time attendance to earn a MA/MFA.

### Procedures

When an "I" grade is changed to a letter grade, the Financial Aid Office reviews and applies probationary terms retroactively if necessary (see the "Failure to Comply" section below). A student who has an "I" grade changed to an "F" grade may become immediately ineligible for financial aid due to retroactive application of probationary terms. The Financial Aid Office recommends that students complete classes for which an "I" grade is received, according to the incomplete grade petition, to avoid retroactive Financial Aid Satisfactory Academic Progress (FASAP) action.

### Probation

Students who have attended at least two semesters will be reviewed for SAP. A financial aid probation means you have one semester (or as specified by the Academic Recovery Plan) to meet the SAP requirements in order to remain eligible for financial aid.

Students on SAP financial aid probation will be monitored for improvement and/or adherence to probationary terms including the Academic Recovery Plan. While on probation, an undergraduate student is expected to complete all courses for which they are registered with a GPA of 2.0 or better in all classes. (For graduate-level students, the minimum requirement is determined by the standard set forth in the SAP policy.)

Students on probation must also follow the terms of their Academic Recovery Plan. Students continue to receive aid while on financial aid probation. Students placed on

SAP financial aid probation will be monitored each semester.

A student will be removed from SAP financial aid probation once they have successfully completed their Academic Recovery Plan as demonstrated by obtaining a GPA consistent with the minimum requirement for their academic level and is completing an aggregate percentage of 67 percent or more of all attempted credit hours.

Students who fail to adhere to the terms of financial aid probation are not eligible for aid in any subsequent semester. A written notification is sent to all students who fail to comply with the terms of their probation.

### **Failure to Complete Degree**

Students who do not complete their degree within the maximum time frame are not eligible to receive financial aid.

### **Failure to Comply**

Students who fail to improve performance during a Financial Aid Probationary term will be placed on Financial Aid Suspension and will result in a loss of all aid eligibility. Students on FASAP probation are strongly encouraged by the Financial Aid Office to meet with the Undergraduate Academic Advisor in order to plan for academic recovery. The Financial Aid Office sends the Notice of Ineligibility letter for Financial Aid to students.

### **Appeals Process**

Students who become ineligible for financial aid due to FASAP and who have experienced extenuating circumstances that have had a direct effect on performance may submit an appeal to waive the FASAP policy.

A. Appeals for re-establishing eligibility may be based on extenuating circumstances that have prohibited the student from meeting SAP standards during the probationary period. Extenuating circumstances must be supported by official documents. Examples of extenuating circumstances are:

- Death of an immediate family member.
- Documented illness.
- Major accident or injury (self, child, or parent).

- Victim of a crime or unexpected disaster.

B. Students must complete and submit a SFAI Academic Progress Appeal Request Form, along with official documentation, student's statement, and a current educational plan. Incomplete forms will be returned to the student.

C. The Financial Aid Appeals Committee will consider each Appeal Request Form and will decide on one of four actions:

- Approve reinstatement unconditionally.
- Approve reinstatement with specific conditions.
- Request that the student provide additional information.
- Deny the appeal.

D. The Financial Aid Office will notify the student in writing of the decision on the appeal.

## FINANCIAL APPEALS

When students enroll at SFAI, they are aware of the costs they will incur and the institutional and other aid (Pell, SEOG, federal loans) available to them. Before enrolling, students should understand their financial obligations for the duration of their degree program.

A student who can document that extenuating life circumstances or changes adversely affected the ability to pay tuition for a specific academic year can file a financial appeal with the Financial Appeals Committee. The completed appeal, including the Appeal Form and appropriate additional documentation, must be submitted either via email to [financialappeals@sfai.edu](mailto:financialappeals@sfai.edu), or in person to the Student Accounts office. If no supporting documentation is provided or the form is incomplete, an appeal will not be reviewed.

Students may only submit one appeal per academic year. No appeals will be reviewed from students who have submitted appeals within the current academic year. Currently enrolled students may not submit an appeal for a semester prior to the current academic year. Appeals are based on the following extenuating / unforeseen circumstances:

- Death of an immediate family member
- Student required to take care of ill or disabled family member (student must provide documentation of illness or disability and need for continuing care)
- Medical conditions that prevent the student from meeting financial obligation to the school
- Involuntary change in employment beyond the student's control (including changes in parent's employment or financial status if parent is supporting student)

Tuition appeals for non-attendance will only be considered if the student did not attend any classes for all courses during the given semester. This type of appeal requires the student provide supporting documentation from the instructor(s) confirming non-attendance in the course(s).

Tuition appeals will NOT be approved in the following instances:

- Lack of knowledge or misinterpretation of SFAI policies and procedures as published in the Course Schedule, Student and Campus Handbook, and on the SFAI website
- Student's errors in judgment or irresponsibility involving availability of finances, academic ability, or time management
- Dissatisfaction with course content or delivery of instruction
- Dissatisfaction with academic progress in course
- Appeals of non-refundable fees
- Loss of financial aid or scholarships due to lack of satisfactory academic progress (SAP). Please refer to the SAP guidelines for appeal.
- Non-receipt of mail or email due to obsolete address on file with the registrar or financial aid
- Student errors resulting in the delay of administrative processes relative to registration or delivery of financial aid funds
- Voluntary acceptance of employment or other activity impacting ability to attend class

**Domestic Students:** Currently enrolled domestic students may request a review of their financial aid awards at any time if there has been a significant change in family circumstances since filing the application for financial aid.

**International Students:** International students seeking a financial aid adjustment should consult with the Student Accounts office for the appropriate course of action. The financial aid budget for international students is fully allocated each year at the time of admission; therefore only very limited additional resources are made available to meet extraordinary circumstances. Serious consideration is only given when there has been a significant life-changing event. See above for appeal circumstances.

**Process to Submit an Appeal**

When an appeal is submitted, the Financial Appeals Committee conducts a review.

The committee meets at a minimum once per month. All appeals must be submitted in writing and include the Financial Appeals form. Appeals may be sent to [financialappeals@sfai.edu](mailto:financialappeals@sfai.edu) or submitted in person to the Student Accounts office. A response will be provided within 15 business days of receipt of the appeal. The decision of the Financial Appeals Committee is final in all cases.

## Safety + Security

### CAMPUS SECURITY POLICY

If a life threatening situation or emergency arises, dial 911 immediately.

The security of SFAI's campuses are affected and influenced by the following realities and constraints:

- SFAI is an urban campus. Our buildings are located in densely populated and desirable neighborhoods such as Russian Hill, near Fisherman's Wharf; the Dogpatch, near AT&T Ballpark; Lower Nob Hill, near Union Square.
- The unique architectural qualities of the main campus with its irregular shape, openness, and numerous access points make it difficult to secure.
- Institutional policies actively encourage public access and involvement.
- Institutional philosophy encourages freedom of expression.
- Institutional policies provide for 24-hour, 365-days-per-year access to some facilities, subject to departmental limitation, for enrolled students.

Despite these constraints and realities, it is the policy of SFAI to provide as safe and secure an environment as possible.

### General Security Policies

Effective campus security is the concern of all SFAI staff, faculty, students, and visitors. SFAI encourages the active participation of all staff, faculty, and students in campus security activities as the most effective means of preventing crimes on campus. All staff, faculty, students, and visitors are strongly encouraged to report any

security concerns or problems, including disruptive persons, as soon as possible to responsible personnel as defined in the Reporting Criminal Actions or Emergencies section of this handbook below. Such reports facilitate timely investigation, response, and resolution of the reported concern or problem. All staff, faculty, students, and visitors are encouraged to submit comments or suggestions regarding campus security procedures to the Assistant Director of Facilities or to the Assistant Vice President for Operations & Facilities, who has primary administrative responsibility for campus security. The Facilities Office manager has direct administrative responsibility for the security staff.

During regular business hours, campus security is the responsibility of all SFAI staff and faculty. Problems should be reported immediately to the Assistant Director of Facilities or the security staff. Security guards are on duty 24 hours a day, including weekends and holidays. Security guards make periodic rounds of the SFAI campus to ensure campus security, permit access to studios, classrooms, and other SFAI facilities by authorized persons in accordance with departmental and institutional policies, enforce SFAI policies, investigate and report security problems, and act as liaisons to local authorities in the event of criminal action and/or other emergencies. All staff, faculty, and students are responsible for the safekeeping of their personal belongings. SFAI encourages everyone to keep all valuables on their person or locked in a secure place. SFAI cannot be responsible for personal belongings of any person. SFAI's Campus Security Policy will be reviewed, revised, and circulated to all SFAI staff, faculty, and students on an annual basis. SFAI will make timely reports to the SFAI community in the event of a crime on campus that is considered to be a threat to SFAI students or personnel. Provision of information about such crimes shall be intended to aid in the prevention of similar occurrences. A campus security plan for improving campus security will be developed and updated on an annual basis. Improvements in campus security will be funded as feasible in the annual budgeting process.

#### **Photo ID Requirement**

All students, staff, and faculty must possess a valid SFAI ID while on the campus premises. Cards can be obtained from the Student Affairs Office. ID cards must be presented to security staff upon request.

#### **Reporting Criminal Actions or Emergencies**

Any staff, faculty, student, or visitor at SFAI who witnesses or is informed about a crime or emergency occurring or having occurred on SFAI's campus should immediately inform appropriate SFAI staff. During regular office hours (Monday–Friday, 9:00 am–5:00 pm), crimes or emergencies should be reported to the Facilities Office at x4570 or x4506, or the security guard at x4537. If the situation warrants immediate emergency personnel (such as paramedics), dial 911 immediately. During evenings, nights, weekends, and holidays, criminal actions or emergencies should be reported, after dialing 911 immediately, to the security guard on duty. The security guard sits in the security office on the main level when not on rounds. Guards can be reached from an internal phone either at x4537 or by dialing on an in-house phone 9.624.5529 (security mobile phone); or, from an outside line, either at 415.749.4537 or at 415.624.5529 (mobile).

The SFAI staff person receiving the report of a crime or emergency shall report it to local authorities. SFAI staff will determine whether to verify or investigate the reported crime or emergency before reporting it to local authorities, depending on whether the crime or emergency has already occurred or is in progress, the nature of the reported crime or emergency, or the perceived reliability of the report. SFAI encourages persons reporting crimes or emergencies to identify themselves when making such reports. SFAI will act on reports made anonymously although lack of identification may impair the verifiability of the incident. The SFAI staff person receiving the report shall gather all information available with regard to the reported crime or activity, including the nature of the crime or activity, the person(s) involved, the time of occurrence, witness(es), and any other information. Such information will be recorded in writing and shall also be made available to local authorities. Written records of reported crimes or emergencies shall be maintained by the Facilities Office manager.

At the Fort Mason Campus, criminal actions or activities should be reported to the Graduate Facilities Manager at 641.1241. If no Fort Mason representative is available, crimes or activities should be reported directly to local authorities by dialing 911. In addition, reports of any criminal actions or activities taking place on the Fort Mason Campus or involving SFAI personnel, students, or guests occurring on the way to or from Fort Mason Campus should be reported to the Graduate Facilities Manager.

## **Entrance + Access to Campus Facilities**

### **800 Chestnut Street**

The campus is generally open to staff, faculty, and enrolled students 24 hours a day throughout the year. Access to departmental facilities is subject to departmental policies and schedules. Public areas of the campus are generally open to the public 8:00 am to 6:00 pm daily throughout the year. Public access hours are extended until 10:30 pm, Monday through Thursday when classes are in session during the fall and spring semesters. Public hours may be extended for other special public events or curtailed during SFAI vacation times, construction, or for private SFAI functions. Disruptive, vagrant, or threatening persons will be denied access to the facilities or required to leave the facilities by SFAI personnel. Access to the campus may be gained through the 800 Chestnut Street entrance only.

Individuals entering the campus after hours must present a valid SFAI ID and sign in and out with the security guard on duty. In the interest of personal and property safety, all doors except the Chestnut Street door are locked in the exit-only position. Also, after 8:00pm opening any doors in response to knocking is prohibited. In recognition of the increased safety risks present late at night, leaving campus between 11:00 pm and 6:30am is limited to the Chestnut Street exit. State and local fire codes prohibit propping doors open at any time during the day or night. In compliance with these regulations and in the interest of fire and personal safety, propping doors open is prohibited at any time of the day or night. Chaining, locking, or barring doors so that they cannot open readily from the inside is prohibited.

### **Fort Mason Campus**

See further information related to the Fort Mason Campus in the Fort Mason Manual.

### **Campus Law Enforcement**

SFAI's contract security personnel, including staff in other departments who substitute for security personnel, have authority and responsibility for enforcing all SFAI policies and regulations and shall report any violations of such policies and regulations to the appropriate SFAI authorities. SFAI's contract security personnel, including staff in other departments who substitute for security personnel, shall report all crimes and emergencies to local police authorities as stated in the Reporting Criminal Actions section in this handbook.

### **Crime Prevention**

SFAI's Campus Security Policy describes security procedures designed to prevent crimes on campus. This policy will be distributed to all staff and faculty when they are hired and annually thereafter and to all students upon enrollment so that they can familiarize themselves with campus security procedures. From time to time or as necessary, the SFAI Facilities Office manager will distribute advisories and suggestions for security procedures or activities designed to prevent crimes on campus. SFAI may hold special training or information sessions to inform students and employees about prevention of crimes.

### **Workplace Anti-Violence Policy**

SFAI promotes a safe and secure working environment for all students and employees. Acts or threats of physical violence, whether express or implied, including intimidation, harassment and/or coercion, which involve or affect SFAI or which occur on SFAI property, will not be tolerated. This prohibition against threats and acts of violence (including domestic violence) applies to all enrolled students and persons involved in the operation of SFAI, including but not limited to, SFAI personnel, contract and temporary workers and anyone else on SFAI property. Violations of this policy, by any individual, will lead to disciplinary and/or other legal action as appropriate. Examples of workplace violence include, but are not limited to the following:

- Threats or acts of violence occurring on Institute premises, regardless of the relationship between SFAI and the parties involved in the incident.
- Threats or acts of violence occurring off Institute premises involving someone who is acting in the capacity of a representative of SFAI.
- Threats or acts of violence occurring off Institute premises involving an employee of SFAI if the threats or acts affect the business interests of SFAI.
- Threats or acts of violence occurring off Institute premises of which an employee of SFAI is a victim if SFAI determines that the incident may lead to an incident of violence on Institute premises
- Threats or acts resulting in the conviction of an employee, agent of SFAI, or of individual performing services for SFAI on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence (including domestic violence) which adversely affect the legitimate business interests of SFAI.

Specific examples of conduct which may be considered threats or acts of violence under this policy include, but are not limited to, the following:

- Threatening physical or aggressive contact directed toward another individual or engaging in behavior that causes fear of such contact.
- Threatening an individual or their family, friends, associates or property with physical harm.
- The intentional destruction or threat of destruction of Institute property or another's property
- Harassing or threatening physical, verbal, written or electronic communications, including verbal statements, phone calls, emails, letters, faxes, website materials, diagrams or drawings, gestures and any other form of communication that causes a reasonable fear or intimidation response in others.
- Surveillance
- Stalking is defined as a pattern of conduct over a period of time, however short, which evidences a continuity of purpose and includes physical presence, telephone calls, emails and any other type of correspondence sent by any means.
- Veiled threats of physical harm or intimidation
- Domestic violence is defined as a pattern of coercive tactics carried out by an abuser against an intimate partner (the victim) with the goal of establishing and maintaining power and control over the victim. Where the abuser's tactics include any of the above- described conduct on SFAI premises, this policy applies. Where such tactics include any of the above-described behaviors off SFAI premises, this policy applies where the abuser is someone who is acting as an employee or representative of SFAI at the time, where the victim is an employee who is exposed to the conduct because of work for the SFAI, or where there is a reasonable basis for believing that violence may occur against the victim or others in the workplace. The term "intimate partner" includes people who are legally married to each other, people who were once married to each other, people who have had a child together, people who live together or who have lived together, and people who have or have had a dating or sexual relationship, including same sex couples.

Any person who engages in a threat or violent action on Institute property may be removed from the premises as quickly as safety permits and may be required, at SFAI's discretion, to remain off Institute premises pending the outcome of an investigation into the incident.

When threats are made or acts of violence are committed by a SFAI student or employee, a judgment will be made by SFAI as to what actions are appropriate, including possible medical evaluation and/or possible disciplinary action. Once a threat has been substantiated, it is SFAI's policy to put the threat-maker on notice that they will be held accountable for their actions and then follow through with the implementation of a decisive and appropriate response.

Under this policy, decisions may be needed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing. Decisions under this policy will be made by a team comprised of the President, Chief Operating Officer and a Human Resources representative. No existing Institute policy or procedure should be interpreted in a manner that prevents the above from occurring.

SFAI encourages employees or students who have a restraining or other type of no contact order against an individual to inform campus security. Additionally, where an employee is convicted of a crime of violence or threat of violence under any criminal code provision, SFAI reserves the right to determine whether the conduct involved may adversely affect the legitimate business interests of SFAI, and may implement corrective action up to and including discharge as a result. Any employee convicted of such a crime must report the conviction to SFAI absent a court order to the contrary. Failure to do so is a violation of this policy and subjects the employee to disciplinary action, including termination from employment.

## **EMERGENCIES**

If a life-threatening situation or emergency arises, dial 911 immediately.

In case of an accident or medical emergency at SFAI, notify the Area Manager or nearest staff person and the security guard and refer to the Medical Emergency Procedures posted throughout the facilities. Fire alarms are located throughout campus, and students should become familiar with their locations. School closures and re-openings due to emergencies will be publicized on the SFAI website and in the local media.

### **Fire + Safety**

Emergency evacuation drills are held regularly in accordance with fire department guidelines.

### **Chestnut Campus Emergency Procedures**

Life Threatening Accidents or Medical Emergencies

- Call 911 (or 9-911 from a campus phone) immediately. Ask for ambulance or immediate medical assistance.
- Call the Security Office at Ext. 4537 or the Security Cell phone at 415.624.5529

with the location of accident/emergency.

- Stay with injured person until help arrives. If possible, ask someone to wait at the main entrance for the arrival of the ambulance to take them to the injured person.

#### Fire

- Pull fire alarm immediately.
- Call 911 (or 9-911 from a campus phone) and give the Fire Department the location and type of fire. Call the Security Office at Ext. 4537 or the Security Cell phone at 415.624.5529 with the location and type of fire.
- When the alarm sounds, all employees and students should leave building quickly and quietly by the nearest exit and remain outside until instructed to return. If possible, turn off equipment and close windows. Do not use the elevator. Evacuees from the old building should gather across the street from the Chestnut Street entrance.

Evacuees from the new building should gather across the street from the Francisco Street entrance. Remain at these assembly areas until you are instructed to leave.

- Do not attempt to put out any fires unless you are trained in the use of fire extinguishers and there is no threat to personal safety.

#### Earthquake

- Stay indoors. Take cover under a table, desk or door frame and hang on to it. Stay clear of windows, heavy furniture and appliances. Do not leave cover until the earthquake is over.
- Do not rush outside. Falling glass, building parts, or electrical wires can be extremely hazardous. When possible, turn off lights and electrical equipment to minimize danger of fire. Do not strike matches.
- If an evacuation order is given, leave building via nearest exit. WALK, DO NOT RUN. Leave building area entirely.
- Evacuees from the old building should gather across the street from the Chestnut Street entrance. Evacuees from the new building should gather across the street from the Francisco Street entrance. Remain at these assembly areas until you are instructed to leave.

#### Active Threat of Violence—Shelter in Place

- Seek immediate shelter.

- Lock yourself in the room that you are in and barricade the door. If possible, lock windows, close blinds or curtains. Take cover and barricade yourself (with others if possible) by placing as much material as possible between you and the threat. If possible, block windows with furniture.
- Silence cell phones but do not turn them completely off. Turn off radios and computer monitors.
- Keep occupants calm, quiet, and out of sight
- If communication is available, call 911. Identify your exact location on campus. Remain calm and answer the dispatcher's questions. Stay on the phone only if it is safe to do so. If not, keep phone on so it can be monitored by the dispatcher. If possible, contact Security at 415.624.5529. 78
- Don't stay in the open hall.
- Do not sound the fire alarm unless there is a fire. A fire alarm will signal the building occupants to evacuate the building and thus place them in potential harm as they attempt to exit.
- Instruct students and employees to (Shelter in Place) drop to the ground immediately, face down as flat as possible. If within 15- 20 feet of a safe place or cover, duck and run to it. Remain under cover until the threat has passed or you have been advised by law enforcement that it is safe to exit.

## HEALTH HAZARDS IN THE ARTS

Health hazards are inherent in some art-making processes. Students should be aware of the health hazards involved in the use of certain art materials and take measures to protect themselves from hazardous materials. Additional information on this subject can be found in the library and the Student Affairs Office. SFAI Area Managers will also have resources and information on health hazards in the arts.

Under SFAI's Hazard Communications Program, Area Managers and studio coordinators and technicians maintain and update Material Safety Data Sheets (MSDSs) for substances and materials commonly used in each department and for all substances and materials that the department provides. For all other substances and any that the student brings on campus, students must provide the area manager with an MSDS. These sheets describe the health hazards as well as recommended safety precautions for each substance. Some hazardous/ toxic materials cannot be used at the 800 Chestnut Street campus, Fort Mason Campus, or the SFAI residence halls due to special ventilation and cleanup requirements. Students must consult with Area Managers or studio coordinators and technicians prior to bringing hazardous or toxic materials on campus.

Students must follow the safety guidelines and procedures in each studio including, but not limited to, wearing appropriate personal protective equipment (PPE); proper labeling, storage, and disposal of materials; and safe handling and use of materials. Students are responsible for purchasing their own PPE. Students who disregard safety precautions are subject to disciplinary action. If students have concerns about safety in the studio, they should speak with the faculty member teaching the class or the studio coordinator or technician in charge of that department. If necessary, students can address their concerns to SFAI's Health and Safety Committee directly or through the student representative to that committee. Area Managers and studio coordinators and technicians also post safety notices, precautions, and instructions for handling hazardous substances in each department. The following safety guidelines must be followed:

### **Sculpture Area**

Power tools in the woodshop and welding shop are to be used only during the hours when the area manager, trained faculty, or trained monitor is present. The hours are posted near the tool room and the power will be turned off at other times. All persons using the area must have a safety training/orientation session and must pass the accompanying safety test. Students must also sign a release of liability form to be kept on file in the sculpture office. Students are not permitted to bring their own tools, or any other unauthorized tools, to use on campus.

### **Other Departments**

Students must attend discipline-specific safety training and orientations prior to use of some or all of specified department's facilities and equipment. Interdisciplinary students must be properly trained in each area in which they plan to work. See department staff for orientation training schedules or to make an appointment.

### **Injury and Illness Prevention Program**

SFAI is committed to maintaining a safe and healthy working environment for all employees, including student employees, and has developed an Injury and Illness Prevention Program (IIPP) to prevent workplace accidents, injuries, and illnesses. The program identifies workplace hazards, safety rules, emergency response procedures, training responsibilities, and protocols for documenting safety training. A summary of the program, including a description of hazards and a list of safety rules,

is available from the HR coordinator. A complete description of the program is maintained by the Facilities Office manager. The Chief Operating Officer has overall responsibility for implementation and maintenance of the Injury and Illness Prevention Program. The Facilities Office Managers have responsibility for identification of hazards and correcting or monitoring correction of identified hazards. Area Managers are responsible for maintaining a safe work environment in their departments; for training new employees, including student employees, in safe work practices; for documenting such training; and for reporting and correcting unsafe conditions in a timely manner. All employees, including student employees, have a responsibility (1) to be familiar with the hazards of their job; (2) to perform their duties in a safe manner, exercising due caution, following safety instructions, and using safety equipment as required; (3) to maintain a safe and healthy work environment; (4) to report all accidents immediately to their supervisor and get prompt first aid for all injuries no matter how minor; (5) to report all unsafe conditions without delay to their supervisor or appropriate administrator; (6) to be familiar with emergency procedures and participate in all emergency drills and safety training; and (7) to abide by SFAI drug and alcohol policies.

## **Disclosure Information Summary**

The Student Affairs Office has prepared this summary of federally- required disclosure information for SFAI students. This information was last updated August 2017. Questions regarding this report should be directed to the Vice President and Dean of Student Affairs at 415.749.4525.

## TUITION, FEES AND FINANCIAL AID

ITEM/RESOURCE	IN CAMPUS HANDBOOK	ON WEB
Cost of attendance	Tuition and Fees   79	<a href="http://sfai.edu/current-students/student-accounts/payment">sfai.edu/current-students/student-accounts/payment</a>
Types of aid available	Financial Aid   83	<a href="http://sfai.edu/admissions/tuition-and-financial-aid">sfai.edu/admissions/tuition-and-financial-aid</a>
Process for receiving aid	Financial Aid   83	<a href="http://sfai.edu/admissions/tuition-and-financial-aid/scholarships-grants-and-fellowships">sfai.edu/admissions/tuition-and-financial-aid/scholarships-grants-and-fellowships</a>
How eligibility is determined	Financial Aid   83	<a href="http://sfai.edu/admissions/tuition-and-financial-aid/financial-aid-faqs">sfai.edu/admissions/tuition-and-financial-aid/financial-aid-faqs</a>
How SFAI distributes aid among its students		<a href="http://sfai.edu/admissions/tuition-and-financial-aid">sfai.edu/admissions/tuition-and-financial-aid</a>
How and when financial aid is dispersed		<a href="http://sfai.edu/admissions/tuition-and-financial-aid">sfai.edu/admissions/tuition-and-financial-aid</a>
Satisfactory progress requirements	Satisfactory Academic Progress   83	<a href="http://sfai.edu/admissions/tuition-and-financial-aid/satisfactory-academic-progress-policy">sfai.edu/admissions/tuition-and-financial-aid/satisfactory-academic-progress-policy</a>
Requirements to repay loans		<a href="http://sfai.edu/admissions/tuition-and-financial-aid/repayment">sfai.edu/admissions/tuition-and-financial-aid/repayment</a>
Availability of loan deferments		<a href="http://sfai.edu/admissions/tuition-and-financial-aid/repayment">sfai.edu/admissions/tuition-and-financial-aid/repayment</a>
Entrance and exit counseling requirements for loans		<a href="http://sfai.edu/admissions/tuition-and-financial-aid/financial-aid-faqs">sfai.edu/admissions/tuition-and-financial-aid/financial-aid-faqs</a>
Federal Student Aid availability for Study Abroad Programs		<a href="http://sfai.edu/degree-programs/study-abroad">sfai.edu/degree-programs/study-abroad</a>

## PRIVACY

ITEM/RESOURCE	IN CAMPUS HANDBOOK	ON WEB
Federal Educational Right to Privacy Act (FERPA)	Access to Release of Academic Records   24	<a href="http://sfai.edu/current-students/registration-and-records/services">sfai.edu/current-students/registration-and-records/services</a>

## LEAVING SFAI

ITEM/RESOURCE	IN CAMPUS HANDBOOK	ON WEB
Requirements for officially withdrawing	Discontinuing Registration   20	
SFAI refund policies	Refunds and Credits   80	<a href="http://sfai.edu/current-students/student-accounts/payment">sfai.edu/current-students/student-accounts/payment</a>
Return of Federal Student Aid funds due to withdrawal	Refunds and Credits   80	<a href="http://sfai.edu/current-students/student-accounts/payment">sfai.edu/current-students/student-accounts/payment</a>

## CAMPUS DATA

ITEM/RESOURCE	IN CAMPUS HANDBOOK	ON WEB
Completion rates		<a href="http://sfai.edu/about-sfai/student-outcomes">sfai.edu/about-sfai/student-outcomes</a>
Campus Crime Statistics		<a href="http://sfai.edu/about-sfai/campus-safety-and-security">sfai.edu/about-sfai/campus-safety-and-security</a>
Accreditation	Accreditation   5	<a href="http://sfai.edu/about-sfai">sfai.edu/about-sfai</a>

## CAMPUS RESOURCES + SUPPORT

ITEM/RESOURCE	IN CAMPUS HANDBOOK	ON WEB
Alcohol and other drug abuse prevention	Alcohol and Other Drugs Policy and Prevention Programs   69	
Facilities and services for students with disabilities	Accessibility Accommodations   74	<a href="http://sfai.edu/current-students/student-resources-and-facilities/academic-resources">sfai.edu/current-students/student-resources-and-facilities/academic-resources</a>
Facilities, labs and libraries		<a href="http://sfai.edu/current-students/student-resources-and-facilities">sfai.edu/current-students/student-resources-and-facilities</a>
List of faculty and instructional personnel		<a href="http://sfai.edu/about-sfai/faculty-directory">sfai.edu/about-sfai/faculty-directory</a>

## DISEMINATION OF INFORMATION

Under the Student Right-to-Know and Campus Security Act, institutions eligible for Title IV funding calculate and publish graduation and retention rates for entering first-time, full-time degree-seeking undergraduates. The following disclosures are our latest completion and retention rates for first-time, full-time freshmen.

2013-2014 Graduation Rate reported to IPEDS (<http://nces.ed.gov/collegenavigator/>) for cohort year 2008:

- Full-time, first-time students who completed the Bachelor's degree in 6 years: 33%
- Full-time, first-time students who transferred out before completing their programs: not reported

Full-time, first-time students who began their studies in Fall 2013 and returned in Fall 2014: 69%

Please visit [sfai.edu/about-sfai/student-outcomes](http://sfai.edu/about-sfai/student-outcomes) for historical graduation and retention rates.