

# Student + Campus Handbook

2016-2017

**SFAI**  
SAN FRANCISCO  
ART INSTITUTE

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## 2016–2017 ACADEMIC CALENDARS

### Fall 2016

Aug 1	Fall tuition due
Aug 21	Residence Hall move-in
Aug 22–26	Orientation Week
Aug 22	International and Exchange Student Orientation
Aug 29	Fall Semester classes begin
Sep 5	Labor Day holiday
Sep 12	Add/Drop deadline
Oct 10	Interdisciplinary Honors Studio application period begins
Oct 10–14	Midterm grading period
Oct 23	Interdisciplinary Honors Studio applications due
Oct 31–Nov 4	Spring priority registration for continuing MA, MFA, and PB students
Nov 7	Wallspace application period begins
Nov 7–11	Spring priority registration for continuing BA and BFA students
Nov 11	Last day to withdraw from courses with a "W" grade
Nov 14	Spring early registration for new students begins
Nov 18	Wallspace applications due
Nov 21	Spring early registration for non-degree students begins
Nov 24–25	Thanksgiving holiday
Dec 9	Fall Semester classes end
Dec 15	Spring tuition due
Dec 19	Fall final grades available to students

### Spring 2017

Dec 15, 2016	Spring tuition due
Jan 9–20	Spring Intensive Period
Jan 9	Spring Intensive classes begin
Jan 9	Add/Drop deadline for Intensives
Jan 16	Martin Luther King Day holiday
Jan 17	Last day to withdraw from intensives with a "W" grade
Jan 18	Residence Hall move-in
Jan 19	Spring International and Exchange Student Orientation
Jan 19–20	Family and Friends Orientation
Jan 14–15	Low-Residency Winter Critique
Jan 23	Spring Semester classes begin
Feb 3	Spring Semester Add/Drop deadline
Mar 6–10	Midterm grading period
Mar 13	Interdisciplinary Honors Studio application period begins
Mar 20–24	Spring Break
Mar 26	Interdisciplinary Honors Studio applications due
Apr 3–7	Summer and Fall priority registration for MA, MFA, and PB students
Apr 10	Wallspace application period begins
Apr 10–14	Summer and Fall priority registration for BA and BFA students
Apr 17–21	MFA Reviews
Apr 14	Last day to withdraw from courses with a "W" grade
Apr 17	Summer early registration for new students begins
Apr 24–28	Collaborative Projects
Apr 23	Wallspace applications due
Apr 24	Summer early registration for non-degree students begins
May 1	Fall early registration for new students begins
May 12	Spring Semester classes end
May 15	Fall early registration for non-degree students begins
May 18	MA Symposium and MFA Screening
May 19	MFA Exhibition Opening
May 21	BFA Exhibition Opening
May 21	Commencement Ceremony
May 22	Spring final grades available to students

## 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 differences. 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 + EQUAL EDUCATIONAL 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 another 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 Dean of Students is designated as the principal Institute official responsible for compliance with federal and state laws regulating student matriculation. The Dean is the Title VI, and Section 504 officer of the Institute, and the Director of Human Resources is the Title IX officer.

## ACCREDITATION

SFAI is accredited by the WASC Senior College and University Commission ([www.wascenior.org](http://www.wascenior.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.

## BOARD OF TRUSTEES

### Officers

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John C. Kern, Vice Chair  
Steven Spector, Treasurer  
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TBD

### Student Representatives

Graduate Representative—TBD  
Undergraduate Representative—TBD

**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 and the Faculty Senate. Student Representatives are nominated by the Student Union and by the Legion of Graduate Students (LOGS) and selected by the Committee on Trustees.

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

### **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 1961, 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 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*) 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

# 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](http://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 requirements 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 units 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 + Units

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 units 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), MFA Final Review (GR-594), MFA Exhibition (GR-599), MA Intermediate Review (MA-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 units of transfer credit may be applied to the undergraduate degree for students completing their first bachelor’s degree. Up to 36 units may be transferred in to fulfill liberal arts or art history requirements, up to 12 units may be transferred in to fulfill major studio requirements, and up to 24 units may be transferred in to fulfill studio elective requirements. No more than 9 units 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 units of credit towards their SFAI degree. With the approval of the Registrar, SFAI will accept up to 30 units of liberal arts credit, 12 units in art history, 12 units in the major and 36 units in electives which can include up to 9 units 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 Writing Program. The writing sample must be submitted to the Academic Resource Center: arc@sfai.edu, prior to the first day of classes, or second-degree students may take the Online Writing Placement Exam.

### **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 content that changes. Both the initial grade and the subsequent repeat grades will show on the transcript and count in the grade point average. The

units 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-unit 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 units per semester. Exceeding 18 units in a semester is not permitted except with written approval by the Dean and Vice President for Academic Affairs. For purposes of reporting enrollment status to outside agencies, SFAI will report the minimum of 12 units in a semester as full-time. 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-unit semesters). Students may not enroll in more than 15 semester units each semester in this program. For purposes of reporting enrollment status to outside agencies, SFAI will report the minimum of 12 units in a semester as full-time.

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

Normally, the full-residency Master of Fine Arts degree is completed in two years (four 15-unit 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 units 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 units in a semester is not permitted except with written approval by the Dean and Vice President for Academic Affairs.

Students in the low-residency MFA program complete the degree by attending three consecutive summer sessions at SFAI, and completing Guided Study units 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 units each semester for the first two semesters and 6 units each semester for the third and fourth semesters. Students may not enroll in excess of 12 units in a semester. For purposes of reporting enrollment status to outside agencies, SFAI will report the minimum of 6 units 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 units each semester for the first four semesters and 6 units each semester in the fifth and sixth semesters. For purposes of reporting enrollment status to outside agencies, SFAI designates a minimum of 12 units per semester for the first four semesters as full-time status and 6 units for the final two semesters as full-time.

### ***Full-Time Course Load Requirement for F-1 + 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 units 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 units during the last semester of study if less than full time is needed to complete degree requirements. Approval from the Global Programs Office is required for last semester reduced course load. Any exceptions to the full-time credit requirement must be approved by the Global Programs Office prior to a student dropping below full-time units. Contact the Global Programs Office before making any changes to enrollment or registration.

### **Time Limit for 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 Dean and Vice President for Academic Affairs.

## 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 nonsuffixed 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 units 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 units of I grades on their transcripts may not register for additional course work without the written permission of the Dean and Vice President for Academic Affairs.

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:

**Fall 2016:** January 6, 2017  
**Spring 2017:** June 9, 2017  
**Summer 2017:** September 1, 2017

## 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 Dean and Vice President for Academic Affairs. 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 Dean and Vice President for Academic Affairs.

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 Dean and Vice President for Academic Affairs, 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 Dean and Vice President for Academic Affairs 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 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. 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.

## 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, 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 Dean and Vice President for Academic Affairs 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 or AP English. After the WPE has been evaluated, students are notified of their English course placement. Such placement will override any previous registration—students may need to add or drop courses based on their WPE score, as specified in their placement letter.

#### 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 following the English Composition sequence as a final capstone project in that course. 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 over the course of the two semesters of 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 solely from their written work in English Composition B. Students who do not pass the portfolio must retake English Composition B before they can move on to Humanities courses.

## **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 units 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 units 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 units, with no more than 12 semester units 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 45 units or less and 87 units 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 46-86 units, 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-Bac 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 units 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 units 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 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.

## 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 units (up to 90 units may be transferred in for second degree students), but students must complete their final 30 units 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 And 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 45 or fewer units or 87 or more units 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 the Dean of Students 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. Consequently, 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.

## **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 Dean of Students 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.

## DECLARING OR CHANGING A MAJOR

### Undergraduate

New students with fewer than 12 transferable studio units must declare a major at the end of their first year at SFAI by filing a Declaration of Major form with the Registrar's Office. New transfer students with 12 or more transferable studio credits declare a major at the time of admission or readmission (following withdrawal) to SFAI. To change majors, a student must submit a completed Change of Major form, available from the Registrar's Office. 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 units 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.

## DISCONTINUING REGISTRATION: HIATUS AND 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 Dean of Students 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 at the Dean of Students' Office (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 automatically withdrawn by the Registrar's Office. A return at some future date will require an application for readmission.

## RETURN TO SFAI

### *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 at the Dean of Students' Office (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 fail to register for the given semester will have the designation "Withdrew without Notice" posted to their permanent academic transcript.

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 and Dismissal section for more information.

## GRADUATION FROM SFAI

Undergraduate degrees and Post-Baccalaureate certificates are conferred at the end of each term in an academic year. Graduate degrees are conferred only at the end of the spring semester. 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 Units Required for Graduation

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

### Residency

SFAI requires a minimum degree residency for undergraduates of 60 units 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 units of the senior baccalaureate year. No undergraduate student may apply additional transfer credit toward their degree if 60 units 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.

## APPEALS TO ACADEMIC POLICY

### 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 mid-term evaluations based on work-to-date, including the removal of any previous I grades. 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.

The Academic Appeals Committee considers student appeals for exceptions to degree requirements and 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.

## ACCESS TO + RELEASE OF ACADEMIC RECORDS

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

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 Dean of Academic Affairs. 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 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. For the purposes of this policy, “student” 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, and 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, research, 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

SFAI will have jurisdiction over conduct of students and student organizations that occur on campus property (owned, leased, or reserved and virtual communities monitored by SFAI) or in conjunction with campus functions on or off campus. Although SFAI does not routinely invoke disciplinary proceedings for misconduct occurring off campus, SFAI has discretion to exercise jurisdiction over virtual and off-campus conduct that would violate campus policies and/or the code of conduct if the conduct occurred on campus; this jurisdiction

will be applied if the conduct is a concern to health and safety of SFAI community members, property, functions, or facilities. Examples of such include but are not limited to harassment or assault of any kind; theft, robbery and/or burglary; possession or use of weapons; manufacture, sale or distribution of controlled substances and behavior that has negatively impacted the surrounding neighboring communities. In determining whether or not to exercise jurisdiction over off-campus conduct, SFAI may consider the seriousness of the alleged conduct, the risk of harm involved, whether the target(s) are members of the campus community, and/or whether the conduct is a series of actions that occurred on and off campus.

## 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 Civil Rights Policy 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 Assistant Dean of Students. Complaints regarding students living in SFAI housing may also be addressed to the Residence Director. Based on the nature of the complaint or the accused student's disciplinary history, the complaint may be handled by another appointed conduct officer. The Dean of Students, the Assistant Dean of Students, and the Residence Director may serve as conduct officers for any given discipline matter. The Dean of Students may appoint

additional persons to serve as conduct officers as needed. The written complaint does not constitute formal reprimand charges.

When a complaint alleges any offenses covered in the Civil Rights Policy and Grievance Procedure, 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 Dean of Students 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 Dean of Students 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 Dean of Students, and for cases involving violations of academic policy, the Dean of Academic Affairs. Appeals of original sanctions issued by the Dean of Students must be made in writing to the Dean and Vice President for Academic Affairs. 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 Assistant Dean of Students or the Dean of Students.
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/ferpa/index.html](http://www.ed.gov/policy/gen/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, reserveable 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 Dean of Students 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 Third Street 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.

## INVOLUNTARY LEAVE OF ABSENCE OR WITHDRAWAL

### 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.

SFAI strives to enable all students to participate fully in the academic community. However, when the Dean of Students, 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 Dean of Students. 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 Dean of the review of available information and the Dean 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 Dean 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 Dean 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 Dean of Students, they will be given the option to appeal to the Dean and Vice President for 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 Dean of Students.

### 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 Gibaldi ch.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 and 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 Dean of Students for adjudication.

3. The Dean of Students 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 Dean of Students or designated conduct officer will conduct an investigation into those allegations.
4. The Dean of Students 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, the Dean of Students 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 Dean of Academic Affairs 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 Dean of Academic Affairs 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 Dean of Academic Affairs 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.

# CIVIL RIGHTS POLICY + GRIEVANCE PROCEDURE

## 1. Introduction, Jurisdiction, + Policy Statement

The San Francisco Art Institute, hereafter referred to as “SFAI” or the “Institute,” is committed to maintaining a positive learning, working, and living environment. SFAI does not discriminate on the basis of sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religious creed (including religious dress and grooming practices), color, gender (including gender identity and expression), national origin or ancestry, physical or mental disability, medical condition, genetic information, marital status, age, sexual orientation, veteran or military status, or on any other basis protected by federal, state, or local law, ordinance, or regulation. SFAI maintains, in the institutional diversity statement, that a rigorous artistic and intellectual community is enriched by diversity and inclusion, and as such we aim to provide all community members with a respectful and challenging space in which to address divergent opinions and ideas.

To that end, SFAI will not tolerate actions of discrimination, sexual misconduct, sexual exploitation, or retaliation against or by any employee, third-party, or student, as such behavior seriously undermines SFAI’s effectiveness as an educational institution and workplace. Each member of SFAI’s community shares in a common responsibility to maintain an environment free from discrimination, harassment, and sexual misconduct. This policy accomplishes three aims: (1) provides a general overview of conduct that may constitute discrimination, harassment, sexual misconduct or retaliation; (2) explicitly prohibits discrimination, harassment, sexual misconduct and retaliation; and (3) establishes procedures to follow when a member of SFAI’s community believes that they have been subject to discrimination, harassment, or sexual misconduct.

This policy applies to all SFAI community members, including students, faculty, staff, and third parties (including, but not limited to, volunteers, campus visitors, and vendors) who have contact with members of the SFAI community on campus or at off-campus, Institute-sponsored programs. These policies and procedures apply to conduct occurring on Institute property as well as off-campus Institute-sponsored programs or activities. They may apply to conduct that

occurred off-campus but not at an Institute-sponsored program or activity if both parties are members of the SFAI community.

Faculty and staff members who violate this policy will be subject to disciplinary action, up to and including termination of employment. Students who violate this policy will be subject to disciplinary action, up to and including expulsion. The grievance procedures set forth in this policy provide a fair and impartial process for reporting, investigating, making findings, and determining appropriate sanctions in relation to a complaint or other report of discrimination, harassment, and/or sexual misconduct.

Robust discussion and debate are fundamental to the life of SFAI. Consequently, this policy shall be interpreted in a manner that is consistent with academic freedom. Free speech rights apply in the classroom and in all other educational programs and activities of the institution. Great care must be taken not to inhibit open discussion, academic debate, and expression of personal opinion, particularly in the classroom. Nonetheless, speech or conduct of a sexual or hostile nature which occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited discrimination, harassment, or sexual misconduct if it meets the definition of discrimination, harassment, or sexual misconduct as noted through this policy and: (a) is reasonably regarded as non-professorial speech (i.e., advances a personal interest of the faculty member as opposed to furthering the learning process or legitimate objectives of the course), or (b) lacks accepted pedagogical purpose or is not germane to the academic subject matter.

## 2. Definitions

**Consent:** Consent is willingly and knowingly agreeing to engage in mutually understood sexual contact. Consent must be mutual and ongoing, offered freely and knowingly, and cannot be given by a person who is incapacitated, as described below. Non-communication or silence constitutes lack of consent. Lack of protest or resistance does not mean consent. A verbal “no” constitutes lack of consent, even if it sounds insincere or

indecisive. Incapacitation also constitutes a lack of consent.

If at any time during sexual interaction any confusion or ambiguity should arise about consent, it is the responsibility of the person initiating the activity to stop and clarify the other's willingness to continue. Consent can be revoked at any time. If at any time consent is withdrawn, the activity must stop immediately. Consumption of drugs or alcohol does not relieve a party of the responsibility to obtain ongoing consent.

In order for consent to be valid, all parties must be capable of making a rational, reasonable decision about the sexual act and must have a shared understanding of the nature of the act to which they are consenting. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. It is not possible for a person to give consent if asleep, unconscious, incapacitated by drugs, alcohol, medication or other physical/mental impairment, unable to communicate due to a mental or physical condition or if incapacitated by being threatened, intimidated, or coerced into giving consent.

Examples of incapacitation include, but are not limited to, being highly intoxicated, unconscious or passed out, asleep, unable to communicate, or subjected to violence or intimidation. Physical indicators of incapacitation may include slurred speech, unsteady gait or stumbling, vomiting, unfocused or bloodshot eyes, disorientation, unresponsiveness or outrageous or unusual behavior.

The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

**Hate Crimes and Bias-Related Incidents:** SFAI is committed to providing a campus where all students, faculty, staff, trustees, and volunteers can study and work free from discrimination and harassment. This includes discrimination and harassment in the form of hate crimes. Hate crimes are a violation of SFAI policy and federal and state laws. A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons due

to any actual or perceived characteristics of said victim(s) related to race, gender, gender identity, religion, disability, sexual orientation, national origin or ethnicity, or said victim(s) association with a person or group with these actual or perceived characteristics. Specifics on hate crime laws can be found under the following: Title 18, U.S.C., Section 245 (federal hate crimes statute), and 422.55 (PC) and 422.6 (PC) of the California Penal Code.

Hate crimes include any of the following acts if they are motivated by bias: murder and non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, dating violence, domestic violence, and stalking. SFAI's policy is broad and includes situations that are not criminal but can be construed as hate incidents. Regardless of a crime being committed, SFAI investigates and responds to hate incident reports through educating the campus community and providing support to those who may feel targeted and for the SFAI community in general. Bias-related incidents are expressions of hostility against an individual or group based on the other person's (or group's) disability, gender identity and expression, national origin, race, color, ethnicity, religion, or sexual orientation. Although some of these incidents may be protected under Freedom of Expression and The First Amendment of the U.S. Constitution, all members of the SFAI community have a right to work and learn in a non-hostile environment. The conduct underlying some bias-related incidents may violate SFAI's policies, including the Student Code of Conduct and the Civil Rights Policy.

The policies stated above are not intended to unduly interfere with normal student-faculty interaction or classroom activity, to infringe on people's personal lives, or to prevent constitutionally protected speech. In establishing this policy, the school acknowledges the special nature of the educational mission of SFAI. In determining whether harassment in the form of a hate crime has occurred, consideration must be given to the record as a whole, and to the context and totality of the circumstances and intent.

SFAI policy and federal and state law forbid retaliation against

any individual who voices opposition to, files a complaint about, testifies about, or participates in an investigation about hate incidences. Retaliation is considered a separate act of harassment and is subject to the procedures and sanctions under the Civil Rights Policy. Retaliation includes, but is not limited to, failure to give fair and equal consideration in employment or educational decisions; failure to make impartial recommendations about employment or educational decisions; or adversely affecting the work or educational conditions of, or otherwise unfairly denying, any benefit to the person in question.

**Unlawful harassment:** Unlawful harassment is conduct that creates an intimidating, offensive, or hostile working, learning, or living environment, or that interferes with work or academic performance based on a person's protected status, including race, color, national origin and ancestry, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender (including gender identity or expression), age, religious creed (including religious dress and grooming practices), physical and/or mental disability, medical conditions, marital status, military or veteran status or other status protected by antidiscrimination and anti-harassment statutes. Such harassment can be physical, verbal, or visual. Harassment can be committed by employers, coworkers, students, and third parties.

**Specific types of harassment include, but are not limited to:**

1. **Gender-based harassment:** Acts of verbal, nonverbal, or physical aggression, intimidation, stalking, or hostility based on gender or gender-stereotyping constitute gender-based harassment. Gender-based harassment can occur if individuals are harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to stereotypical notions of masculinity or femininity. In order to constitute harassment, the conduct must be such that it has the effect of unreasonable interfering with the individual academic performance or creating an intimidating, hostile, demeaning or offensive work, academic, or living environment.

2. **Sexual harassment:** Unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, and physical conduct of a sexual nature constitute sexual harassment. Types of sexual harassment include:

***Quid Pro Quo Harassment:*** Quid pro quo sexual harassment may occur when anyone in a position of power or authority over another uses any academic or supervisor reward to subject such other person to unwanted sexual attention or to subject such other person to verbal or physical conduct of a sexual nature. In general, quid pro quo sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature by one in a position of power or influence when:

- a. submission by an individual is made either an explicit or implicit term or condition of employment or of academic standing; or
- b. submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that student or employee.

Most often quid pro quo sexual harassment arises in the context of an authority relationship or power differential. The relationship may be direct (as in the case of a supervisor/subordinate or teacher/student), or it may be indirect (when the harasser has the power to influence others who have authority over the victim). This definition is intended to be illustrative and is not limited to the stated definition.

1. **Hostile Environment Harassment:** In general, sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place, learning environment, or living environment that is hostile, offensive, intimidates, or humiliates may constitute sexual harassment. Such conduct may create a hostile environment for the individuals other than those at whom the conduct

is directed. Hostile environment harassment includes peer harassment, such as student-to-student or colleague-to-colleague. To constitute a hostile environment, the harassment must be sufficiently severe or pervasive to affect the conditions of the complainant's employment, academic standing, or participation in an educational program or activity, and must create an offensive or abusive environment. A single incident or isolated incidents of offensive sexual conduct or remarks may create a hostile environment, but generally do not unless the conduct is quite severe. Even instances that may not constitute a hostile environment should be addressed under the informal procedures of this policy, so that they are not repeated.

While it is not possible to list all the conduct or circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- unwelcome sexual advances—whether they involve physical touching or not—and unwanted discussions of sexual matters;
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- displaying sexually suggestive objects, pictures, or cartoons;
- unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- sexist remarks and sexist behaviors;
- requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threatened punishments;
- inquiries into one's sexual experiences; and
- discussion of one's sexual activities.

This definition of harassment is intended to be illustrative and is not limited to the stated definition.

**Sexual Assault:** Defined as non-consensual physical contact of a sexual nature, sexual assault includes rape, acts using force, threat, intimidation, or coercion or using advantage gained by the victim's inability (temporary or permanent) to make rational, reasonable decisions about sex of which the respondent was aware or should have been aware.

Examples of sexual assault include non-consensual sexual intercourse (anal, oral, or vaginal), however slight, with any object, between any genders, without consent and non-consensual sexual contact, which is any sexual touching (including disrobing or exposure), however slight, with any object, between any genders, without consent.

**Sexual exploitation:** When a person takes non-consensual, unjust, or abusive sexual advantage of another person for their own benefit or for the benefit of anyone other than the person being exploited and which conduct does not otherwise constitute sexual harassment or assault under this policy. Examples of conduct prohibited include, but are not limited to: non-consensual video/audio taping of sexual activity by any electronic device; non-consensual sharing of a consensually made video/audio tape of sexual activity; prostituting another individual; going beyond the boundaries of consent given, such as by secretly allowing others to watch consensual sex; or voyeurism of a sexual nature. Sexual exploitation is prohibited and will be treated as sexual misconduct.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved.

**Domestic violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the

jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Stalking:** Engaging in a course of conduct directed at a specific person, including following, harassing, and/or threatening someone, that would cause a reasonable person to: (a) fear for their safety or the safety of others; or (b) suffer substantial emotional distress. This course of conduct can occur in person, remotely (though social media, text messages, e-mail messages, phone calls, and other communication tools), or through a combination of the two.

**Sexual misconduct:** Includes sexual harassment, sexual assault, sexual exploitation, dating and domestic violence, and stalking.

**Consensual relationships:** 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, the Institute has a "Relationship Disclosure Policy". While these personal, intimate relationships are not prohibited, the Institute requires two employees, or the faculty/staff in the case of relationships with students, who become romantically involved to disclose their relationship to the Provost (faculty) or human resources administrator (staff). Because their personal relationships may create a potential conflict of interest, or present concerns regarding classroom interactions, grading, and/or supervision, the Institute 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 their 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.

### 3. Care + Support

SFAI is committed to treating all members of the community with dignity, care, and respect. Any community member who experiences or is affected by the behaviors outlined in these policies, whether as a complainant, respondent, or third party, will have equal access to care and support from the Institute. Interim remedies are available to all parties, and are detailed in the grievance procedure section of this policy.

The Institute encourages all individuals to seek support from the resources listed below, regardless of when or where the incident occurred.

#### General Care and Support Resources

**Counseling Center (students):** 415.749.4587 | [counseling@sfai.edu](mailto:counseling@sfai.edu)  
The Counseling Center is a confidential support resource for students. Counselors are prohibited by law from breaking confidentiality unless there is an imminent threat of harm to self or others, or when a report involves suspected abuse of a minor.

**Employee Assistance Program (faculty and staff):** 800.386.7055  
The Employee Assistance Program offers 24-hour confidential counseling to all employees.

#### Sexual Assault and Misconduct Care and Support

Individuals who have experienced sexual assault should take the following steps:

- Call campus security at 415.749.4537 immediately. The security office on duty will notify the Dean of Students of the report, or will notify the professional staff member on call after-hours or on weekends.
- If you are in a safe location, stay there. If you do not feel safe, call a friend, family member, or someone you trust and ask them to stay with you. If the assault occurred in the room you are in, do not

allow anyone else to enter the room. Once a support person arrives, secure the room and go to a safe area.

- Preserve all physical evidence of the assault. Do not bathe, shower, douche, or brush your teeth. Do not wash or discard any articles of clothing worn during the assault.
- Seek support from any of the resources listed below:

***Title IX Coordinator:***

415. 749. 4524 | titleix@sfai.edu

***SFAI Counselors:*** 415. 749. 4587 | counseling@sfai.edu

***San Francisco Women Against Rape 24-Hour Hotline:***

415. 647. 7273

***Bay Area Women Against Rape 24-Hour Hotline:***

510. 845. 7273

- Seek medical attention. Even if you do not think that you have any physical injuries, you may want to have a medical examination and discuss with a health care provider the risk of exposure to sexually transmitted infections and the possibility of pregnancy, if applicable.

Listed below are hospital treatment options in both San Francisco and Oakland. Both hospitals offer special services for rape and trauma treatment. If you seek medical attention, it is helpful to call one of the hotlines listed above so that you can obtain support from an experienced advocate throughout the hospital visit.

***San Francisco General Hospital, Trauma Recovery Center***

1001 Potrero Avenue, San Francisco  
415. 437. 3000—crisis line

***Highland Hospital, Emergency Room***

1411 East 31st Street, Oakland  
510. 534. 9290—sexual assault hotline  
510. 437. 4550—emergency department

In the context of sexual violence, medical providers in California are required to notify law enforcement if a patient tells a provider that they have experienced sexual violence. The patient has the right to request that a survivor advocate be present with them when they speak with the police and to request that criminal charges not be pursued. Medical providers will not notify the Institute of the report.

## 4. Grievance Procedures

These grievance procedures have been adopted by the Institute to provide a prompt and equitable method for reporting, investigating, and resolving complaints of alleged violations of the Institute’s Civil Rights policies outlined in this policy.

### Reporting to Law Enforcement

In cases involving potential crimes, including sexual assault, dating or domestic violence, or stalking, individuals are encouraged to file a report with the local law enforcement which has jurisdiction over the location in which the misconduct occurred. SFAI will provide a support person to assist the complainant in contacting local law enforcement and making a report.

SFAI’s grievance procedures and the legal system work independently from one another and SFAI will proceed with its process, regardless of action or inaction by outside authorities. Decisions made or sanctions imposed through these grievance procedures are not subject to change because criminal or civil charges arising from the same conduct are dismissed, reduced, or rejected in favor of or against the respondent.

In certain instances the Institute may need to report conduct to appropriate law enforcement agencies even when the subject of the conduct has decided not to do so. Such circumstances include situations that present a clear and imminent danger or risk to any member of the school community or the community as a whole, when a weapon is involved in the incident, or when the alleged conduct involves sexual misconduct and the complainant is a minor. In such cases where SFAI deems it necessary to notify law enforcement, the decision to report will be shared with the complainant.

### Reporting to the Institution

Any member of SFAI's community—whether faculty, staff, or student—who wishes to report an incident of discrimination, harassment, or sexual misconduct as defined above should first bring this matter to the appropriate SFAI representative listed below. Under no circumstances is an individual required to report discrimination, harassment, and/or sexual misconduct to a supervisor or academic instructor who is the alleged perpetrator. The persons charged with handling and investigating discrimination, harassment, and/or sexual misconduct complaints may consult with legal counsel at any point during the process. The procedures should be followed in a manner that is as confidential and sensitive as possible in order to protect all the individuals involved.

There may be situations or circumstances when a member of SFAI's community is subjected to discrimination, harassment, and/or sexual misconduct, but does not wish to come forward to pursue a complaint, or when a person observes discrimination, harassment, and/or sexual misconduct directed at another member of the community. SFAI will do all it can to respect the victim's wishes, but may proceed to address allegations of discrimination, harassment, and/or sexual misconduct if and when SFAI administrators become aware of such allegations, especially where the circumstances present a threat of harm or injury to the victim or other members of the community.

#### To make a report or complaint, contact:

*Elizabeth Trayner, Dean of Students & Title IX Coordinator*

800 Chestnut Street

titleix@sfai.edu

415. 749. 4524

(after hours, contact Campus Security at 415. 749. 4537)

Reports may be made orally or in writing. Reports may also be made to responsible employees. A responsible employee is a person who: has the authority to take action to redress sexual violence; has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a

student could reasonably believe has this authority or duty. SFAI designated all professional staff and faculty members as responsible employees.

Any person who brings a complaint of discrimination, harassment, or sexual misconduct under this policy may seek a campus "active avoidance" order pending disciplinary action. These are written orders issued to the respondent that restrict or prohibit contact with the complainant or impose other restrictions as may be appropriate. Request for such orders may be made to the administrators handling the complaint. Complainants may also seek protective measures from outside law enforcement agencies.

### Interim Measures

SFAI may take whatever measures deemed necessary in response to an allegation in order to protect an individual's rights and personal safety and the safety of the SFAI community. Such measures include, but are not limited to, an interim suspension (immediate, temporary suspension pending the outcome of the grievance process), an active avoidance order (an order that an individual refrain from direct or indirect contact with another person or persons), restrictions on access to campus or areas of campus, changes in SFAI housing, and/or appropriate changes in academic schedule. Interim measures may include reporting the matter to the local police. Failure to adhere to the parameters of any interim measure is a violation of SFAI policy and may lead to additional disciplinary action. Interim measures will be determined by the Title IX Coordinator.

#### Such interim measures may be imposed:

- In instances where the complaining party feels unsafe;
- In instances where it is determined that the accused party poses a potential threat to another;
- To ensure the safety and well-being of members of the SFAI community and/or preservation of SFAI property;
- To ensure the accused party's own physical or emotional safety and well-being; or

- If the accused party poses a threat of disruption or interference with the normal operations of SFAI.

### Support Person

Each party may have a support person present with them at all meetings and any hearing associated with the complaint and in which the respective individual is participating. The support person may attend, but shall not participate in, meetings or the hearing. Legal counsel will not be permitted, except in cases of sexual assault, dating violence, domestic violence or stalking or in which any party to the grievance faces potential criminal charges or if required by applicable law. In such cases, an attorney will only be permitted in a non-participatory advisory role at the party's expense.

### Informal Complaint Procedure

**NOTE: The informal procedure is not appropriate for and will not be used in the case of sexual misconduct.**

When an incident arises in which a person feels that they have been subjected to discrimination, harassment, or sexual misconduct as defined in this policy, it should be addressed as soon as possible. In many cases, informal actions can be taken that will effectively stop the misconduct; however, informal resolution is never required. The person may choose to confront the offender, making clear that they do not want any further incidents to occur. If this does not stop the misconduct, or if the person does not feel that they can confront the offender or needs help in the process, the following procedure should be followed.

A report should be made to the Title IX Coordinator. The Title IX Coordinator can provide the person with support and advice on how to confront the offender and how to discourage further misconduct. At the person's request, the Title IX Coordinator may also intervene directly with the offender. In this case, the Title IX Coordinator will provide the offender an opportunity to respond to allegations and after discussions with both parties, may attempt to mediate or suggest another person to mediate a solution, which may result in a written agreement between the parties. Other remedial action may also result.

The Title IX Coordinator will make every effort to resolve the informal complain in a timely manner.

At any time, either party may end the informal process and begin the formal complaint procedure. The formal procedures may also be started if the informal complaint procedure has not resulted in satisfactory resolution to the complainant.

### Formal Complaint Procedure

Prompt reporting of a complaint of discrimination, harassment, and/or sexual misconduct as defined in this policy is strongly encouraged, as it facilitates a faster resolution. However, SFAI may need to investigate and take appropriate action in response to all reports regardless of when the alleged conduct occurred. The ability of SFAI to respond is limited if the respondent is no longer a member of the SFAI community. If an SFAI staff member, faculty member, or student leaves SFAI with a pending complaint against them, they will not be permitted to return to SFAI until the case is resolved through these grievance procedures.

The following outlines the formal complaint procedure that will be used to address violations of this policy and any appeals based on the same. No other available grievance or appeals procedures may be applied to violations of this policy or sanctions based on those violations.

**Upon receipt of a report of a violation of this policy, SFAI will activate the following grievance procedures.**

1. Reports of complaints of alleged violations of this policy should be submitted to (or will be forwarded to) SFAI's responsible administrator, the Title IX Coordinator.
2. Within five (5) business days, unless unusual or complex circumstances exist, the responsible administrator will meet with the complainant to review the complaint, related policies, and the grievance procedures. The responsible administrator will also identify support resources and interventions or interim measures available to the complainant.
3. In cases where the alleged violation is reported to SFAI by a third party, the victim will be notified by the responsible administrator that a complaint has been received. The responsible administrator

will meet with the victim to discuss their options and resources available to them at SFAI and in the community.

4. Within five (5) business days of meeting with the complainant, unless unusual or complex circumstances exist, the responsible administrator will appoint a trained investigator to conduct a thorough, impartial, and prompt investigation of the complaint which shall be completed within sixty (60) days, unless unusual or complex circumstances exist.
5. The investigator, in consultation with the responsible administrator, will establish a timelines and process for the investigation, including a plan for notifying the respondent (the subject of a report or complaint). The investigator will conduct interviews as needed with all appropriate individuals including the complainant and respondent, and will gather any pertinent evidentiary materials. Upon completion of the investigation, the investigator will prepare a report detailing the investigation, including a summary of the interviews and the evidentiary materials gathered. Based on the results of the investigation, the investigator will make an appropriate finding based on the preponderance of the evidence, either:
  - a. It is more likely than not that the alleged conduct did not occur and the respondent is not responsible for violating this policy; or
  - b. It is more likely than not that the alleged conduct did occur and the respondent is responsible for violating this policy.

The investigator will share the investigation report and findings with the responsible administrator.

If the investigator finds that the respondent is not responsible for a policy violation, the investigation shall be closed and the responsible administrator shall notify the complainant and respondent of this outcome, consistent with SFAI's obligations under FERPA.

In some circumstances involving a finding of no violation, SFAI may institute other forms of remedial, community-based responses, such as educational initiatives and/or trainings, as the responsible administrator determines appropriate under the circumstances.

The complainant may appeal the outcome of the investigation if the finding is not responsible (see Appeals section below). If the investigator finds that the respondent is responsible for violation of this policy, then the responsible administrator and/or the investigator will present the findings to the respondent and the complainant separately. The respondent may accept the findings as presented, accept the findings in part and reject them in part, or reject all of the findings. If the respondent accepts the findings, the appropriate administrator, as outlined below, will impose sanctions appropriate for the violation. If the respondent is a student or faculty member, the Provost will impose sanctions. If the respondent is a staff member, the Controller will impose sanctions.

If the respondent rejects the findings in part or entirely, the responsible administrator will forward the complaint to the administrative hearing process (see below). In cases in which the respondent accepts some of the findings and rejects other, the findings accepted by the respondent will stand and the hearing will be convened solely to resolve the contested findings.

### **Sanctions**

SFAI may consider the following determining sanctions(s): the nature of the circumstances surrounding the violation, the respondent's prior disciplinary record, precedent cases, SFAI safety concerns and other information deemed relevant. The sanction(s) will be structured to end such conduct, prevent its recurrence, and remedy its effects on the complainant and the SFAI community. The administrator will render a sanction decision within five (5) business days of receiving the investigator's findings. Not all violations will be deemed equally serious offenses, and SFAI reserves the right to impose different sanctions, ranging from warning to expulsion/termination, depending on the severity of the offense. SFAI will consider the concerns and rights of both the complainant and the respondent. Where appropriate, the sanctions will be reported to the complainant and the respondent in writing. The sanctions(s) imposed will be implemented immediately and will be in effect pending the outcome of the appeal.

**Possible sanctions include but are not limited to:**

- Students: up to and including suspension or dismissal
- Faculty: up to and including suspension without pay and dismissal/termination of employment
- Staff: up to and including dismissal/termination of employment
- Third Parties: up to and including removal from campus and termination of contractual agreements.

**Formal Administrative Hearing Procedure**

Formal complaints of discrimination, harassment, and/or sexual misconduct as defined by this policy will be received and decided by an administrative hearing process. The staff member conducting the administrative hearing is charged with determining, based on the preponderance of the evidence, whether or not the respondent violated any SFAI policies specific to the alleged conduct. The administrative hearing officers will be assigned as follows:

*When the respondent is a student, the Provost.*

*When the respondent is a faculty member, the Provost.*

*When the respondent is a staff member, the Controller.*

An alternate staff member may serve as the hearing officer when one of the appointed members is unavailable or must be recused from a particular case due to conflict of interest.

Both parties will be given the opportunity to respond to the issues before the hearing officer. Such responses may be in writing or in person, and shall be made within the timeframe established by the hearing officer. The hearing officer will review all the documentation of the investigation, any other evidentiary material as needed, and may also call witnesses as deemed appropriate. The hearing officer will determine an appropriate finding based on a preponderance of the evidence either that: (1) it is more likely than not that the alleged conduct did not occur and that the Respondent is not responsible for violating SFAI policy; or (2) it is more likely than not that the alleged conduct did occur and the respondent is responsible for violating SFAI policy.

If the officer finds that a violation occurred, they will issue a written decision that includes the imposition of sanctions, if appropriate. In determining sanctions, the officer will take into account any previous violations of this policy.

If the respondent is an SFAI employee, copies of the decision are provided to the complainant and the respondent to the extent appropriate. If the respondent is a student, a copy of the written decision is provided to the respondent and the complainant. The complainant shall also be advised of the officer's decision to the extent permitted by the provisions of FERPA and required by the Clery Act.

If the officer determines that the respondent has violated the discrimination, harassment, and/or sexual misconduct policy, the appropriate administrator shall implement any sanctions imposed by the officer. When the respondent is an employee, the Controller shall institute sanctions together with the respondent's supervisor and/or department head. Sanctions may include, but are not limited to:

**Students:** An oral warning; a written letter of warning; a letter of reprimand, mandatory attendance of an educational program on discrimination, harassment, and/or sexual misconduct; mandatory referral for psychological assessment and compliance with any resulting treatment plan; change in room assignment; probation; cancellation of residence hall contract and removal from the residence halls; suspension; or dismissal from SFAI.

**Faculty:** An oral warning; a written letter of warning; a letter of reprimand, mandatory attendance of an educational program on discrimination, harassment, and/or sexual misconduct; restriction of responsibilities; reassignment; denial of salary increase; suspension without pay; or termination.

**Staff:** An oral warning; a written letter of warning; a letter of reprimand, mandatory attendance of an educational program on discrimination, harassment, and/or sexual misconduct; restriction of responsibilities; reassignment or transfer to another department; denial of salary increase; suspension without pay; or termination.

The sanctions described in this policy are not exclusive of and may be in addition to other actions taken or sanctions imposed by outside authorities. Sanctions imposed will be determined on the basis of the facts and the extent of harm to the individuals involved and SFAI's interests. The sanctions imposed will be implemented immediately and will be in effect pending the outcome of any appeal.

### Appeals

Either party may appeal the hearing officer's decision in accordance with the policy detailed below. An appeal is not intended to be a new investigation or a full re-hearing of the complaint. In most cases, an appeal is confined to a review of the written documentation and/or record of the investigation and/or administrative hearing and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity for the appeals officer to substitute their judgment for that of the investigator or the hearing officer merely because the appeals officer disagrees with the finding and/or sanction. Appeal decisions are to be deferential to the investigator and the hearing officer, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so.

**Disagreement with the finding or sanction is not, by itself, grounds for an appeal. The ONLY grounds upon which an appeal may be made are:**

***Procedural Error:*** A procedural error occurred that significantly impacted the outcome of the investigation and/or administrative hearing as it applies to the appealing party (e.g. substantiated bias, material deviation from established procedures, etc.). A description of the error and its impact on the outcome of the case as it applies to the appealing party must be included in the written appeal.

***New Information:*** New information has arisen which was not available or known to the appealing party during the investigation or hearing and that could have substantially impacted the original finding or sanction(s) had it been available at that time. Information that was known to the appealing party at the time of the investigation or

hearing but which they chose not to present is not new information. A summary of this new evidence and its potential impact on the findings and/or sanction must be included in the written appeal; or

***Disproportionate Sanction(s):*** The sanctions imposed are substantially disproportionate to the severity of the violation(s). An explanation of why the sanction(s) are disproportionate to the severity of the violation must be included. Mere dislike or disagreement with the sanction(s) or the impact of the sanction(s) on the appealing party is not grounds for an appeal.

The written appeal should be submitted to the Title IX Coordinator within two (2) business days following the date of the administrative hearing outcome letter. The non-appealing party will receive notice of the appeal from the Title IX Coordinator and will have two (2) business days to submit a written response to the appeal to the Title IX Coordinator. If the appeal is related to disproportionate sanctions, the Administrator will have two (2) business days to submit a written explanation for the sanctioning decision to the Title IX Coordinator for submission to the appeals officer.

### Confidentiality

Cases involving sexual misconduct are particularly sensitive and demand special attention to issues of confidentiality. Those responsible for carrying out the responsibilities outlined in this policy will respect the confidentiality and privacy of the individuals involved, to the extent reasonably possible. Those individuals reporting, involved in, respondent of, or otherwise involved in a discrimination, harassment, and/or sexual misconduct complaint are also required to keep the matter as confidential as is reasonably possible. Absolute confidentiality may not be maintained in all circumstances, including when SFAI is required to disclose information in response to legal process or when SFAI's need to protect the rights of others must outweigh confidentiality concerns. Often, the person reporting or otherwise concerned about discrimination, harassment, and/or sexual misconduct wants the conversation to be considered confidential or off the record. Faculty, staff and other SFAI employees may be required to disclose information concerning discrimination, harassment, and/or sexual

misconduct that is not personally identifiable, or if a member of SFAI's community is at risk, to disclose personally identifiable information to the appropriate SFAI leaders.

### **Anonymous Complaints**

SFAI will reasonably respond to all allegations of discrimination, harassment, and/or sexual misconduct. However, due to the inherent difficulty of investigating and resolving allegations from unknown persons, it may be difficult for SFAI to resolve an anonymous complaint. SFAI may be unable to impose disciplinary action against a person who has allegedly committed discrimination, harassment, and/or sexual misconduct if a complainant insists that their name not be revealed.

### **Frivolous Complaints**

The purpose of this Policy is to promote and maintain an environment at SFAI that is free from discrimination, harassment, and/or sexual misconduct. Any member of SFAI's community who believes that they have been subjected to discrimination, harassment, and/or sexual misconduct is encouraged to use the procedures provided in this policy, not only for the benefit and protection of that individual, but ultimately for the entire SFAI community. However, false charges of discrimination, harassment, and/or sexual misconduct undermine the purpose and effectiveness of this Policy. Accordingly, persons who knowingly make false charges of discrimination, harassment, and/or sexual misconduct may be subject to disciplinary action. The failure of a complaint to result in a finding of discrimination, harassment, and/or sexual misconduct is not alone evidence that the charges were knowingly false.

### **Training**

SFAI is committed to providing effective educational and training programs to students, faculty and staff as a key component in maintaining an environment free from discrimination, harassment, and sexual misconduct. This Policy will be available via SFAI's website, and will be included in other sources of media as is deemed appropriate. Educational programs on discrimination, harassment, and sexual misconduct will be

provided for all new faculty and staff, including student employees and will occur, whenever possible, within the first four (4) weeks of the fall and spring terms. Periodic refresher programs will also be provided, as will training to individuals with specific responsibilities as defined within this Policy to ensure their ability to carry out those responsibilities effectively.

Investigators and hearing officers shall also receive training on issues pertaining to sexual misconduct, effective consent, and the impact of alcohol on cases of sexual misconduct.

### **Record Retention**

Records of investigations and hearings are maintained by SFAI for five (5) years as indicated below.

**Students:** If the Respondent is a student, the records will be maintained for five (5) years past the student's graduation or if the student leaves SFAI before graduation, for five (5) years past their original expected graduation date.

**Faculty or Staff:** If the Respondent is a faculty or staff member, the records will be maintained for five (5) years past the conclusion of the investigation and any hearing.

### **Information Concerning Registered Sex Offenders**

As required by the federal Campus Sex Crimes Prevention Act, institutions of higher education must issue a statement advising SFAI community members where information concerning registered sex offenders may be obtained. Persons convicted of certain sex offenses are required by law to register with the State. Information on registered sex offenders is available at: <http://meganslaw.ca.gov/index.htm>. The Department of Justice National Sex Offender Public Website is also a source for sex offender information. For information on registered sex offenders attending or employed at SFAI, contact the local police department.

# 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 Dean of Students.

## 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 Dean of Students.

## 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 Dean of Students. 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 Dean of Students will administer

## ALCOHOL + OTHER DRUGS POLICY + PREVENTION PROGRAMS

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 Dean of Students 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 Dean and Vice President for Academic Affairs 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.

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 Dean of Students.

## **Disciplinary Sanction for Violations of The Alcohol And 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.

## STUDENT GRIEVANCE PROCEDURE

### 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

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 harassment or other behaviors noted in SFAI's policy against harassment; the complaint procedure in the Civil Rights Policy 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 Dean of Students 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.

## Notification of Grievance

The Dean of Students 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 Dean of Students may choose to notify the committee. The President shall be notified.

## Efforts to Resolve the Grievance

The Dean of Students 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 Dean of Students 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 Dean of Students believes that the matter at issue is properly deemed to be a grievance as defined by this policy, the Dean of Students forms a student grievance review committee (SGRC), doing so in consultation with relevant administrators and the grieving student. The Dean of Students 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 Dean of Students 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 Dean of Students 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 Dean of Students convenes and charges the SGRC within 30 days of the filing of the grievance, absent exigency or absence of key persons. The Dean of Students 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 Dean of Students upon the weight of the persuasive evidence.

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

The report and determination of SGRC shall constitute the final

## ACCESSIBILITY ACCOMMODATIONS

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

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 which create barriers to equal educational opportunity. SFAI will assist qualified students with disabilities in securing such appropriate accommodations, auxiliary aids, and services. The Accessibility Services Office 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 student grievance procedures.

The Accessibility Services Office 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, the Accessibility Services Office asks that any student requesting accommodations arrange to meet with the Accessibility Specialist. Documentation requirements vary by situation. The Accessibility Specialist will discuss documentation with the student during the initial meeting.

Students requesting accommodations should complete and submit the ASO Registration Form to the Accessibility Services Office.

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 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 the Accessibility Services Office are not implemented until this collaboration has occurred.

**Notification:** The Accessibility Services Office 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.

## Grievance Procedures

Students who have a concern or complaint regarding their eligibility or access to accessibility support services may submit grievances through the procedures outlined below. Students who have a complaint of disability-based discrimination or harassment may submit grievances through the procedures outlined below. SFAI encourages informal resolution of grievances as the first course of action. The Accessibility Services Office and/or Dean of Students are available to answer questions regarding dispute resolution procedures.

### Informal Resolution—Step 1

Most disputes can be resolved informally by contacting the Compliance Officer for assistance. The Dean of Students is the designated ADA / Section 504 Compliance Officer and is responsible for ensuring that SFAI provides support services in accordance with these laws. The student should contact and meet with the Dean of Students to attempt informal resolution and shall do so as soon as possible after the student is aware of the problem.

### Formal Resolution—Step 2

Submission of a written complaint to the Dean of Students initiates the formal process. The student should do so as soon as possible after informal process is attempted and no later than 30 calendar days from when the problem arose. The Dean of Students or designee will be responsible for assessing the complaint and responding in writing within 30 calendar days\* of the filing of the complaint letter. The matter will be closed at that point.

\* If the 30th day falls on a weekend or holiday, the due date is delayed until the next business day.

## Office of Civil Rights

If the outcome of the Formal Resolution procedures is unsatisfactory from the student's perspective, the student has the option at that time – or any other time – to file a complaint with the United States Department of Education, Office for Civil Rights (OCR). Complaints to the OCR must be submitted no later than 180 days following the alleged discriminatory act or within 60 days of the final college decision. Contact information is as follows:

*Office for Civil Rights/San Francisco, U.S. Department of Education,*  
50 Beale St., Suite 7200, San Francisco, CA 94105-1813;  
Telephone: 415-486-5555; Fax: 415-486-5570;  
E-mail: OCR.SanFrancisco@ed.gov.

## Definition of Terms

### Disability

Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (1990), and the ADA Amendments Act of 2008 protects and considers a person disabled if they:

- Have a mental or physical impairment that substantially limits one or more major life activities.
- Have a history or record of such an impairment.
- Are perceived by others as having such an impairment.

### Substantial Limitation

- An impairment does not need to prevent or severely or significantly restrict a major life activity to be considered “substantially limiting.” Nonetheless, not every impairment will constitute a disability.
- The term “substantially limits” is to be construed broadly in favor of expansive coverage, to the maximum extent permitted by the terms of the American with Disabilities Act (1990).
- The determination of whether an impairment substantially limits a major life activity requires an individualized assessment.
- With one exception (“ordinary eyeglasses or contact lenses”), the

determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures, such as medication or hearing aids.

- The determination of a disability should not require extensive analysis.
- An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

### Documentation

- Documentation should include adequate information about a student's disability, the barriers created by the disability, and accommodations requested to remove the barriers created by the student's disability.

### Reasonable Accommodations

- Colleges must provide reasonable accommodations to best ensure access of persons with disabilities to institutional programs and services.
- Accommodations include modifications to policies, practices, procedures or environments that provide an individual with a disability equal access or opportunity. Examples of this include but are not limited to: adjustments made in course materials or instructional methodology adjustments made in the physical attributes of a classroom, and assistive technology made available to persons with disabilities in computer labs, the Library, or classrooms.
- Accommodations must be directly linked to the student's disability.
- Colleges are not required to provide accommodations which pose a fundamental alteration to the course or program.
- Colleges are not required to provide accommodations that will impose undue hardship on the operation of the course or program.

### Fundamental Alteration:

- A change that is so significant that it alters the essential nature of a course, program, or academic service.

## MEDIA CONSENT + PUBLICITY RELEASE POLICY

### Undue Hardship

- Action requiring significant difficulty or expense in, or resulting from, the provision of the accommodation.
- Undue hardship is determined on a case-by-case basis. Factors used to help determine if an accommodation would be an undue hardship include the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the college's operation.
- Where the facility making the accommodation (ASO) is part of a larger entity (SFAI), the structure and overall resources of the larger organization would be considered, as well as the financial and administrative relationship of the facility to the larger organization.
- If a particular accommodation would be an undue hardship, the college must try to identify another accommodation that will not pose such a hardship. Also, if the cost of an accommodation would impose an undue hardship on the college, the individual with a disability should be given the option of paying that portion of the cost which would constitute an undue hardship or providing the accommodation.

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).

## COMPUTER, EMAIL, + ELECTRONIC RESOURCES POLICY

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).

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).

## **ACCESS FOR STUDENTS WITH LIMITED ENGLISH 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 Dean of Students Office, in writing, to request a translator. In a timely manner, the Dean of Students Office 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.

# Tuition, Fees, + Financial Aid

## TUITION AND 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 units or more per semester who are in good financial standing.
  - Students who enroll in fewer than six units 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 units 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 units	\$1,849.00 for each unit
12–15 units	\$21,110.00 flat rate
Over 15 units	\$21,110.00 plus \$1,849.00 for each credit unit

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

1–11 units	\$1,943.00 for each unit
12–15 units	\$22,120.00 flat rate
Over 15 units	\$22,120.00 plus \$1,943.00 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 2016–2017 academic year, students are billed each semester: \$ 1,245 for Fall 2016 and \$1,743 for Spring/Summer 2017. 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

units. Materials fee is \$50 per semester for BA students enrolled in six or more units. No material fees are assessed for MA students.

3. Technology Fee is \$200 per semester for all students enrolled in six or more units.
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 units 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 [studentnet.kp.org/sfai](http://studentnet.kp.org/sfai). 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 units may be eligible to enroll in the SFAI health insurance plan if they are enrolled in the MFA Graduate Exhibition course, which carries zero units 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 units during the academic year, but will be enrolled in 6 or more units during the following summer term.

All students who are enrolled in less than 6 units 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 units 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.

## 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 units. Part-time MA/MFA students must complete all attempted units.

**Completed Units:** Completed units are enrolled units 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 units for Satisfactory Academic Progress purposes, but will be counted as attempted units.

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

**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 Third Street Graduate Center, criminal actions or activities should be reported to the Graduate Facilities Manager at 641.1241. If no Graduate Center 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 in the SFAI Graduate Center at 2565 Third Street or involving SFAI personnel, students, or guests occurring on the way to or from the Graduate Center 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.

### **2565 Third Street Graduate Center**

The Graduate Center at 2565 Third Street is open only to faculty, staff, and graduate students of SFAI and their guests. Keys are provided to faculty teaching seminars at the Graduate Center and to students maintaining studios at Third Street from the Graduate Facilities Manager upon payment of a security deposit. Individuals working on campus after hours must present their valid SFAI ID to the security officer on duty.

## 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 and Earthquake 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.

- 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.

## Graduate Center Emergency Procedures

### Fire

- Call 911 and give the Fire Department the location and type of fire. Call the Graduate Center Manager at cell phone number 415.302.2807 with the location and type of fire.
- Evacuate the 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. Exit through the nearest stairwell at 615 Illinois Street, 2565 Third Street or 1293 Illinois Street. 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 doorframe 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. **DO NOT USE ELEVATORS.** Exit through the nearest stairwell at 615 Illinois

Street, 2565 Third Street or 1293 Illinois Street. 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 the Graduate Center Manager at 415.302.2807 and Main Campus Security at 415.624.5529.
- 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.

### Emergency Communication + Timely Warnings

When there is a fire or other major emergency requiring evacuation, employees and other people within the facility will be alerted by a horn/strobe alarm system. In lesser or localized emergencies, SFAI has a public address system able to reach all areas of the school.

## HEALTH HAZARDS IN THE ARTS

In the event that a situation arises, whether on campus or off, that in the judgment of the Director of Operations, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. This warning will be issued through Everbridge, SFAI's emergency alert system, which delivers messages in real time through text message, phone call, and email message. These electronic communications will alert community members to the type of emergency and how to respond. Any person who has information about an incident that might warrant a timely warning should contact the Chestnut Street Security Office at 415.624.5529.

SFAI will occasionally issue emergency notifications through this same system to notify the campus community of emergencies that do not pose a threat but about which community members should be informed. Students can update their contact preferences for timely warnings and emergency notifications by logging in to WebAdvisor and selecting Everbridge.

School closures and reopenings due to emergencies will be publicized online at [www.sfai.edu](http://www.sfai.edu) and through alerts using the campus mass notification system.

The receptionist will have current information regarding SFAI program closures and re-openings. If the switchboard is not functioning due to lack of power, 415.771.7020 will function as a single line for emergency calls into and out of SFAI. If students are dislocated temporarily due to an emergency situation, they should attempt to notify the Student Affairs office.

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, Third Street Graduate Center, 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.

### **Third Street Graduate Center**

Power tools at Third Street are to be used only when a graduate facilities staff person or trained student monitor is present in the facility. All persons using tools must have a safety training orientation session and must sign off on documentation indicating participation in the session.

### **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 2016. Questions regarding this report should be directed to the Dean of Students at 415.749.4525.

### TUITION, FEES, AND FINANCIAL AID

ITEM/RESOURCE	IN CAMPUS HANDBOOK	ON WEB
Cost of attendance	Tuition and Fees   67	<a href="http://sfai.edu/current-students/student-accounts/payment">sfai.edu/current-students/student-accounts/payment</a>
Types of aid available	Financial Aid   70	<a href="http://sfai.edu/admissions/tuition-and-financial-aid">sfai.edu/admissions/tuition-and-financial-aid</a>
Process for receiving aid	Financial Aid   70	<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   70	<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 disbursed		<a href="http://sfai.edu/admissions/tuition-and-financial-aid">sfai.edu/admissions/tuition-and-financial-aid</a>
Satisfactory progress requirements	Satisfactory Academic Progress   71	<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
Family Right to Privacy Act (FERPA)	Access to and Release of Academic Records   27	<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   23	
SFAI refund policies	Refunds and Credits   78	<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   78	<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	Dissemination of Information   85	<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
Drug and alcohol abuse prevention	Alcohol and Other Drugs Policy and Prevention Programs   55	
Facilities and services for students with disabilities	Accessibility Accommodations   60	<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>

## DISSEMINATION 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