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# **Student Handbook**

**2007-2008**

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**NEWYORKSCHOOL  
OF INTERIORDESIGN**



170 East 70th Street | New York, NY 10021

## NYSID Telephone Numbers and Directory

General Telephone: 212-472-1500

Office of the Dean/Academic Advisors	Ext. 304	Third floor, 69th Street
Admissions	Ext. 204	Second floor, 69th Street
Financial Aid Administrator	Ext. 212	Second floor, 69th Street
International Student Advisor	Ext. 203	Second floor, 69th Street
Registrar	Ext. 209	Third floor, 69th Street
Bursar	Ext. 208	Second floor, 69th Street
Career Placement	Ext. 210	Third floor, 69th Street
Library	Ext. 214	Second floor, 70th Street
Bookstore	Ext. 418	First floor, 70th Street
Facilities Manager	Ext. 420	First floor, 70th Street
Office of the President	Ext. 401	Fourth floor, 69th Street
70th Street Lobby Reception Desk	Ext. 410	First floor, 70th Street
69th Street Lobby Reception Desk	Ext. 409	First floor, 69th Street

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**www.nysid.edu**  
Telephone: 212-472-1500  
Toll-Free: 1-800-33-NYSID  
Fax: 212-472-3800

NYSID web portal:  
**<http://portal.nysid.edu.ics>**  
or access the portal from  
**www.nysid.edu** home page

**Note: Program requirements and policies specified in this publication are effective as of the date of publication and supersede those published previously. The college reserves the exclusive right to change any policies or provisions contained in this publication without prior notice, and to comply with any applicable law, rule, or regulation. Students are responsible for knowledge of information contained in the NYSID Catalog and Student Handbook. Failure to read either publication does not excuse students from the requirements of the policies and procedures of the New York School of Interior Design.**

## NYSID STUDENT HANDBOOK

The NYSID Student Handbook describes the policies and procedures in force at NYSID.

- ◆ Students are responsible for knowing the information contained in the **NYSID Catalog** and **Student Handbook**. Failure to read either does not excuse students from the requirements of NYSID policies and procedures.
- ◆ When classes are in session, the 70th Street building is open from 8 am to 10 pm, Monday through Friday, and 8 am to 8 pm, Saturday and Sunday. When classes are not in session, the School is open from 9 am to 5 pm, Monday through Friday.
- ◆ Food and beverages are prohibited in all classrooms, the atelier, lighting lab, library, and the lecture halls. Students should use the café, student lounge, and roof terrace for the consumption of food and beverages.
- ◆ Smoking is prohibited throughout both buildings and in front of the main entrance at 70th Street. Smoking is permitted on the roof terrace.
- ◆ Photo identification (ID) cards are issued to all registered students in the Office of the Registrar and must be carried whenever on School property and presented to the lobby receptionist or other NYSID personnel upon request. The student ID card is necessary for registration, computer accounts, borrowing materials from the library, and for attendance at lecture classes, such as Historical Styles.
- ◆ Your ID number and password are required for using the NYSID web portal.
- ◆ A sign-up sheet for lockers is available at the student registration desk. Priority is given to full-time students taking 12 or more credits.
- ◆ Information on health insurance is available to NYSID students at the reception desks and in the Human Resources Office.
- ◆ Regular and punctual attendance at all classes is mandatory. Three instances of lateness are recorded as one absence. No refunds will be made to students who are involuntarily withdrawn from a class due to excessive absences, which is defined as absence from more than 20% of the classes of a course in a given semester.
- ◆ All student correspondence to faculty may be delivered to the 70th Street reception desk on the main floor. However, projects must be handed directly to faculty along with any appropriate communication or forms. Students should not place letters or projects in faculty mailboxes.
- ◆ Medical emergencies: NYSID does not provide medical services. Sudden illness or accident to students, faculty, or staff must be reported immediately at the 70th Street reception desk. First aid supplies may be obtained from the lobby receptionist.
- ◆ Lost and found: Personal articles found on the premises should be delivered to the 70th Street reception desk. The School is not responsible for items left unclaimed for more than 30 days.
- ◆ NYSID does not accept any responsibility for the personal property of students, faculty, or staff. Special care should be taken with personal possessions.

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## INTRODUCTION

The purpose of this handbook is to provide a guide to life at the New York School of Interior Design. NYSID is committed to providing an educational environment that is challenging and of the highest quality. The rules and regulations set forth in this handbook are designed to support these goals. Your participation in all areas of student life at NYSID is encouraged.

A student's attendance at the college constitutes an agreement with the college to abide by the standards and regulations expressed in the handbook and the catalog. Students are responsible for knowledge of information contained in the Student Handbook. Failure to read the handbook does not excuse a student from the requirements and regulations contained herein. Each student is responsible at all times for knowing her/his own academic standing in reference to the published academic policies, regulations, and standards of the School.

NYSID is located at the center of the most vital design community in the United States. New York City serves as an extended "campus" since trips and assignments can involve visits to the city's various architectural landmarks, museums and showrooms. Offices of numerous interior design and architectural firms as well as industry showrooms, including lighting, cabinetry, furniture, fabrics, wall and floor finish materials, are in close proximity to the School. Some of the world's finest museums, auction houses, and galleries are within walking distance of the campus. The goal of the college's curriculum is to prepare students to assume an active role in the interior design profession. NYSID's rich curriculum combines study in the liberal arts with design history, theory and practice. The college's faculty has consistently been one of the largest of any school in the country specializing in interior design and includes many of the most accomplished designers, architects, art historians and authorities in the field.

## **ACCREDITATION**

NYSID is an accredited institutional member of the National Association of Schools of Art and Design (NASAD). The Bachelor of Fine Arts program is accredited by the Council for Interior Design Accreditation (formerly FIDER, the Foundation for Interior Design Education Research). The Council for Interior Design Accreditation is recognized by the Council on Post-Secondary Accreditation (COPA) and the U.S. Office of Education as the sole accrediting agency for postsecondary interior design programs.

Founded in 1916 and chartered by the Board of Regents of the University of the State of New York in 1924, the New York School of Interior Design is New York City's only private, not-for-profit college devoted entirely to interior design. NYSID is authorized to confer the degrees of Master of Fine Arts in Interior Design (MFA), Bachelor of Fine Arts in Interior Design (BFA) and Associate in Applied Science in Interior Design (AAS) and also offers a nondegree certificate program, Basic Interior Design.

## **SCHOOL FACILITIES AND HOURS**

The NYSID campus is located in Manhattan's Upper East Side Historic District. The academic building, located at 170 East 70th Street, was designed in 1902 by C.P.H. Gilbert for Daniel G. Reid as a stable. The building is made of finely worked limestone and its Renaissance Revival style features a richly detailed arched entrance. Bradley Delahanty converted the stable into a school in 1925. It was occupied for many years by the Lenox School until the New York School of Interior Design acquired it in 1993. The college owns another building at 161 East 69th Street that is connected via interior passageway to the 70th Street building and houses a street-level gallery, which is open to the public, and the college's administrative offices. It was originally designed by Frederick R. Loney in 1915 as a garage for William Bruce-Brown. A recent renovation to both buildings was designed by the architectural firm of Hardy Holtzman Pfeiffer.

### **Building Hours and Access**

When classes are in session, the 70th Street building is open from 8 am to 10 pm, Monday through Friday, and from 8 am to 8 pm on Saturday and Sunday. When classes are not in session, the School is open from 9 am to 5 pm, Monday through Friday. Students must carry their student identification cards whenever on School property and be prepared to present them to the lobby receptionist.

Only registered students bearing current ID cards and authorized visitors are permitted access to campus facilities. All visitors must sign in at the reception desk in either the 69th or 70th Street lobby to gain access to School facilities. The lobby receptionists will call an office to verify that a visitor is expected. The general public is permitted access to the gallery, café, and bookstore during posted hours as well as to evening public lectures.

The NYSID library is located on the second floor of the 70th Street building. Library hours are Monday through Thursday from 9 am to 9 pm, Friday from 9 am to 5 pm, and, during fall and spring semesters, Saturday from 10 am to 6 pm. Limited hours are maintained when classes are not in session.

The college's administrative offices are located in the 69th Street building. Primary access to administrative offices is through the college's main entrance on 70th Street and through the passage to the 69th Street building on the first floor. Administrative offices are open Monday through Friday, 9 am to 5 pm. Announcements of any closings for holidays or for summer hours are posted in the 70th Street building.

### **Office of the Registrar**

The Office of the Registrar is located on the second floor of the 69th Street building. Students may register for courses, reserve a locker, obtain student ID cards, pick up important forms and course information as well as arrange to meet with the registrar or bursar.

### **Office of the Bursar**

The Office of the Bursar is located on the second floor of the 69th Street building. Students may make a tuition or fee payment, obtain information on their account status, or receive information on payment options. Students may also inquire about refunds and financial aid credit balances.

### **Housing**

Although NYSID has no campus housing, the School assists students with information on various housing options in the New York metropolitan area. The registrar is available, by appointment, to advise students on housing possibilities.

### **Office of Admissions/Financial Aid**

The Office of Admissions is located on the second floor of the 69th Street building. Current students who are interested in information about NYSID's academic programs and the procedures for applying for a change of program can obtain it there. Also, students can meet with the financial aid advisor and the international student advisor in this location.

During the past 40 years, the college has welcomed students from around the world, with nearly 11 percent of its students coming from over 20 different countries outside the United States. The international student advisor is available to assist students with a variety of issues such as immigration concerns, health insurance, medical care, housing, and cultural adjustments.

### **Office of the Dean/Academic Advisors**

Students can arrange an appointment with the dean, the associate dean, and the academic and career placement advisors, whose offices are located on the third floor of the 69th Street building, by calling the assistant to the dean at extension 304. Students are encouraged to schedule all appointments in advance.

### **Bookstore**

The bookstore, located near the entrance to the 70th Street building, offers textbooks, design-related books, copy cards, and class supplies. Bookstore hours are Monday through Thursday, 8:30 am to 6:30 pm, and Friday and Saturday, 9 am to 5 pm.

### **The Galleries at the New York School of Interior Design**

The gallery on the main floor of the 69th Street building is NYSID's primary site for exhibitions on topics related to interior design, architecture, and the history of the deco-

rative arts as well as the annual student thesis exhibition. The Whiton Gallery on the lower level of the 70th Street building is dedicated to the exhibition of student work. The gallery off the lobby of the 70th Street building (Gallery A) is used for small exhibitions on interior design and related topics.

### **Whiton Student Center**

The Whiton Student Center, named for the founder of the college, is located on the lower level of the 70th Street building and includes a gallery for on-going exhibitions of student work; a space where design studio classes hold critiques; and a student lounge furnished with comfortable seating so that students may enjoy some time before, after, or between classes and relax, read a book, or have informal get-togethers. Bulletin boards for jobs, student club news, and notices of general interest are also located in the Whiton Gallery. The lounge is conveniently located adjacent to the café, which is open for breakfast and lunch with snacks and beverages, Monday through Thursday, 8 am to 6:30 pm, and Friday, 8 am to 3:30 pm, when school is in session. Vending machines are located in the student lounge and are accessible at all times. It is important to note that no food or beverages are permitted in the lecture halls, atelier, library, lighting lab, computer lab, or any classrooms.

### **Atelier**

The atelier, located on the second floor of the 70th Street building adjacent to the library, provides space for students to work on projects. There are drafting tables, computer workstations connected to the NYSID network, and resource materials including textile samples, trims, wall coverings, wood and stone samples, product literature, and magazines.

### **Library**

Serving as the primary information center for all programs offered at the college, the library maintains a 15,000-volume collection, international in scope, containing books, periodicals, and indexes on historical and contemporary aspects of interior design, architecture, construction, space planning, and the fine and applied arts. An expanding collection of electronic resources, including promotional and instructional videotapes and DVDs, periodical indexes, and full-text databases, is available in addition to access to the internet.

The Library also maintains IDOL: Interior Design OnLine, NYSID's digital image database, offering images in support of the college's curriculum and for study by students. The Library's website ([www.nysid.net/library](http://www.nysid.net/library)) contains various links to useful resources including museums and online information sources. A collection of auction sales catalogs provides current data on the decorative arts and material culture. In the atelier, the library maintains a product literature collection, containing over 350 manufacturer and vendor catalogs for furnishings, lighting, fixtures, and hardware.

The library participates in cooperative agreements with New York University and Parsons School of Design, giving matriculated students and current faculty members access to the 2.5 million circulating items of Elmer Holmes Bobst Library at New York University and the 43,000 items of the Adam & Sophie Gimbel Design Library at Parsons School of Design. The library is also a member of the Metropolitan New York Library Council (METRO), a consortium of over 250 libraries that share resources through a referral program to and from any of its member libraries. Information regarding locations of these facilities and all procedures for access and borrowing privileges at

NYSID and at these facilities, including loan periods, lending policies, fines, and charges, may be obtained at the NYSID library or on the internet at <http://nysid.net/library/aboutthelibrary.htm>.

In addition to an introduction during orientation, the director of the library provides reference services, individual guidance, and instruction in the use of library resources. Bibliographic instruction classes are scheduled each semester and are tailored to specific course objectives, including course-specific instruction in accessing online catalogues and databases. The library is open to all registered students and alumni.

Students must have a valid student identification card to borrow materials.

Theft or mutilation of library materials makes them unavailable to other students. Offenders will lose library privileges, be responsible for replacement costs and may be subject to disciplinary action up to and including dismissal. Students owing library fines or charges for lost or damaged books or material will be ineligible to register until the bill is paid in full and may not receive official transcripts until the obligation is settled. Students who borrow materials from New York University and Parsons School of Design are subject to the borrowing policies, fines, and charges of those institutions as well. Library staff may inspect bags and packages when such items activate the security alarm. Students discourteous to library staff will be asked to leave the Library immediately.

Library hours are Monday through Thursday from 9 am to 9 pm, Friday from 9 am to 5 pm, and, during fall and spring semesters, Saturday from 10 am to 6 pm. Reduced hours are maintained when classes are not in session. Food and beverages are not permitted in the library. Cellphone use is prohibited. Library copy machines accept only copy cards, which may be purchased in the Bookstore during regular bookstore hours.

### **Computer Facilities**

NYSID maintains CAD classrooms and a computer lab for independent work on the third floor of the academic building as well as CAD workstations in the atelier on the second floor. There are also computers in classrooms 300, 301, 302, and 402. The library has eight computer stations for internet research purposes. In addition, 32 network connections for laptops are in the library, where ten laptops may be borrowed for use within the library.

NYSID is not responsible for the proper connection of personal laptops and/or hardware compatibility. Hardware specifications are available upon request from the director of academic computing. Software licenses, for students who wish to equip their own computers, are available for purchase from the NYSID bookstore.

NYSID computer facilities are available for use by all currently registered students for course-related work. Students are assigned a student account on the academic network and should contact the Student Services Coordinator in the Office of the Registrar for further information on how to access their account. When not scheduled for use by a class, workstations in classrooms may be used for independent work. During periods of heavy demand, students are required to reserve user time. Specific times and equipment are designated for students to use the plotters and printers with personally owned paper.

Students may not store personal files on the computer hard drives or use the computer facilities for work unrelated to their classes. Student accounts are electronically monitored for potential abuse. Offenders will lose computer privileges, be responsible for any costs incurred by the abuse of privileges, and may be subject to disciplinary action up to and including dismissal. NYSID is not responsible for files erased or dam-

aged if stored in NYSID computers. It is each student's responsibility to make backup copies of files on removable media. Tampering with the setup and/or configuration of hardware, duplication of copyrighted materials, or the installation of software on School equipment is prohibited and will result in revocation of system privileges. NYSID does not endorse or permit copyright infringement of software, music, or other intellectual property, and any infringement of copyright laws will result in the loss of computer privileges and may result in dismissal from the college. The download of sexually explicit material or the sending of threatening email or information through the NYSID computer network will not be tolerated and will result in the loss of computer privileges, and may result in dismissal from the college.

The registration fee for enrolling in a course at NYSID includes a basic fee for computer use and covers the cost of up to 350 pages of printing per semester. A student's account will be automatically billed \$75 for each additional increment of 350 pages of printing.

Computer accounts of graduates of all programs and students who discontinue studying at the college are closed two weeks after the end of the current semester. All digital files are erased at that time. Students are responsible for transferring or saving their files.

### **Lighting Lab**

Located on the fourth floor of the 70th Street building, the lighting lab contains examples of current technology in lamps, luminaires, and lighting controls and serves as both a teaching facility and a place where students may test lighting concepts for design projects.

### **Exhibition of Student Work**

Exemplary student work from all programs is exhibited in the Whiton Student Center Gallery on the lower level of the 70th Street building and in the third floor hallway of the 70th Street building. It is recommended that portfolio pieces be photographed prior to being exhibited.

### **Lockers**

A sign-up sheet for lockers is available at the Student Services desk in the Office of the Registrar. Priority is given to full-time students taking 12 or more credits. Lockers are assigned on a first-come, first-served basis. All lockers must be emptied by the last day of each semester. Lockers not emptied by that date are opened and the contents removed.

### **Public Telephones**

A public telephone is located on the fourth floor landing of the 70th Street building. Emergency calls can be handled through the reception desks or the student services desk. Permanently installed land line phones are available at both lobby reception desks for emergency use only. House phones are located on the third and fourth floors of the academic building near the elevator, in the library, and in the café, for emergency use only.

### **Photocopying Machines**

A self-service black-and-white copier and a self-service color copier are available in the library. Students are responsible for the photocopies they make, and all copies must be paid for regardless of quality. Machines accept only copy cards, which can be purchased in the Bookstore. Machines do not accept folded or creased copy cards, and no refunds are given for damaged cards.

Guidelines for making copies from copyrighted material for classroom and research use are posted at the photocopiers in the library. These guidelines pertain not only to articles and books but also to pictures, illustrations, graphs, charts, and diagrams.

### **Lost and Found**

Personal articles found on the premises should be delivered to the 70th Street reception desk. The School is not responsible for items left unclaimed for more than 30 days.

### **Fire Drills**

Fire drills are conducted throughout the year in accordance with New York City Fire Department codes. All students, faculty, and staff are required to participate. If a fire alarm is sounded, calmly proceed to the nearest exit, using the stairs, in an orderly manner and leave the building. Elevators are not to be used when exiting the School while the fire alarm is sounding.

### **Roof Terrace**

The roof terrace of the 70th Street building, with a gazebo, pergola, benches, tables, and chairs, can be used as a location for studio classes and can also serve as a pleasant place to work, have lunch, or hold informal gatherings.

### **Smoking**

Smoking is prohibited throughout both buildings and in front of the main entrance at 70th Street. Smoking is permitted only on the roof terrace, where appropriate receptacles have been provided.

### **Food and Beverages**

Food and beverages are prohibited in all classrooms, the computer lab, the atelier, lighting lab, library, and the lecture halls. Students should use the café, student lounge, and roof terrace for the consumption of food and beverages. Students are asked to dispose of paper, bottles, and cans in the appropriate recycling containers.

### **Posting of Notices**

Room schedules and notices relevant to class schedules are posted in the lobby of the 70th Street building. A central bulletin board is located in the Whiton Student Center as is the job placement board. Additional bulletin boards are located in the library and atelier, on each floor adjacent to the elevator, and online to announce events and activities.

## **STUDENT LIFE**

### **Orientation**

Student orientation is conducted prior to the first day of each semester. College administrators are on hand to address students and answer questions. Issues of student safety and security are addressed at orientation.

### **Identification Cards**

Photo identification (ID) cards are issued to all registered students and must be carried whenever on School property. A Student ID card will contain a five or six digit

computer-generated identification number, which is necessary for all subsequent registrations, as well as access to computer accounts and the NYSID web portal. ID cards are required in order to check out books from the NYSID library and to use the libraries of NYU and Parsons. Many art supply stores and museums accept the ID card as basis for student discounts. In addition, a NYSID Student ID card must be presented for electronic verification of attendance at all large lecture classes, such as Historical Styles. Students must present their ID cards to their instructors at the first class session if requested, and upon request by any NYSID authorized personnel thereafter. Refusal to present one's ID card upon request by NYSID authorized personnel will result in immediate removal from the School premises and is grounds for disciplinary action.

Validation stickers for the ID card for each semester are available at the 70th Street reception desk or in the Office of the Registrar. Replacements for lost ID cards must be obtained in the Office of the Registrar.

### **NYSID Web Portal**

The NYSID web portal (<http://portal.nysid.edu/ics>, or go to [www.nysid.edu](http://www.nysid.edu) home page and click on "NYSID web portal") provides a secure location for students to obtain information regarding School schedules, events, registration procedures, grade reports, and other timely announcements. Individuals may use the NYSID portal only with the express authority of NYSID and within the user sign-on and password procedures authorized by NYSID administration. Using an account that belongs to another individual or giving an individual other than the owner access to any NYSID account is strictly prohibited. Some individuals will be given access to the student information systems and/or other administrative systems. The confidentiality of these records is governed by the federal Family Education Rights and Privacy Act of (1974 (a.k.a. Buckley Amendment, FERPA). All information is confidential and students have a right to expect that their scholastic records are being properly supervised and maintained. Communication of this information is restricted to other authorized parties in accordance with provisions of FERPA. Requests for disclosure of this information must be approved by the appropriate administrative officer at NYSID. Each user is legally responsible for all activity originating from his or her account.

### **Change of Student Information**

Students are responsible for reporting a change of name, address, telephone, or email within one week of the time of change. Students are responsible for updating their personal information on the NYSID web portal (<http://portal.nysid.edu/ics>) or reporting the changes in writing on a change of information form available in the Office of the Registrar located on the second floor of the administration building.

### **Student Organizations**

Students at NYSID are encouraged to participate in co-curricular activities and to assume leadership positions in campus organizations. There are exhibitions and Wednesday evening public lectures as well as activities that supplement the academic curriculum. A student activities coordinator, located in the Office of Admissions, is available to discuss suggestions for student activities and to assist in organizing events.

### **ASID Student Chapter**

MFA, BFA, and AAS students are invited to join the American Society of Interior Designers (ASID) Student Chapter and participate in events including professional ASID programs. All NYSID students are encouraged to participate in student chapter-sponsored activities.

### **The Contract Club**

MFA, BFA, and AAS students are invited to join the Contract Club. The club's focus is on helping students to become more aware of the field of contract interior design and architecture through field trips and visits to professional design offices, and other events. Typical visits have included trips to design firms specializing in hospitality, retail, office, and healthcare projects.

### **Alumni Association**

The college maintains an ongoing relationship with its graduates through the Office of Alumni Relations, and through the Alumni Association. The college publishes an alumni directory periodically. The NYSID Alumni Association organizes events of interest which are open to all NYSID alumni. The NYSID *News* also keeps alumni up to date on college news as well as news of alumni accomplishments and activities.

### **NYSID News**

The NYSID *News*, published annually in the fall semester, updates the NYSID community on recent activities and developments at the School. In order to be included in these publications, students, faculty, and alumni are encouraged to keep the School informed of any significant professional and personal developments.

### **Career Placement**

The college maintains a career placement service for graduates up to five years after graduation and current matriculated students who have completed a minimum of 12 credits at NYSID and are in good academic standing. Normally, a wide variety of both full- and part-time positions are available that reflect the broad spectrum of opportunities in the interior design profession. Any qualified student interested in placement should prepare a resume and consult the job board, located in the Whiton Student Center. After doing so, the student should complete a student placement form, available from the Office of the Dean, and make an appointment with the career placement advisor located on the third floor of the 69th Street administration building. After this meeting, if the student has completed the required 12 credits at NYSID, the student can elect to receive regular notice of job postings via email from the career placement advisor.

### **Area Coordinators**

Each academic year, five faculty members are assigned to coordinate areas of the curriculum. These are Design History, Liberal Arts, Lower Division, Upper Division, and Academic Computing. Area coordinators maintain regularly scheduled office hours and provide students with academic and career advice as well as academic assistance. Area coordinator office hours are posted throughout the School and on the web portal. The office is located off the west staircase of the 70th Street building.

## **Tutoring**

Tutoring is conducted by advanced students with proven skills and ability in certain subjects to help other students develop related skills. There is no cost to students for tutoring services. Subjects include drafting, CAD, perspective, and writing. Tutoring sessions are held in the atelier, unless otherwise noted in the schedule, and times are posted on the the web portal. Students commuting into Manhattan are advised to prearrange all meetings with tutors to confirm their availability.

## **The Writing and Communications Center**

The Writing and Communications Center provides all students with the opportunity to improve their writing and communication skill for coursework across the curriculum. After an initial assessment, the instructor will provide each student with a customized tutorial based on the student's needs. Services are provided to international students in grammar, pronunciation, public speaking, and conversation. The Writing and Communications Center is staffed by the liberal arts area coordinator. Specific hours and meeting places are posted each semester.

## **Responsibilities of International Students**

The issuance of the SEVIS Form I-20 and the subsequent issuance of the F-1 student visa create a legal obligation to the U.S. government that the international student will comply with certain rules and will meet certain obligations. These rules are explained in general below. They are U.S. immigration law, not policy made by the college or the international student advisor. Therefore, NYSID does not have the authority to make exceptions. All students holding an F-1 visa must:

1. Hold a valid passport at all times.
2. Attend the school which issued the SEVIS Form I-20.
3. Maintain full-time enrollment each semester. Full-time enrollment is defined as 12 credit hours during each fall and spring semester. Summer enrollment is optional. Temporary exceptions to this policy may be granted only under extraordinary circumstances and must be approved by the international student advisor. Full-time enrollment must resume at the start of the next academic semester. During the semester prior to graduation, students holding an F-1 visa are required only to enroll for the number of credits necessary to meet the degree requirements.
4. The United States Citizenship and Immigration Service (USCIS) requires that an F1 student must update them with any address change within 10 days of the initial change in residence. If the student updates the International Student Advisor within these 10 days, they will have satisfied their obligation to the CIS.
5. Consult with the international student advisor and follow U.S. immigration procedures to continue from one academic program to another (e.g., AAS to BFA), to transfer from one institution to another, when taking a leave of absence from the school or to extend the time estimated for the completion of their educational program as stated on the SEVIS Form I-20 originally issued at the start of their program.
6. Accept off-campus employment only with prior approval by the international student advisor or the Citizenship and Immigration Service, and with a valid Employment Authorization Document. Approved employment may not exceed 20 hours per week while school is in session; however, there is no such limit during vacation peri-

ods. Consult the international student advisor for information on employment opportunities and authorization procedures for F-1 students.

7. All F-1 students, even if they earn no income in the United States, must file the appropriate income tax forms at the end of the tax year.

Note: An international student who returns home or leaves the United States during vacation periods must have a valid F-1 visa stamp in the passport, and the passport must not expire during the trip. The SEVIS Form I-20 Form must be endorsed (signed) by the international student advisor at least once every 12 months (preferably every six months). The SEVIS Form I-20 Form must be presented to the international student advisor for endorsement at least five days prior to departure to assure adequate time for the advisor to review the student's status and sign the SEVIS Form I-20. If documents are not presented within this time frame, NYSID cannot guarantee that processing of documents can be completed prior to the student's desired date of departure.

### **Counseling and Support Programs**

A network of services is available in the community and throughout New York City to help those with problems relating to the abuse of alcohol and illicit drug use. These programs are confidential and voluntary. (All numbers are Area Code 212 unless specified otherwise.)

#### *Hotline Numbers*

Alcoholics Anonymous	647-1680
Al-Anon	941-0094
Alcoholism Council of NY	1-800-567-6237
NYS Drug Information	1-800-522-5353
Narcotics Anonymous	929-6262

#### *Religious Counseling*

Temple Israel	112 East 75th Street	249-5000
St. Jean Baptiste Catholic Church	184 East 76th Street	288-5082
St. Peter's Lutheran Church	619 Lexington Ave.	935-2200
Madison Avenue Presbyterian Church	921 Madison Ave.	288-8920
Christ the Savior Orthodox Church	340 East 71st Street	744-8502
Zion St. Mark's Lutheran Church	339 East 84th Street	650-1648

### **Medical Insurance**

The United States does not have a system of "free" or general government-subsidized medical care. Medical insurance is an absolute necessity in the United States. There are many companies that offer health insurance policies, including ones that are designed to meet the needs of international students. Information on contacting health insurance providers is available to NYSID students at the reception desks and in the Human Resources Office.

### **Medical Emergencies**

NYSID does not provide medical services. Sudden illness or accident to students, faculty, or staff must be reported immediately at the 70th Street reception desk. First aid supplies may be obtained from the lobby receptionist.

**Health Services**

Lenox Hill Hospital	77th Street between Park & Lexington Ave. Emergency: 434-2000
Mount Sinai Hospital	100th Street & Fifth Ave. Emergency: 241-7171
New York-Presbyterian Hospital	525 East 68th Street Emergency: 746-5050
Beth Israel Medical Center	First Avenue at 16th St. Emergency: 420-2840 Detoxification: 420-2012
Phoenix House	164 West 74th Street Detoxification: 595-5810 Addiction Info & Treatment 1-800-435-7111

**Mail for Faculty**

All student correspondence to faculty may be delivered to the 70th Street reception desk on the main floor. However, projects must be handed directly to faculty along with any appropriate communication or forms. Students are advised to keep copies of correspondence and work submitted to faculty. Faculty who have e-mail or voice mail will provide their e-mail or voice mail addresses in class. Students should not place letters or projects in faculty mailboxes.

**Parking**

Reduced-rate parking is available to NYSID students, with validation, at the following garages: Garden Garage at East 71st Street between Second and Third Avenues, GEMAT at East 69th Street near Second Avenue, and 222 East 69th Street between Second and Third Avenues. Garage receipts must be validated at the 70th Street reception desk in order to receive the reduced rate.

**ADVISEMENT AND REGISTRATION**

In order to attend courses at NYSID, one must be formally accepted by the Office of Admissions as a candidate for the Master of Fine Arts, Bachelor of Fine Arts, or Associate in Applied Science degree or the nondegree Basic Interior Design program, or be enrolled as a nonmatriculated student. Students with prior education or professional experience desiring to enroll in undergraduate course(es) without having taken a prerequisite at NYSID must have the approval of an academic advisor prior to registration. These students are responsible for providing necessary documentation such as a portfolio and official transcript(s) along with relevant course description(s) to demonstrate qualifications prior to approval and registration.

**Nonmatriculated Status**

Nonmatriculated students may accumulate a maximum of 9 credits and must satisfy the prerequisites for each course. A student may study at the college for a maximum of two consecutive semesters in a nonmatriculated state or may accumulate a maximum of 9 credits, whichever occurs first. Students who have completed the maximum allowable

credits as a nonmatriculated student and wish to continue studying at the college must apply to one of the degree programs or to the Basic Interior Design program.

### **Readmission**

Matriculated students (those previously accepted into a degree program or Basic Interior Design) who leave the School for a year or more or who have not completed their current program within ten years are required to apply for readmission. Requirements and applications for readmission are available in the Office of Admissions. Readmitted students are required to satisfy all degree requirements current at the time of readmission.

Students who have attended other schools during an absence from NYSID must have their official transcripts sent directly to NYSID. A published course description and work generated in the course is also required. Readmission requests from students who left while on academic probation are reviewed by the Admissions Committee. The student is notified of the readmission decision by mail.

### **Maintaining Academic Records**

Following formal acceptance by the Office of Admissions, the Registrar maintains all official academic records, which become the property of the college. Students are responsible for being aware of all School regulations regarding course withdrawals, refund schedules, program changes, and academic policies.

### **Change of Academic Program**

Students accepted into a NYSID program (e.g., Associate in Applied Science) wishing to transfer to another program (e.g., Bachelor of Fine Arts) must complete a Change of Academic Program Request Form available in the Office of Admissions. Students requesting a change of program must submit a portfolio for review by the Admissions Committee. Information on portfolio requirements may be obtained from the Office of Admissions. Only upon acceptance into the desired program may students register for courses in that program. Students can request a change to a lower level program using the Change of Program Request Form. Prior financial aid arrangements may prohibit this choice. A student who has completed the requirements of a lower level program and changes to that program in order to graduate at the lower level will be prohibited from then taking any course at NYSID for the following one-year period and will be subject to readmission requirements and procedures.

### **Course Bulletins**

Course bulletins are published each semester/session and are available to students at the start of each registration period. The School reserves the right to change course dates, times, and faculty without prior notice. Course offerings are also available online at [www.nysid.edu](http://www.nysid.edu) along with all pertinent registration materials.

### **Advisement**

Upon matriculation, every student is assigned an academic advisor. Academic advisors are available to help students plan their program of study, and to discuss academic issues regarding course content and scheduling. Students are responsible for planning their course of study, and ensuring prerequisites are met in a timely fashion. The academic advisor will help the student review the advising worksheet, graduation report,

and course needs list, available on the web portal, all of which enable the student to track her progress through the program. The student should check these reports periodically on the portal, and especially before each semester registration period. Appointments can be made with advisors throughout the school year to review progress through the curriculum and to plan course selections for future semesters. Under no circumstances can students register for a class without having satisfied the required prerequisite or co-requisite.

### **Registration**

Upon matriculation, students plan their programs of study with an academic advisor. Each semester, students register during the registration period and according to the procedures specified by the Registrar. Registration forms may be dropped off at the registration desk or be faxed to 212-472-3800. Registrations received without adequate payment will automatically be returned to the student. Forms must include the student's current phone number and valid method of payment. No registrations are accepted for semester-long courses after the first week of classes, and no student is permitted to attend classes without being registered. Early registration is recommended.

Matriculated students who leave the School for a year or more or who have not completed their current program within ten years are required to apply for readmission through the Office of Admissions before they can register for courses.

Students accepted into a NYSID program who wish to transfer to another program must complete a Change of Academic Program Request form available in the Office of Admissions. Only upon acceptance into the desired program may a student register for courses in that program.

Students should make every effort to register during established registration periods in order to ensure having the schedule and classes they wish to take. Registration schedules are published in course bulletins, which are available at the college and mailed to current students, and on the website *www.nysid.edu*. Continuing students are responsible for knowing the registration schedules and will be charged a late fee for registering after the end of the published registration period. This late fee charge may not be appealed.

Late registrations are accepted only through the first week of classes. Late registrations for the summer session must be processed before the second class.

### **Mandatory Proof of Immunization**

The New York State Legislature has mandated that prior to registration, all students born on or after January 1, 1957 and registering for six or more credits must provide proof of immunity against measles, mumps and rubella (Public Health Law, Article 21, Title VI, section 2165).

### **Full-Time/Part-Time Status**

In order to be classified as having full-time status at NYSID, students must be registered for a minimum of 12 credits in a semester.

Students who register for fewer than 12 credits, or who drop to fewer than 12 credits during the refund period are classified as part-time students. The MFA program is full time; no registration on a part-time basis is permitted.

## **Credit Registration**

Courses taken for credit are graded according to the NYSID grading system. Courses taken for credit may be transferable to other institutions at the discretion of the other institution.

## **Placement Testing**

Prior to registering for math or English all students must take the appropriate NYSID placement test. Contact the Office of the Dean to obtain the placement test schedule, or refer to the NYSID website. Students may not take a math or English placement test more than once.

*Mathematics:* All students in the AAS and BFA degree programs are required to demonstrate proficiency in fundamental mathematical skills including basic arithmetic, algebra, geometry and trigonometry. Proficiency may be demonstrated by transferring 2 credits of college-level mathematics with a grade of “C” or better, as approved by an academic advisor, or by a score of 3 or better on the AP Calculus exam. All other students must take the NYSID math placement test. Placement testing will result in one of the following:

1. The student demonstrates sufficient proficiency to meet the NYSID math requirement. The 2-credit math requirement is considered satisfied, and the student must take 2 credits of free electives.
2. The student demonstrates sufficient basic mathematical skills to register for 171 Basic Mathematics.
3. The student does not demonstrate sufficient basic mathematical skills to register for 171 Basic Mathematics and is required to complete a 2 semester-hour noncredit remedial course in mathematics, which may be taken at another accredited college.

*English:* All students in the AAS and BFA degree programs and the Basic Interior Design program are required to demonstrate proficiency in writing grammatically correct prose. Students in the degree programs are additionally required to demonstrate proficiency in writing a well-planned research paper. All or part of the NYSID English requirements may be met by transferring appropriate college level credits with a grade of “C” or better, as approved by an academic advisor, by a score of 3 or better on the AP English exam, or by passing the CLEP test. After review of such credits, students who still need to satisfy 150 English Composition I must take the NYSID English placement test. Placement testing does not reduce the number of credits in English composition or literature required by the curriculum of a particular program. Placement testing will result in one of the following:

1. The student demonstrates sufficient proficiency to place out of 150 English Composition I and into 160 English Composition II. AAS and BFA students are required to complete the three remaining credits in advanced English composition or literature courses that are designated as satisfying the college writing requirement.
2. The student demonstrates sufficient basic writing skills to register for 150 English Composition I.
3. The student does not demonstrate sufficient basic writing skills to register for 150 English Composition I or 151 English Composition I/ESL and is required to complete a 3 semester-hour noncredit remedial course in grammar and writing, which must be taken before the student is permitted to take 150 or 151 at NYSID.

### **Prerequisites and Co-Requisites**

It is the sole responsibility of the student to ensure that all courses are taken in the sequence outlined in the catalog. In no case will a student be allowed to register for a course without having successfully completed the required prerequisite. It is solely the student's responsibility to ensure that a course designated as a "co-requisite" is taken prior to or during the same semester.

Students who register for courses out of sequence are subject to an involuntary withdrawal and the college's published refund policy.

### **Closed Course Sections**

When registrations for a particular section of a course reach the maximum number determined by the dean, that section is closed to additional registrations. No waiting list for individual sections will be started until every seat in every section has been filled. The college reserves the right to assign students to any section of a course for which the student has registered. Permission from the instructor does not ensure admission. Students attending a course without formal registration will not receive credit for the course under any circumstances.

### **Courses Canceled Due to Low Enrollment**

The college reserves the right to cancel classes due to low enrollment. Underenrolled classes will be canceled in advance of the beginning of the semester to allow students time to reschedule their classes. Notice of canceled courses will show on the student's schedule as posted on the web portal. No written notice will be sent, and students are responsible for checking their schedules for changes and registration information prior to the start of each semester. No drop fee will be charged in this circumstance.

### **Confirmation of Schedule**

Provided a student's registration has been approved and processed, the student may access the schedule (or schedule changes) through the web portal approximately two to three weeks after submitting the registration. Any discrepancy in the schedule should immediately be brought to the attention of the registrar. Since schedule confirmations are no longer mailed to students, it is strongly recommended that students periodically check the portal to view individual schedules on-line. Students' schedules may change due to changes of faculty, canceled sections or courses, lack of tuition/fee payment, or other reasons, and it is the responsibility of students to verify their current schedules on the web portal (<http://portal.nysid.edu/ics>, or go to [www.nysid.edu](http://www.nysid.edu) home page and click on "NYSID web portal").

To gain access to the portal, the student identification number acts as the user name. All new students will receive a mailing two weeks prior to the start of the semester with user identification number and a password. This information may also be obtained at student orientation. Students may change their password after their initial sign-in to the portal.

### **Payment of Tuition and Fees**

All students are required to pay the registration/technology fee and a minimum of 50% of the semester's tuition at the time of registration with the balance of tuition to be paid no later than one week prior to the beginning of the semester. As a means of meet-

ing the payment of tuition, students may choose to enroll in the Tuition Management System (TMS) plan, which must be confirmed by the bursar's office prior to registration. TMS is the only payment plan option recognized by NYSID. The TMS payment option requires that the student make the first payment directly to NYSID at the time of registration. Payment options are not available to any student who was delinquent in payments in the previous semester or whose payment plan was canceled for nonpayment.

Students accepted into the MFA, BFA, AAS, and Basic Interior Design programs must pay a tuition deposit within 30 days of the date of acceptance into the program. Registration fees and tuition deposits are nonrefundable. Tuition and fee amounts are published in the current catalog.

### **Financial Aid**

Financial aid consists of any combination of grants, loans, scholarships and work-study. Eligibility requirements and application procedures are outlined in the college's current catalog. In order to be considered for financial assistance, students must submit a complete and accurate financial aid application showing their eligibility to the financial aid administrator by the priority deadlines stated for the semester, as follows: Fall - May 1; Spring - October 1.

Students seeking financial aid should note that it is necessary to apply for financial aid for each academic year in which financial aid is requested. Students who wish to meet with the Financial Aid Administrator are encouraged to schedule an appointment by calling extension 212.

Eligible applicants who successfully complete the financial aid process may register and receive tuition credit. The registration form must be signed by the financial aid administrator before it can be processed.

Any subsequent change in registration status may impact the student's award package. Therefore, all Drop/Add forms submitted by a financial aid recipient must be signed and approved by the financial aid administrator. The award package will be recalculated based on the new registration status. A special refund policy for financial aid recipients applies in the event an aid recipient withdraws or drops any courses. Drop/Add forms that do not have the signature of the financial aid administrator will not be processed.

### **Financial Aid Delivery and Credit Balances**

Financial aid funds received by the college are automatically credited toward the student account of the financial aid recipient. If a loan check is received, the student's signature is required before the funds are credited to the student account; the recipient is notified in writing to come to the financial aid office to endorse the check(s). First-time borrowers must also complete a loan entrance interview.

If a credit balance results from the posting of financial aid, the bursar will issue the credit balance to the student within the time frame specified by federal guidelines. All other credit balances must be addressed by the student within thirty (30) days of the beginning of each semester.

### **Exit Interview for Loan Borrowers**

Loan recipients must complete an exit interview prior to graduating from NYSID or at any time they cease to be enrolled at least half time (6 or more credits). The exit interview

provides important information regarding the proper payment of a loan. Loan recipients have a six-month grace period before beginning a schedule of monthly loan payments.

### **Drop/Add: Change of Registered Courses**

Students wishing to change classes (drop/add) must complete a Drop/Add form available in the Office of the Registrar and on the web portal. The forms for all BFA, AAS, and Basic Interior Design candidates will be reviewed and authorized by an academic advisor, the bursar, and, if applicable, by the international student advisor or financial aid administrator. A fee of \$50 will be charged if a course is dropped. Course additions during the fall and spring semesters cannot be processed after the first week of classes. Course additions during the summer session cannot be processed after the first class.

### **Course Withdrawals**

Students may withdraw voluntarily from classes in which they are enrolled any time within the first half of the semester or summer session. Students must complete an Drop/Add form to officially withdraw from a class. An unreported course withdrawal will result in a grade of "F." In order to receive credit for a course a student must attend at least 80% of the class sessions. Any student who fails to meet this criterion may be involuntarily withdrawn from a course.

### **Refund Schedules**

Tuition refunds are calculated according to NYSID's refund schedule based on the date of written receipt of notification at the college and the filing of a signed drop form. Telephone notification is not accepted. Refunds are not automatic and must be requested. All fees are nonrefundable and nontransferable. Tuition deposits are nonrefundable. All refunds are paid by check regardless of the student's method of payment. The refund schedule is published in the bulletin for each semester or session. Refunds resulting from dropping a course during the late registration period will not be processed until after the drop/add period is over.

Financial aid recipients are subject to a special refund policy, which is available in the financial aid office for review. This may result in some financial aid being returned and monies owed to NYSID.

In courses or workshops meeting for six or fewer sessions, refunds must be requested no later than one week prior to the first session or no refund is permissible.

## **GENERAL ACADEMIC POLICIES**

### **NYSID Catalog**

The NYSID catalog describes the academic programs and policies of the college. The college reserves the right to change tuition, policies, faculty, and course descriptions at any time.

Program requirements listed in the NYSID catalog apply to all students accepted into a specific program during that year. Students should keep a copy of the NYSID catalog of their year of matriculation on file for reference.

### **Student Attendance**

Regular and punctual attendance at all classes is mandatory. Students are responsible for making up all work missed due to illness or personal emergency. If a student misses a class due to illness or personal emergency, the student should notify the instructor of the circumstances. A student is not excused from any class because it conflicts with employment outside of school.

A student will be involuntarily withdrawn from a class and a grade of "F" will be assigned in the case of excessive absences. This is defined as absence from more than 20% of the classes of a course in a given semester. Students are required to arrive at their classes on time. Three instances of lateness are recorded as one absence. No refunds will be made to students who are involuntarily withdrawn from a class due to excessive absences.

Students are required to attend classes for the entire time period, do studio work in class as directed by the instructor and present their work at periodic review sessions and formal presentations. Students are excused from review sessions and presentations only in the case of a documented illness or personal emergency. In the case of a student's unexcused absence from his/her scheduled presentation, the work is graded as failure. If a student has an unexcused absence from a scheduled presentation of a final course project, the student will receive an "F" for the entire course. Unless a valid excuse with documentation is given, an instructor is not required to give a student a verbal critique of work that is not presented during the final review session.

### **Religious Obligations**

NYSID recognizes and respects the diversity of its students and their respective religious obligations and practices. The School therefore makes every effort to afford all individuals appropriate opportunity to fulfill those religious obligations and practices. Instructors provide students with the opportunity to make up class work or examinations that are missed because of religious obligations and practices. It is the student's responsibility to notify instructors in advance, preferably in writing, and to follow through in making up work. Students will not be penalized for absences from class due to religious observance, as long as notice of anticipated absences is given to the instructor in the first class session and all coursework is completed as agreed upon by the instructor and student.

### **Deferred Examinations**

An instructor is not obligated to provide make-up examinations, quizzes, or projects for students who miss a scheduled examination, quiz, or project during the semester. However, if a student is absent as the result of a documented illness or personal emergency when a project is due or an examination is given, the student may get written permission from the instructor to make up the same. If the student fails to make up the project or examination, the student may receive an "F."

### **Faculty Absences**

If a faculty member is absent and cannot conduct class on a specific date, the faculty member is required to reschedule the class meeting. Students are notified as quickly as practicable regarding cancellations. Make-up classes are scheduled according to the availability of the majority of students in the class.

## **Academic Honesty and Behavior Code**

When submitting work for academic credit, the student makes an implicit claim that the work is the student's own, done without the assistance of any person or source not explicitly noted, and that the work has not previously been submitted for academic credit. Students are free to study together unless specifically asked not to by the instructor. In the case of examinations (tests, quizzes, etc.), the student also implicitly claims to have obtained no unauthorized information about the examination, and has neither given nor obtained any assistance during the examination. Moreover, a student shall not prevent others from completing their work.

Examples of violations include, but are not limited to, the following:

1. Supplying or receiving completed papers, projects, outlines or research for submission by another person;
2. Submission of the same, or essentially the same paper, project, or report for credit;
3. Supplying or receiving unauthorized information about the form or content of an exam prior to it being given, specifically including unauthorized possession of exam material prior to the exam;
4. Cheating during exams, including viewing other students' exams, conversations with other students and use of materials other than those approved by the instructor for use during the exam;
5. Alteration of any materials or apparatus which would interfere with another student's work;
6. Copying or allowing copying of assigned work or falsification of information;
7. Unauthorized removal of study or research materials or equipment intended for common use in assigned work;
8. Plagiarism (see definition of plagiarism below).

Subject to review of the dean, a student who violates these guidelines will receive no credit for the course in question, will have the grade of "F" entered on their transcript and risk dismissal from the college.

### *Plagiarism\**

Plagiarism means presenting, as one's own, the words, the work or the opinions of someone else. It is dishonest, since the plagiarist offers, as his/her own, for credit, the language, or information, or thought for which he/she deserves no credit. Plagiarism occurs when one uses the exact language of someone else without putting the quoted material in quotation marks and giving its source. (Exceptions are very well-known quotations, from the Bible or Shakespeare, for example.)

In formal papers the source is acknowledged in a footnote; in informal papers, it may be put in parentheses, or made part of the text: "Robert Sherwood says ...." This first type of plagiarism, using without knowledge the language of someone, is easy to understand and avoid: When a writer uses the exact words of another writer, or speaker, she/ he must put those words in quotation marks and give the source.

A second type of plagiarism is more complex. It occurs when a writer presents, as his/her own, the sequence of ideas, the arrangement of material, or the pattern of thought

of someone else, even though he/she expresses it in his/her own words. The language may be his/hers, but he/she is taking credit for the work of another. He/she is guilty of plagiarism if the original author is not given credit for the pattern of ideas.

Students writing informal themes, in which they are usually asked to draw upon their own experience and information, can guard against plagiarism by a simple test. They should be able to honestly answer, 'no,' to the following questions:

1. Am I deliberately recalling any particular source of information as I write this paper or do this project?
2. Am I consulting any source as I write this paper or do this project?

If the answer to these questions is no, the writer need have no fear of using sources dishonestly. The material in his/her mind, which is then transferred to the written page, is genuinely digested and his/her own.

The writing of a research paper presents a somewhat different problem for here the student is expected to gather material from books and articles read for the purpose of writing the paper. In the careful research paper, however (and this is true of term papers in all college courses), credit is given in footnotes for every idea, conclusion or piece of information which is not the writer's own; and the writer is careful not to follow closely the wording of the sources he/she has read. If he/she wishes to quote, he/she puts the passage in quotation marks and gives credit to the author in a footnote; but he/she writes the bulk of the paper in his/her own words and style, using footnotes to acknowledge the facts and ideas taken from his/her reading.

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In addition, photographs or other visual images of the work of others that are used as part of a project presentation must be properly credited in a caption or in writing by the student.

### **Photocopying Copyrighted Material**

Students are responsible for complying with the guidelines posted at the copiers in the library.

### **Grading of Course Work**

Grades assigned by the instructor are considered final. If a student believes a grade received is in error, the student should immediately contact the instructor to resolve the issue. The student may also contact an academic advisor within four weeks of the grade report being issued to pursue a formal grievance. The formal complaint procedure outlined in this Handbook should be followed.

Students can view their grade report and an unofficial transcript of their entire academic career at NYSID through the web portal approximately two weeks after the close of each semester (<http://portal.nysid.edu/ics>). Grades are not released to students with outstanding library fines or tuition balances.

### **Change of Grade**

If a student feels that a final grade that has been received in a course is an error, it is the student's responsibility to bring the matter to the attention of the instructor in writing, with a

copy to the Office of the Dean within four weeks after the grade has been issued. The decision to change a grade is solely that of the instructor. If it is determined that a grade is to be changed, it is the responsibility of the student to submit the proper form to the faculty member who will in turn submit the form with all required signatures to the registrar within the following semester. In no case may a grade be changed following graduation.

### **Grading Description and Standards**

- A, A- “Outstanding” evaluation; issued for varying degrees of exceptional work with no major flaws and very few minor flaws in any aspect. The student has met all deadlines, has demonstrated initiative and self-motivation, participates and contributes positively in class discussions through use of effective vocabulary; has undertaken quality research where appropriate, has demonstrated problem-solving skills and exceptional creativity and originality. Further, the student maintains an open and discriminating mind.
- B+, B, B- “Very Good” evaluation; no major flaws evident in any aspect of the work, but some aspects could be improved. Although work demonstrates a certain degree of originality and creativity, it is not of sufficient quality to be characterized as exceptional or significantly outstanding. All deadlines have been met. Design projects, papers and other assignments contain many positive qualities, certain aspects of work not as successful as others. Student comprehends and retains subject matter and applies it to new problems and situations; uses course material and vocabulary effectively.
- C+, C, C- “Satisfactory” evaluation; work is not of sufficient quality level to be placed in the “Very Good” range but has met assignments' basic requirements. Work appears competent, but demonstrates little, if any, creative or innovative concepts or ideas. Research is minimal and not sufficiently well incorporated into the body of the work. Work fails to maintain a consistent level of quality and many aspects of the work are in need of improvement; some major or minor flaws in several aspects are evident.
- D+, D, D- “Poor” evaluation; lowest passing grade, although not sufficient to satisfy prerequisite or graduation requirement in the case of required professional studio courses. Several major and minor flaws; very little, if any, creative and innovative qualities demonstrated. Problem-solving, research and technical skills of minimal quality and, in some cases, unacceptable. Time management poor; deadlines not met; ideas not developed; improper use of relevant vocabulary and poor craftsmanship.
- F “Inadequate” or “unacceptable” evaluation; work does not meet minimal standards or requirements. Little or no effort made by student to understand or complete work; excessive absences; failure to participate in class discussions or to accept criticism. No originality or creativity; deadlines not met; many major

flaws in all aspects of work. Voluntary or involuntary withdrawal after mid-semester or mid-session.

**Pass/Fail** Pass indicates that work is of “D-“ quality or better. A student may elect to take up to 6 elective credits on this basis, but may elect no more than 3 credits on this basis in any semester. Students in the first two semesters are not eligible to elect Pass/Fail courses.

**AUD** “Audit,” must have attended 80% of all classes. No credit.

**INC** “Incomplete”; issued as a result of the student having faced an extenuating circumstance beyond the student's control (such as serious illness, death in the family, an accident). Course work must be completed within (4) four weeks of the last day of classes of the semester or it automatically becomes an “F” on the permanent transcript.

**P** “Pass.”

**R** “Repeated” for a better grade.

**W** Voluntary withdrawal before mid-semester or mid-session.

Course credit will not be granted unless a student completes and passes a course. A failed required course must be repeated before the student is permitted to register for the next level course. In order to satisfy program requirements, matriculated students must retake all required professional studio courses in which the grade received is not a “C-” or better.

Matriculated students also must retake any required professional/lecture course or liberal arts course in which the grade received is not a “D-” or better. A repeated course must be the same course as the one for which the unsatisfactory grade was awarded.

If a student fails a prerequisite course because of insufficient progress, excessive absences, or a grade of “Incomplete” the next level course can only be taken after the prerequisite is satisfied.

Any student with an outstanding “F,” “INC” or “W” is ineligible for graduation from any program in which the course is required.

#### *Incomplete*

Incomplete (INC) is given only if the student meets all of the following requirements:

- ◆ Attended more than 80 percent of the course;
- ◆ Completed all but one project/assignment;
- ◆ Has made a specific request for an Incomplete to the instructor in writing before the last class session;
- ◆ Provides documentation of personal illness or injury; or illness or death in her/his immediate family.

All reasons must be submitted in writing and reviewed by the instructor and an academic advisor before the Incomplete can be recorded. Grades of Incomplete shall be issued solely at the discretion of the instructor.

An Incomplete must be resolved within 4 weeks of the last day of the semester in which the course is taken or it automatically becomes a grade of "F" on the permanent transcript.

### **Academic Distinction**

Any undergraduate student, who has completed 12 or more credits during any semester, does not carry an INC (Incomplete) for that semester and has a GPA of 3.5 or higher is named to the Dean's List.

The MFA, BFA and AAS degrees may be conferred with Distinction (cumulative GPA of 3.5-3.64), High Distinction (3.65-3.79) or Highest Distinction (3.80-4.00).

### **Early Warning Notice**

Students whose academic performance in a class is considered unsatisfactory may receive an Early Warning Notice at any time during the semester. The reason(s) for the unsatisfactory performance is noted on the form. A copy of the form is forwarded to the student's academic advisor.

### **Academic Probation and Dismissal**

To be in good standing, an undergraduate student must maintain a cumulative grade point average (GPA) of at least 2.0. A student in the MFA program must maintain a GPA of at least 3.0. Failure to maintain the minimum cumulative GPA noted above means that the student's tenure at NYSID is in jeopardy. Cumulative and semester GPAs are calculated each semester and include all courses which have grades "A" through "F." Incomplete (INC) is not included.

In the undergraduate programs, a student whose GPA falls below 2.00 in any single semester is placed on academic probation for the following semester. The student's performance and attendance are reviewed at the end of the probationary semester. If the semester GPA falls below 2.00 again, the student may be dismissed from the college. Students on academic probation are not permitted to register for an internship for credit or petition for a grade of Incomplete. NYSID reserves the right to impose other restrictions and conditions in individual cases, as it sees fit.

In the graduate program, a student whose GPA falls below 3.0 at any time may be subject to dismissal.

Ordinarily a student with a grade point average below the published minimum who has voluntarily withdrawn from the college or who has been academically dismissed from the college will not be eligible to apply for readmission.

### **Dismissal Appeal**

Any student who is dismissed from the School, whatever the reason, may file an appeal. All appeals must be filed in writing to the dean within 10 days of notification of the required withdrawal, explaining any circumstances relevant to the case. The dean will notify the student of the decision to appoint an appeals committee and of a probable timetable. A student making an appeal must not expect the case to be decided in time to register for

the succeeding semester, even should the decision to require withdrawal be reversed.

The dean will chair the appeals committee and appoint the members as follows: one administrator, one area coordinator and two faculty. Once appointed, the appeals committee will meet to review the student's records, to consult with the student's advisor and any appropriate faculty and to consider new evidence presented by the student. The student has the right to appear before the committee. All notes and discussions will be considered strictly confidential.

The committee's decision is by majority vote and is considered final. The dean will provide the student with written notification of the appeals committee's decision.

### **Repeated Courses**

After completion of a repeated course, the initial grade is recorded as "R" (Repeat), and only the grade earned by retaking the course is averaged into the GPA. No financial aid can be used to cover the expenses of repeating a course.

### **Auditing a Course for No Credit**

Students may elect to audit a lecture course for no credit with the permission of an academic advisor. Students auditing a course pay the regular tuition and receive the designation AUD on their transcript if they attend 80% of the scheduled classes. Students auditing a course do not participate in any quizzes, exams, papers or projects. The decision to audit a course must be made at the time of registration.

### **Independent Study**

Independent study falls into three categories: a project in a special area, a research mentorship opportunity to work directly with a faculty member, or an individualized course in which a student meets the requirements of a course which may not be offered in the current semester but which the student must have at that time in order to graduate. A student who has accumulated 80 or more credits towards the BFA degree may petition to create an individual independent study with a faculty member under the following conditions only:

- ◆ The student has a cumulative GPA of 3.5 or higher;
- ◆ Prior to registering, the student presents a written outline of the content, scope and reason for the proposed independent study along with the number of credits to be taken, first to the faculty for signed approval and then to the associate dean for signed approval;
- ◆ A student may not earn more than 9 credits in independent study toward the degree.

After approval has been granted, the student should register for this class as "500 Independent Study" with the specified number of credits. In the case of studio independent study, the final project must be presented to a faculty jury for assessment and evaluation..

### **Internships for Credit**

The NYSID internship program offers elective academic credit for college-monitored work experience. Internships for credit are available to students matriculated in the BFA degree program with an accumulation of 90 credits or more, or students in the MFA program with 30 credits or more, and a cumulative GPA of 3.00. It is designed to help students build on skills already learned in the classroom and to acquire new ones.

Students have the opportunity to integrate theory and practice and in doing so gain professional experience. Students are also able to make valuable contacts and explore opportunities for permanent employment after graduation.

An internship for credit consists of 240 hours of contact time at the job placement site and accrues 3 credits. Customarily this consists of two 8-hour workdays per week for the 15-week fall or spring semester or six 40-hour weeks during the summer. A student may take no more than one internship for credit towards their degree.

Students work with their academic advisor and the career placement coordinator prior to registration to identify a suitable placement. A learning contract is developed by the student and advisor in collaboration with the placement mentor. The student keeps a journal of the experience, documenting the fulfillment of the learning contract objectives. The placement mentor signs off on the journal and submits an evaluation of the student at the conclusion of the placement. The student is assigned a grade of "P" or "F."

### **Transfer Credit**

NYSID accepts transfer credits into its undergraduate programs for liberal arts and professional courses taken at other accredited colleges and universities. These courses must have been taken for credit and awarded a grade of "C" or better for liberal arts courses and "B" or better for professional courses (in some cases "P" or "S" may be accepted). Life experience, pre-college or remedial courses or courses taken for noncredit are not accepted for transfer credit. With prior approval of an academic advisor, remedial courses in math and English composition taken at another accredited college or university may be able to fulfill prerequisites for 171 Basic Mathematics or 150 English Composition I, as applicable. Regardless of experience, students must earn the number of credits required by their program of study.

Official transcripts and catalog course descriptions must be submitted to determine whether credits may transfer. A portfolio containing representative work from classes is also required of the applicant. The college may accept some liberal arts credit earned through College-Level Examination Program (CLEP) proficiency examinations. Final approval of transfer credit is made by an academic advisor. Minimum residency requirements for each program should be noted.

Transfer credits cannot be formally applied until all official documents are received and the student has been accepted into a program. It is the responsibility of the student to ensure that all applicable transfer credits have been applied by periodically viewing their academic information via the web portal.

Students already matriculated in a NYSID program must receive written permission from an academic advisor before taking courses at another college for transfer to their NYSID record.

### **Minimum Residency**

Of the 132 credits required for a BFA degree, a minimum of 66 credits must be taken at NYSID of which 60 credits must be in professional/design history courses. The residency requirement includes courses 430 Project Management, 334 Residential Design III, 386 Contract Design II, 486 Contract Design III and 487 Thesis. Courses are to be taken in the proper sequence. The last 26 credits prior to receiving a BFA degree must be taken at NYSID.

Of the 66 credits required for an AAS degree, a minimum of 33 credits must be taken at NYSID of which 30 credits must be in professional/design history courses. The residency requirement includes 234 Residential Design II and 286 Contract Design I. Courses are to be taken in the proper sequence. The last 16 credits prior to receiving an AAS degree must be taken at NYSID.

Of the 24 credits required for Basic Interior Design, a minimum of 18 credits of professional/ design history course work must be taken at NYSID, including 134 Residential Design I. The last 12 credits prior to completion must be taken at NYSID.

All 60 credits for the MFA degree must be taken at NYSID.

### **Transcripts**

- ◆ Student records are confidential and are the property of the college.
- ◆ A transcript of a student's record is issued by the Office of the Registrar only upon receipt of the student's written request or authorization and payment of a fee. Unofficial transcripts are regularly available to the student on the web portal for viewing and printing. To have an official copy of a NYSID transcript mailed to another school or agency, a student must either fill out a transcript request form at the Student Services desk in the Office of the Registrar or write to NYSID indicating either their NYSID student ID number or Social Security number, the name attended under, the last date of attendance, and where the transcript is to be sent.
- ◆ Telephone requests are not accepted.
- ◆ Partial transcripts are not issued. Each transcript includes the student's complete academic record from NYSID.
- ◆ Requests for transcripts must be made at least three weeks before the transcript is to be released.
- ◆ Transcripts are not released until all outstanding accounts to NYSID are paid.
- ◆ When official transcripts are sent to colleges, universities, state or federal agencies, etc., they bear the NYSID seal. Unofficial transcripts, for a student's personal use, do not bear the seal.
- ◆ Copies of transcripts from other schools are part of a student's file and may not be released or copied. If a student wants a copy of his/her transcript from another school, it must be requested directly from that school.

### **Withdrawal from the College**

If a student finds it necessary to withdraw from the college, a brief explanation of the reasons, along with a completed Drop/Add form for courses in which the student is currently registered, should be given to an academic advisor. Students are then referred to the registrar and, where applicable, the financial aid administrator and the international student advisor, for an exit interview.

### **Retention of Student Work**

Students should make sure that their name, student ID number, telephone number, email address, class name and semester are on each project. Student work completed for courses taken at NYSID remains the property of NYSID until the School releases it to the student. NYSID reserves the right to retain any student work for purposes of docu-

menting the program of study to accrediting bodies such as the Council for Interior Design Accreditation or the National Association of Schools of Art and Design. NYSID reserves the right to publish student work in School publications and for the purposes of accreditation.

NYSID does not take responsibility for student projects stored on school property. Students are expected to claim their work at the end of each semester. NYSID will not be responsible for any work remaining for more than six months.

### **Privacy of Student Records**

NYSID has adopted regulations in accordance with provisions of the Family Education Rights and Privacy Act (FERPA) (section 438 of General Education Provisions Act, 20 usc 12329), formerly referred to as the "Buckley Amendment." A copy is available in the library.

## **GENERAL POLICIES AND INFORMATION**

### **Graduation Procedures**

To graduate, a student must have a minimum GPA of 2.0 in the BFA or AAS programs or a 3.0 for the MFA. Students should meet with an academic advisor in the semester prior to the anticipated graduation for a transcript review to determine eligibility for graduation. Students are encouraged to review this same information by accessing their account on the web portal. All applicable transfer credits, incomplete work, and financial obligations must be resolved in order to receive a diploma or certificate. Financial obligations include tuition, fees, library fines or collection fees as applicable. The diploma or certificate is held pending clearance of the candidate's financial account.

Any student wishing to graduate must complete the Graduation Candidacy form, available in the Office of the Registrar or on the web portal, and return it accompanied by the completion of program/diploma fee to the Office of the Registrar by the designated date. This form is required to officially initiate a graduation candidacy, regardless of the whether the student intends to attend the commencement ceremony. Students completing the Basic Interior Design nondegree certificate program do not participate in the commencement ceremony. Students in the BID should use the Graduation Candidacy form to request the BID certificate by returning the form with payment of the completion of program/diploma fee to the Office of the Registrar by the designated date in their final semester. Diplomas and certificates will be mailed to the home address on record approximately three weeks after the end of the semester.

### **Commencement Ceremony**

The college holds an annual commencement ceremony in May for graduates of the MFA, BFA, and AAS degree programs. All degree candidates must have completed the total number of credits required for the degree at the time of graduation. Exceptions to this policy will be considered on a case-by-case basis by the dean. However, no student with more than one course outstanding will be permitted to participate in the commencement ceremony. When this exception is granted the student must sign a contract agreeing to take the outstanding course at NYSID no later than the fall semester, register and pay for it on a nonrefundable basis prior to the graduation ceremony. In no case will a diploma be released prior to the satisfactory completion of all degree requirements and the settlement of all accounts.

Students who have completed graduation requirements, as noted above, during the preceding academic year are invited to participate in the commencement ceremony. The ceremony is followed by a reception for graduates and their guests. Degree candidates who are eligible for graduation must initiate their graduation procedure by completing the Graduation Candidacy form, which is available in the Office of the Registrar and on the portal, and returning it to that office by the designated date. A completion of program/diploma fee, which is published in the NYSID catalog, must accompany the form. Degree candidates who plans to participate in the commencement ceremony must also indicate on the form their intention to attend as well as provide measurements for a cap and gown. Regardless of the intention to attend Commencement, any student wishing to graduate and receive a diploma must complete the Graduation Candidacy form accompanied by the completion of program/diploma fee by the designated date.

### **Thesis Exhibition**

The annual student exhibition of thesis projects from the BFA and MFA programs takes place each May. All projects included in the exhibition must be picked up within two weeks after the closing of the exhibition.

### **Student Evaluations of Courses and Faculty**

Prior to the end of each semester, course evaluations are distributed to students in courses. The instructor may not be present in the classroom while forms are completed; upon completion, the forms are collected by a student in the class and submitted to the Office of the Dean. These evaluations are reviewed and maintained by the dean. Evaluations are confidential and are available for faculty review only after final grades have been submitted and recorded. All evaluations are unsigned and remain anonymous.

### **Complaints**

In accordance with section 494C(J) of the Higher Education Act of 1965, any person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint. A student who wishes to pursue this should inquire at the student services desk for the number and address of the postsecondary complaint registry at the New York Department of Education.

Students wishing to file a formal complaint and grievance with regard to the New York School of Interior Design should submit a written statement to the dean. This statement should include the following information:

- ◆ The specific grievance or complaint;
- ◆ Supporting evidence of the student's claim;
- ◆ A proposal for the resolution of the complaint.

Following a timely review of the complaint, the student is informed of appropriate action. Students are strongly encouraged to use NYSID's internal procedure when addressing complaints.

### **Nondiscrimination Policy**

NYSID admits students of any sex, age, marital status, race, color, national and ethnic origin, actual or perceived sexual orientation or veteran status to all the rights, privileges, programs, and activities generally accorded or made available to students at NYSID. It does not discriminate on the basis of sex, age, marital status, race, creed, dis-

ability, national or ethnic origin, actual or perceived sexual orientation or veteran status in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-related programs.

### **Sexual Harassment**

Sexual harassment is defined as coerced, unwanted and/or unethical sexual attention; it is not tolerated at NYSID. Any NYSID student who has been sexually harassed, has questions about sexual harassment, or wants to know what formal or informal options are available should contact the dean. Inquiries are confidential.

### **Campus Security**

The Student Right-To-Know and Campus Security Act of 1990, enacted by the federal government, requires colleges to publish and distribute the following School policies related to campus safety as well as statistics about the range of crimes and other violations of the law on campus.

At NYSID, the safety and well-being of our students, faculty, staff and visitors is a high priority. A safe and secure environment can only be achieved through the cooperation of all members of the campus community. The following policies are a part of the School's effort to ensure that this collaborative endeavor is effective. Students should read the following information carefully and use the information to help foster a safe environment for the entire NYSID community. Any inquiries regarding the policies may be made to the registrar.

#### *Reporting Criminal Actions or Emergencies*

Crimes or emergencies on campus should be reported to the 69th Street or 70th Street reception desk or by calling (212) 472-1500, ext. 410. Crimes-in-progress should be reported directly to 911. Any crime committed on campus or within Manhattan's 19th Police Precinct must be reported to the 19th Precinct at 153 East 67th Street (between Lexington and Third Avenues) or by telephoning (212) 452-0600. Criminal actions or other emergencies occurring on campus may also be reported to the Campus Security Contact: Vice President for Finance and Administration (161 East 69th Street, fourth floor). The School will notify the police precinct for action.

#### *Policies on Security and Access to Campus Facilities*

NYSID maintains a single-unit campus and does not have any off-campus student organizations or facilities.

The Campus Safety Office (CSO) is a service unit within campus administration dedicated to the protection of students and campus property. CSO operates within the following coverage: Campus Safety Office, Main Lobby Reception desk, whenever the School is open. The CSO may be reached on-campus by picking up a campus phone located on each floor of the 70th Street building, or by dialing the main NYSID number and selecting extensions 409, 410, or 420.

Only registered students bearing current ID cards and authorized visitors are permitted access to campus facilities. All visitors must sign in at the reception desk in either the 69th or 70th Street lobby to gain access to School facilities. The Lobby receptionist will call an office to verify that a visitor is expected. The general public is permitted access to the gallery, café, and bookstore during posted hours as well as to evening public lectures.

#### *Enforcement Authority of NYSID/Public Safety*

The CSC is informed of security procedures. Neither the lobby receptionist nor CSC is armed.

The cooperation and involvement of all members of the campus community in a campus safety and security program is essential. Students, faculty and staff should report any suspicious persons or any unusual incidents that are observed.

The School conducts safety workshops for all students during orientation. The workshops address sexual assault, counseling assistance, and special crime prevention programs. Public safety services include rape and sexual harassment awareness, routine transmittal of crime information, and emergency phones. Disclosure of safety procedures and distribution of information brochures are provided by the 19th Precinct. A copy of Applicable Laws and Ordinances on Sex Offenses in which applicable laws, ordinances, and regulations on sex offenses and the legal consequences for committing same is on file in the School library.

#### *Statistics on Campus Crime and Arrests: Report on Campus Security, September 2007*

In compliance with the requirements stated in the Campus Security Act of 1990, the New York School of Interior Design reports the following statistics for the three previous calendar years (January 1 through December 31, 2004, 2005, and 2006). Description of crime and total number of incidents reported to campus security authorities by year are: Murder, 2004 - 0, 2005 - 0, 2006 - 0; rape, 2004 - 0, 2005 - 0, 2006 - 0; other forcible/non-forcible sex offenses, 2004 - 0, 2005 - 0, 2006 - 0; robbery, 2004 - 0, 2005 - 0, 2006 - 0; aggravated assault, 2004 - 0, 2005 - 0, 2006 - 0; burglary, 2004 - 0, 2005 - 0, 2006 - 0; motor vehicle theft, 2004 - 0, 2005 - 0, 2006 - 0; crimes of murder, forcible rape, and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534), 2004 - 0, 2005 - 0, 2006 - 0; drug-related arrests, 2004 - 0, 2005 - 0, 2006 - 0; alcohol-related arrests, 2004 - 0, 2005 - 0, 2006 - 0; weapon-related arrests, 2004 - 0, 2005 - 0, 2006 - 0. Please be aware that, at the New York School of Interior Design, the campus security authority is defined as an individual to whom students and employees report criminal offenses. This authority is currently the Vice President for Finance and Administration, Jane Chen, who is located on the fourth floor of the 69th Street administration building.

This report is updated annually at the start of the academic year, distributed at student orientation, and posted on <http://portal.nysid.edu/lcs>.

#### *Drug-Free Schools Amendment*

NYSID has adopted regulations in accordance with the provisions of the Drug-Free Schools and Communities Act Amendment to the Higher Education Act of 1965. The Drug-Free Schools and Communities Act Amendments of 1989, enacted by the federal government, require colleges to adopt and implement a program to combat the unlawful possession, use, or distribution of illicit drugs and alcohol. The policies and procedures detailed in this program apply to all members of the New York School of Interior Design - students, faculty and staff - and to all events and activities that occur in the School, as well as school events and activities that may occur off-campus. This program is intended to work within general administrative procedures and student codes of conduct. In addition, faculty, staff and students are reminded that the School believes that it is the responsibility of the members of this community, both individually and collectively, to

comply with applicable local, state and federal laws controlling drug and alcohol possession, use or distribution.

This policy is reviewed regularly and amended or revised in accordance with our experience administering it as well as changes in local, state and federal laws and regulations. Any inquiries regarding this policy may be made to the registrar.

#### *Health Risks of Alcohol Abuse/Illicit Drug Use*

Alcohol consumption and/or use of illicit drugs cause a number of marked changes in behavior. Even low use significantly impairs the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate use also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high use causes marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high use causes respiratory depression and death. If depressants are combined, much lower use will produce the same effects.

Repeated use can lead to dependence. Sudden cessation of intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol and drug withdrawal can be life-threatening. Long-term consumption, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

#### *Standards of Conduct*

NYSID is committed to creating an environment for its students, faculty and staff free of drug and alcohol abuse. NYSID strongly believes that a combination of preventive education about drug and alcohol abuse and counseling support for those with drug- and alcohol-related problems is the most effective means to achieve and maintain this environment.

While recognizing the fact that NYSID does not and will not sell alcoholic beverages at any school-sponsored events, we have developed additional guidelines controlling the consumption of alcoholic beverages and strictly prohibit the use of illicit drugs within the school environment. Accordingly, NYSID has adopted the following standards of conduct concerning the use and abuse of illicit drugs and alcohol.

The unlawful possession, use or distribution of illicit drugs on college premises or at college activities is strictly prohibited.

The service, possession and consumption of alcoholic beverages must comply fully with New York State and appropriate local laws. Based on such laws, the following standards must be respected:

- ◆ Persons under the age of 21 are prohibited from possessing any alcoholic beverage at the School, at any event sponsored by the School or by any school organization. Accordingly, no person shall be served an alcoholic beverage if that person is under the legal drinking age of 21, or seems to be intoxicated.
- ◆ No person under the age of 21 shall use fraudulent proof of his or her age to gain possession of alcoholic beverages being served.
- ◆ No person shall misrepresent one's age or that of another person under 21 to purchase or attempt to gain possession of alcoholic beverages being served at a school-sponsored event.

At all events or activities at which any alcoholic beverage is to be served, the indi-

vidual or group sponsoring such shall be responsible for compliance with all laws and regulations, as well as NYSID policies regarding alcoholic beverages.

Further, NYSID has developed specific policies and procedures governing activities and facilities with regard to alcoholic beverages. Individuals and groups are to contact the Registrar in advance when alcoholic beverages are to be served.

NYSID will take appropriate actions to enforce these standards of conduct. To further its educational mission, NYSID seeks to assist those with alcohol- and drug-related problems to obtain counseling and support services and to participate in rehabilitation programs. Details of disciplinary sanctions, health risks of drug and alcohol abuse, as well as the available counseling and rehabilitations are contained in this policy.

#### *School Sanctions*

Individual students who violate this or related policies shall be subject to the appropriate disciplinary process. The disciplinary sanctions that may be imposed for violations of the policy include, but are not limited to, warnings, restitution, probation, suspension and expulsion. In imposing disciplinary sanctions, NYSID shall take into account the circumstances surrounding the offense, the nature of the violation and the individual's previous record at NYSID. At the School's discretion, an alternative or additional disciplinary action may involve participation in and satisfactory completion of an appropriate counseling or rehabilitation program.

Sponsoring student organizations are also held responsible for violations of the standards of conduct and related policies. Where violations occur, student organizations may be penalized, may have funding revoked, may be denied use of facilities and services, and may be barred from recognition of future student activities.

#### *Criminal Sanctions*

The unlawful possession, use or distribution of illicit drugs and alcohol are punishable to the full extent of the laws of the U.S. government and the State of New York.

Where illicit drugs are involved, the seriousness of the offense and the penalty imposed upon conviction usually depend upon the individual drug and the amount of the drug held or sold. For example, in New York State the criminal possession of four or more ounces of cocaine is a class A-I felony, punishable by a minimum of 15-25 years, and a maximum of life in prison. The sale of two ounces of cocaine will be similarly treated. The criminal possession of more than eight ounces of marijuana is a class E felony, punishable by up to four years in prison, as is the sale of more than 25 grams of marijuana. It is important to be aware that, in New York, if one gives or offers drugs, including marijuana, it is treated as a sale. Federal penalties are similar to those assessed by the State.

A person need not be in actual physical possession of a controlled substance to be guilty of a crime. Similarly, the presence of certain substances, including marijuana, in open view in a room under circumstances demonstrating an intent to prepare the substance for sale is presumptive evidence of knowing possession of anyone in close proximity.

Criminal penalties may also result from the misuse of alcoholic beverages. In New York, if one gives or sells an alcoholic beverage to a person less than 21 years old, the person is committing a class B misdemeanor, punishable by up to three months in jail and/or a \$500 fine. Any sale of any kind of alcoholic beverage without a license or permit is also a misdemeanor punishable by a fine, a jail term or both. Persons under the age of 21 are prohibited from possessing alcoholic beverages with intent to consume

them. Each violation is punishable by a \$50 fine. The beverages may also be seized and destroyed by appropriate internal or external authorities. An individual can be fined up to \$100 and/or required to perform community service if he/she is under 21 and presents a falsified proof when attempting to purchase alcoholic beverages. A person can have a driver's license suspended for 90 days if he/she is under 21 and uses a driver's license to try to purchase alcohol illegally.

It is NYSID's policy to encourage faculty, staff and students to comply with federal, state and city laws. Where appropriate, the School will cooperate fully with relevant government authorities regarding the prosecution of such violations.

### **Solicitation, Distribution and Posting of Literature**

Any solicitation, distribution or posting of literature, pictures or any other materials on school property is prohibited at all times..

### **Use of Artists' Toxic Materials**

Many commonly used artists' materials contain toxic or highly flammable substances which can be injurious if they are not used with caution. When these materials are used, utmost care must be taken. Labels should be carefully read prior to use, and strict adherence with manufacturers' handling instructions must be observed. Toxic and flammable substances should not be left in lockers.

### **Personal Property**

NYSID does not accept any responsibility for the personal property of students, faculty, or staff. Special care should be taken with personal possessions. Handbags and other valuables should be personally secured. In the event of apparent theft, the lobby receptionist should be notified immediately.

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## **NYSID on the Web**

NYSID web site: [www.nysid.edu](http://www.nysid.edu)

NYSID web portal: <http://portal.nysid.edu.ics> or go to [www.nysid.edu](http://www.nysid.edu) home page and click on "NYSID web portal."

NYSID Library (70th St building, 2nd floor):  
<http://nysid.net/library> and available through [www.nysid.edu](http://www.nysid.edu) and the web portal.

NYSID e-mail: Every student at NYSID has an e-mail account. Your e-mail address is your ID number [@nysid.edu](mailto:) and you can sign on to your e-mail on the web portal under the "Resources" tab.

**New York School of Interior Design**

170 East 70th Street | New York, NY 10021-5110