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THE SVA HANDBOOK provides students and faculty with information about the College, its administration, services and processes.

In addition, the Handbook contains policies mandated by federal and state regulations, which all faculty and students need be aware of. In this regard, I would especially like to call your attention to the sections on attendance (page 9 and 40), the Family Educational Rights and Privacy Act (FERPA) (pages 42 and 75), the Students at Risk Committee (STAR) (page 65), Title IX procedures (page 74) and the SVA policy on alcohol (page 62).

We look forward to the 2018–2019 academic year. Our students, this year from 30 states and 53 countries, will once again pursue their studies with the focused guidance of our renowned professional faculty.

DAVID RHODES
President
July 2018
# THE COLLEGE

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The School of Visual Arts has been authorized by the New York State Board of Regents (www.highered.nysed.gov) to confer the degree of Bachelor of Fine Arts on graduates of programs in Advertising; Animation; Cartooning; Computer Art, Computer Animation and Visual Effects; Design; Film; Fine Arts; Illustration; Interior Design; Photography and Video; Visual and Critical Studies; and to confer the degree of Master of Arts on graduates of programs in Critical Theory and the Arts; Curatorial Practice; Design Research, Writing and Criticism; and to confer the degree of Master of Arts in Teaching on graduates of the program in Art Education; and to confer the degree of Master of Fine Arts on graduates of programs in Art Practice; Art Writing; Computer Arts; Design; Design for Social Innovation; Fine Arts; Illustration as Visual Essay; Interaction Design; Photography, Video and Related Media; Products of Design; Social Documentary Film; Visual Narrative; and to confer the degree of Master of Professional Studies on graduates of programs in Art Therapy; Branding; Digital Photography; Directing; Fashion Photography. Data required by the U.S. Department of Education on “Gainful Employment” for each of the above programs may be found on each individual program page at sva.edu/ge.

The Master of Arts in Teaching in Art Education program is accredited by the Council for the Accreditation of Educator Preparation (CAEP).

The Master of Professional Studies in Art Therapy program is approved by the American Art Therapy Association, Inc., and as such meets the education standards of the art therapy profession.

The School of Visual Arts is accredited institutional member of the National Association of Schools of Art and Design (nasad.arts-accredit.org).

The Interior Design program leading to the Bachelor of Fine Arts in Interior Design is accredited by the Council for Interior Design Accreditation (accredit-id.org), 206 Grandville Avenue, Suite 350, Grand Rapids, MI 49503-4014.

SVA MISSION STATEMENT
The mission of the College is to educate future generations of artists, designers and creative professionals.

HISTORY OF SVA
The School of Visual Arts was founded in 1947 as a single-purpose trade school with 35 students and 3 instructors. Known as the Cartoonists and Illustrators School, it offered instruction in the techniques essential to the pursuit of careers in cartooning and illustration. Since that time, it has seen continual growth. The advertising and graphic design departments were added first, followed in the 1960s by fine arts, photography, art history, humanities and film. There are now more than 1,100 on the faculty.

In 1972, the New York State Board of Regents authorized the School of Visual Arts to confer the degree of Bachelor of Fine Arts (BFA) on graduates of four-year programs in Film, Fine Arts, Media Arts and Photography. The College now offers BFA programs in Animation, Computer Arts, Interior Design and Visual and Critical Studies.

The SVA student body today consists of 3,624 undergraduate students, 643 graduate students and 2,000 continuing education students from 30 states and 53 countries. A major reason for this continued growth is our belief that “today’s art college must meet today’s needs.” Remaining a vital institution dedicated to helping students become artists capable of facing the increasingly rapid changes in their lives, their careers and society as a whole is what SVA is all about.

The College has consistently engaged a faculty of renowned artists, critics, designers, historians and writers who are active and respected in their fields. Students are thereby exposed to excellence while being introduced to and challenged by the professional standards they will be expected to uphold later in life.

**ACADEMIC FREEDOM**

The School of Visual Arts supports the right of each faculty member to pursue research and teaching without interference, subject only to the constraints of law and the pursuit of truth. No policy, regulation or member of the staff may interfere with this basic tenet of the institution’s philosophy. Any infringement of academic freedom will be immediately and vigorously addressed and corrected.

**FIRST AMENDMENT RIGHTS**

“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble; and to petition the government for a redress of grievances.”

The first 10 amendments of the United States Constitution—the Bill of Rights, ratified more than 200 years ago—were intended to protect individuals from unjust acts by government. The First Amendment assures both freedom of religion, speech, the press and rights of assembly and petition.

Free speech and expression are basic to the pursuit of knowledge and truth in an academic and educational environment. All members of the SVA community should be ready and able to express their ideas freely and openly. First Amendment rights and the principle of academic freedom apply to the speech of faculty and students in the classroom, guest lectures, student publications and cultural events on campus as well as all other educational programs and activities. The discussion of ideas, which some may find distasteful or offensive, is protected if the discussion is germane to the subject matter being taught.

The College will take very seriously any action that infringes on the free speech of others, or that harasses individuals because of their ideas or beliefs. Harassment of any kind will not be tolerated, and those who violate the freedom of speech and expression of another may face severe penalties.
The College cannot censor or restrict “public” speech that may offend or cause discomfort to others in the community, either by accident or by intent. Comments or language used in public situations that may be termed “hate speech” are certainly an abhorrence to the College community, even though they technically may be protected by law. However, even when First Amendment rights protect the expression of opinions that some may consider derogatory, the College can take steps to denounce those opinions and ensure that opposing views are heard. Therefore, it is absolutely essential that we all work to maintain an atmosphere of respect for every individual who exercises freedom of speech in a responsible way, and without intent to harm or defame others.

Speech that is threatening and intimidating can be harassment and is not protected by the First Amendment. The offensiveness of a particular expression or action as perceived by an individual (or group) must be sufficiently severe, persistent or pervasive to limit a student’s ability to participate in or benefit from the educational program, or to create a hostile or abusive educational environment. In such instances, College policy on harassment and discrimination, including sexual harassment and discrimination, will be followed to address and, where necessary, remedy the situation.

**SVA STUDENT PROFILE**
Undergraduate Admissions and Enrollment Statistics, 2017-2018

**TOTAL UNDERGRADUATE POPULATION, FULL AND PART-TIME**
- Undergraduate students: 3,624
- Graduate students: 643

**UNDERGRADUATE APPLICATIONS**
- First-time freshmen: 3,708
- Undergraduate acceptance rate: 72%

**ENTERING CLASS SIZE AND CHARACTERISTICS**
- First-time freshmen: 699
- Transfer students: 306
- Percent male (both of the above): 27%
- Percent female (both of the above): 73%
- Average combined SAT score: 1,125
- Average combined ACT score: 24
- Average secondary school GPA: 3.4
- Average age: 18 years

**CHARACTERISTICS OF UNDERGRADUATE POPULATION**
- Percent male: 31%
- Percent female: 69%
- States represented: 30
- Percent out-of-state: 28.7%
- Countries represented: 53
- Average age: 21 years

**RACE/ETHNICITY OF UNDERGRADUATE POPULATION**
- Nonresident alien: 44.3%
- Black, non-Hispanic: 4.1%
- Native American: <0.1%
- Hawaiian/Pacific Islander: <0.1%
- Asian: 13.4%
- Hispanic: 11.1%
- Two or more races: <1%
- White, non-Hispanic: 24.0%
- Other or unknown: 2.4%
## ACADEMIC INFORMATION

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**ACADEMIC AFFAIRS**
The Provost directs Academic Affairs, which oversees most academic matters, including curriculum development, academic policy and procedures, academic integrity, program reviews, strategic planning, institutional assessment and accreditation, new program development and student academic progress.

**ACADEMIC INTEGRITY POLICY**
This policy ensures that incidents of academic dishonesty are handled in a manner consistent with the College’s mission, existing policies, standards and procedures. For the purposes of this policy, academic dishonesty is defined as: plagiarism, cheating, lying in academic matters and falsifying official student records. Non-academic violations of the Student Conduct Code will be adjudicated by the Director of Student Affairs.

In most instances the severity of the violation and the kind of infraction will determine the procedure. If necessary, an Academic Judicial Committee will meet to consider evidence and testimony. The five-member committee consists of:
- Provost, committee chair
- Coordinator of Academic Advisement
- Three department chairs

**POLICY VIOLATION PROCEDURES**
A first offense of plagiarism, cheating or lying should be handled at the departmental level, with penalties ranging from failure for the assignment to failure for the course. If the department determines that the offense warrants a more severe penalty, the Provost should be notified immediately. Under no circumstances should an instructor fail a student for academic dishonesty without first consulting the chair of the department offering the course. Any infraction resulting in a course failure should be reported by the chair, in writing, to the Provost.

A first offense of falsifying official student records, or a second offense of plagiarism, cheating or lying will automatically be reported to the Provost in writing, by the department chair. The Provost will collect and review all of the evidence associated with the case to determine whether the Academic Judicial Committee should meet, review the evidence and schedule a hearing.

If a hearing is deemed necessary, testimony will be heard and those associated with the case will be questioned. The accused has the right to be present, give testimony and bring witnesses.

After reviewing all the evidence and hearing all relevant testimony, the committee will render its decision and, if the accused is found in violation of the policy, determine an appropriate penalty. The Provost will send written notification of the committee’s decision, including any penalties.

Penalties resulting in suspension or expulsion will take effect immediately following the committee’s decision. All proceedings of a case, regardless of the outcome, will be retained in the student’s official file, but no notation of the violation, decision and/or penalty will appear on the student’s official SVA transcript.

Students found in violation of the academic dishonesty policy have the right to appeal. All appeal requests must be made in writing and sent by certified letter, within five days of the receipt of the committee’s decision, to: The Office of the President, School of Visual Arts, 209 East 23rd Street, New York, NY 10010.

The President alone shall decide whether an appeal is warranted and may choose to interview members of the committee or other members of the College community, but will not conduct a hearing. The President’s decision will be sent by certified mail and is final and binding.

**ACADEMIC STANDING AND PROBATION**
Undergraduate students must maintain a cumulative GPA (grade point average) of at least 2.0 and complete the minimum course and departmental degree requirements each semester. Students who do not meet the standards
for good academic standing may be placed on academic hold (postponed or prohibited course registration for upcoming semesters), academic probation or both.

A student is not considered to be in good academic standing if they meet any of the following criteria:

- Earn a semester GPA below 2.00
- Complete fewer than 12 credits in a semester (without prior permission)
- Have completed:
  - Fewer than 24 credits after two semesters; or
  - Fewer than 54 credits after four semesters; or
  - Fewer than 84 credits after six semesters

Students not in good academic standing will receive correspondence specifying the terms of academic hold and/or probation and will have their work monitored for progress by their academic advisor. Students on probation are not permitted to participate in extracurricular College activities and require a transcript review and written permission from their department chair before they may register for courses in the upcoming year. Students who are not in good academic standing for two consecutive semesters may be dismissed from SVA.

The majority of the graduate departments at SVA require students to maintain a minimum cumulative GPA of 3.00 in order to remain in good academic standing. A graduate department may, at its discretion, adopt a policy that accepts only those courses completed with a grade of B or higher toward the degree, or grade on a pass/fail system. However, each graduate department must make the grading policy clear in departmental literature.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Students receiving any form of federal, state or institutional financial aid are required to maintain a minimum cumulative GPA and earn a certain percentage of the credits they attempt in order to continue receiving aid. For specific guidelines relating to satisfactory academic progress and financial aid, log in to MySVA (my.sva.edu), click the “Departments” tab, and then select “Financial Aid” from the list of Administrative Offices.

STUDENT RESPONSIBILITY FOR ACADEMIC STANDING

It is the student’s responsibility to monitor progress toward the degree in terms of overall College and individual major departmental requirements. Students should review their transcripts at the completion of each semester, paying careful attention to the total number of credits successfully completed in humanities and sciences, art history and studio courses, as well as the actual grades received. Students should view their degree requirements and academic progress on the “My Progress” tab in MyServices (myservices.sva.edu). All general degree and major departmental requirements are also stated in the Registration Book.

Academic advisors are ready to help with any problems and will often notify students, in writing, if they are missing any required courses or are failing to maintain satisfactory progress. Academic advisors have the authority to make necessary adjustments to student schedules to ensure that they are registered for courses that fulfill their degree requirements. However, students should not rely on their Academic advisors to correct registration errors and should ensure that they register correctly for their required courses. Students who are not meeting academic expectations in individual courses may receive unsatisfactory progress reports from their instructors. Upon receiving an unsatisfactory progress report, students should immediately meet with the faculty member to discuss appropriate remedies.

ATTENDANCE

The School of Visual Arts is a professional art college dedicated to teaching and learning. Attendance is required in all courses, and
the individual faculty member determines the number of acceptable absences, if any, and includes that information on the course syllabus. However, students who are marked absent for one-third of the sessions for a given course will be administratively withdrawn from the course with a grade of W.

All faculty members are required to record class attendance in Canvas, the College’s learning management system (sva.edu/canvas). Students will be alerted via email if they have accrued a significant number of consecutive or nonconsecutive absences, regardless of an individual instructor’s absence policy.

Attendance records may be monitored by administrative offices in order to identify students who are not attending classes. Faculty members are encouraged to report any students who appear on their rosters but are not attending classes to an academic advisor, department chair or the STAR committee (star.sva.edu).

Faculty members needing assistance with Canvas may contact the Office of Learning Technologies at 212.592.2313 or olt@sva.edu.

**AUDITING**

Auditing is not permitted in classes with the exception of students enrolled in SVA’s graduate degree programs who may audit two undergraduate or continuing education classes each academic year.

**CHANGE OF MAJOR**

Undergraduate students who wish to change their majors must receive approval from the chair of the department into which they would like to transfer. Students should contact their academic advisor to initiate the change. Students will be required to fulfill all current major and degree requirements in effect at the time the change of major occurs. Students should also note that a change of major may necessitate additional semesters or years of study in order to fulfill all major and degree requirements.

**CLASS SCHEDULES**

The Registration Book includes a complete listing of undergraduate and graduate courses. SVA reserves the right to withdraw, without notice, any course listed in the Registration Book or to add or postpone courses, to rearrange course scheduling and to change instructors. The Registration Book is available prior to registration in print form and online (sva.edu/regbook).

An up-to-the-minute course listing is also available online by visiting webadvisor.sva.edu and clicking on the “Search the Course Catalog.”

**COURSE ADJUSTMENT PERIODS**

Students may drop or add courses during the scheduled course adjustment period. To add a course, written permission is needed from the course instructor. After the close of the course adjustment period, written approval from an academic advisor is required and a $100 fee is charged for each course dropped or added. Individual course and equipment fees are non-refundable after the drop/add periods, and refunds for extra-credit tuition charges will be prorated based on the College refund policy. See sva.edu/tuition for current tuition and fees.

A course may be dropped without academic penalty through the eighth week of the semester. Students may continue to drop courses after the eighth week, but will be awarded a grade of W (administrative withdrawal).

The W grade does not affect a student’s term or cumulative GPA but will appear on official transcripts as attempted, but not earned, credit. After the withdrawal period is over (approximately two weeks prior to the end of the term), students will not be allowed to drop a course. See the Academic Calendar for specific dates for the course adjustment, drop and withdrawal periods.

It should be noted that International students attending SVA on an F-1 or J-1 visa may not drop below full-time status unless the change is approved by the International Students Office.
CREDIT BY EXAMINATION
Students may receive exemptions and/or credit for successful completion of the following:

• For the exam score of 5, SVA will award 3 elective credits in studio for AP Art, and for scores of 4 or 5 in selected Art History and Humanities and Sciences courses. Neither credits nor exemptions are given for the English Language AP examination.
• For the score of 5, 6 or 7 on the International Baccalaureate (IB) diploma, higher-level (HL) examinations, SVA may award 3 credits per subject up to 12 credits. Exemptions from Humanities and Sciences requirements may also be granted for certain subjects provided that the subject area is compatible with SVA’s curriculum.
• Minimum score of 60 on College Level Examination Program (CLEP) examinations.
• A score of 700 or better on the SAT I (Verbal) exam is required for a student to be exempted from HCD-1020, Writing and Literature I. A score of 750 or better on the SAT I (Verbal) exam is required for a student to be exempted from both HCD-1020 and HCD-1025, Writing and Literature II.
• For GCE A-Level exams with grades of C or better and CAPE exams with grades of 1, 2 or 3, exemptions and credit may be awarded. Students must have their examination certificates evaluated by an external evaluation agency.

Placement and exemption from Humanities and Sciences and studio course requirements will not be automatic. Credit awards and exemptions will be assessed on an individual, case-by-case basis. For exemption from studio requirements, students must submit a digital portfolio to be reviewed.

GRADE APPEALS
Students who feel they have received an unfair or incorrect grade should speak with the course instructor. If the issue cannot be resolved with the instructor, they should then talk with their academic advisor and/or department chair. If the situation remains unchanged, and the student still feels a grade change is warranted, a written request for a hearing should be made to the Committee on Academic Appeals, c/o Coordinator of Academic Advisement. Included in the request should be:

• The reason(s) why the student feels the grade was unfair
• A detailed description of the work done for the course
• The student’s evaluation of their participation in the class.

GRADING INFORMATION

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<thead>
<tr>
<th>Grade</th>
<th>Quality</th>
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<tr>
<td>A+</td>
<td>4.00</td>
<td>Excellent</td>
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<tr>
<td>A</td>
<td>4.00</td>
<td>Above average</td>
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<tr>
<td>A-</td>
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<td>Average</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>Average</td>
</tr>
<tr>
<td>B</td>
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<tr>
<td>B-</td>
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<td>C+</td>
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<tr>
<td>C</td>
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<td>C-</td>
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<td>D+</td>
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<td>D-</td>
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<tr>
<td>F</td>
<td>0.00</td>
<td>Incomplete*</td>
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<tr>
<td>I</td>
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<tr>
<td>P</td>
<td>—</td>
<td>Satisfactory (applicable first-semester thesis courses)</td>
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<tr>
<td>S</td>
<td>—</td>
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<td>—</td>
<td>Withdrawal for excessive absences with failure</td>
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<tr>
<td>X</td>
<td>0.00</td>
<td>Withdrawal for excessive absences</td>
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<tr>
<td>X+</td>
<td>0.00</td>
<td>Audit</td>
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*A grade of Incomplete may be awarded to a student to extend additional time to complete a project or assignment that will have a significant impact on the final grade. A grade of
Incomplete is tabulated as a failing grade and should be resolved within 60 days of the end of the term in which it was awarded. A faculty member may allow a student additional time beyond 60 days to complete their work, but a final grade must be submitted by the last day the Registrar will accept grade changes for the term in which the Incomplete was awarded. See the Academic Calendar for exact dates.

Unresolved Incompletes automatically convert to grades of F on the date a faculty member indicates when submitting an Incomplete during the final grading process.

**HUMAN SUBJECT RESEARCH/INSTITUTIONAL REVIEW BOARD (IRB)**

Any student, faculty member or staff member wishing to conduct research under the auspices of SVA that involves human subjects must first seek authorization from the Institutional Review Board (IRB). A copy of SVA’s Human Subject Research Policy and instructions on how to submit research proposals to the IRB may be obtained by contacting the Office of the Provost at provost@sva.edu.

**INDEPENDENT STUDY**

In the junior and senior year, independent study can provide an opportunity to study material that is not offered as a specific course in the SVA curriculum. Students may wish to work in an area that is beyond the scope of the courses offered, or may want to take an in-depth look at a topic that was covered only briefly in a course. Interested students with a GPA of at least 3.0 should contact their academic advisor before the beginning of the semester to discuss their ideas and learn how to apply for independent study. Independent study courses must be approved and added before the last day of the course adjustment periods in September and January. Students can register for a maximum of two independent study courses in a semester. Faculty members are limited to four independent study courses in a semester.

**INTERUPTION OF STUDIES**

Situations may arise that prompt students to consider interrupting their studies before earning their degree. Students considering a leave of absence or voluntary withdrawal from the College should speak with their advisor. Students who decide to withdraw from the College for any reason, with or without the intent of returning, must contact their academic advisor to formalize the decision. Students who plan to return to SVA may take a leave of absence and will be allowed to return to the College within one academic year. After more than one academic year, a new application for admission will be required, and students must fulfill all degree requirements in effect at the time of readmission.

**MEDICAL LEAVE OF ABSENCE**

Matriculated students taking a leave of absence from SVA for medical reasons are required to remain in treatment and/or receive care with a qualified healthcare provider for their illness throughout the leave of absence. Approximately one month before registering for the semester of a student’s intended return, a Certificate of Readiness to Return to School form (available for download at sva.edu/health under “Medical Leave”) must be completed by the treating healthcare provider and signed by the student. The form can be faxed to 212.592.2216 or emailed to health@sva.edu. Once reviewed and approved, the medical hold will be removed so that the student will be able to register for courses, provided that all other conditions for returning to the College have been met.

Upon returning to SVA the student may be required (by the director of Student Affairs) to attend one or more assessment sessions with a clinician at Student Health and Counseling Services. In these cases, until final approval has been granted, the student’s status is considered provisional.

**MEDICAL WITHDRAWAL**

Matriculated students taking a leave of absence from SVA for medical reasons are eligible for a
one-time Medical Withdrawal Tuition Benefit. At the time of withdrawal, the academic advisor will provide the student with a Physician’s Verification of Medical Condition (PVMC) form (available for download on sva.edu/health under “Medical Leave”).

To qualify for the benefit, students must be taking an approved medical leave of absence, cannot have final grades issued in any registered courses and must submit the PVMC form to Student Health and Counseling Services within 30 days of the date of withdrawal. Students will be credited for tuition, department fees, course fees, late payment fees, payment plan fees and health insurance fees (provided that the plan has not been used). Housing fees, department fines and previously issued refunds are excluded from this policy.

All medical benefit credits are applied to the first semester the student returns to SVA. If the full benefit credit is not used in one semester, the remaining credit will be carried over for the period of one academic year only. There are no refunds on medical benefit credits.

The Medical Withdrawal Tuition Benefit is effective only after students with financial aid have had a proration performed by the Financial Aid office.

FINANCIAL AID CONSIDERATIONS
Students receiving federal subsidized or unsubsidized Stafford loans should note that a withdrawal from the College for any reason, regardless of the intent to return, will initiate a six-month grace period for repayment of those loans. The grace period begins the day after a student stops attending on at least a half-time basis. Once the grace period ends, students must begin repaying any loans. If students re-enroll at the College (or at another school) at least half-time before the end of the six-month grace period, they will receive the full six-month grace period when they graduate, withdraw or drop below half-time status. Note that the grace period for students receiving federal Perkins loans is nine months, and for students receiving Graduate PLUS loans the grace period is 60 days following the date of the last loan disbursement. Students receiving federal aid are highly encouraged to consult with a financial aid advisor prior to requesting a leave of absence or withdrawal.

LATENESS
Faculty members have the right to determine the lateness policy for their class, including excluding students from class or marking them absent if they are late. This policy should be made clear by faculty members to students at the beginning of the semester and included in the syllabus.

MATRICULATION TIME LIMITATION
Students who matriculate in one of the College’s undergraduate degree programs must complete their course work within eight years, unless given an official extension by the Coordinator of Academic Advisement. Students who matriculate in a graduate degree program must complete course work within twice the amount of time necessary to complete the degree, unless given an official extension by the Office of the Provost.

ONLINE COURSE ACCESS
All SVA undergraduate and graduate courses have an online component available for use as deemed appropriate by the course instructor. To access any online courses, visit the College’s Canvas learning management system at sva.edu/canvas. Log in to the system using your SVA ID and password; these are the same credentials used for logging in to the MySVA portal. If you need assistance using Canvas, contact the Office of Learning Technologies at olt@sva.edu or 212.592.2313.
PROFICIENCY EXAMINATION

All matriculated SVA students are required to take the Proficiency Examination (PE) during their first semester at SVA. The PE is a Bachelor of Fine Arts degree requirement that tests reading comprehension and writing ability and may be used to place students in writing courses. The exam may be taken as many times as necessary until the student successfully passes. However, students who do not pass the Proficiency Examination in their first semester may be required to take HCD-0161 and/or HCD-0162, Fundamentals of Writing I and II.

Exception: Students who receive a grade of B- or better in HCD-1020 who have not passed the PE will be allowed to take HCD-1025 Writing and Literature II. In this instance, students must still pass the PE in their second semester in order to continue with any other Humanities and Sciences courses.

In their letter of admission to SVA, those transfer students who have been exempted from all Humanities and Sciences requirements and courses are also exempted from the Proficiency Examination.

The Proficiency Examination is given approximately six times a year. Students are asked to read a short article and to respond with a 500-word essay that demonstrates an understanding of the topic, a solid understanding of the mechanics of attribution, sentence and paragraph logic, as well as good grammar and spelling. For dates and sample tests, visit the Writing Resource Center website found at writingresourcecenter.com. All questions should be directed to the student’s academic advisor or Neil Friedland, Coordinator of Writing Services at the Writing Resource Center, 212.592.2579.

REGISTRATION

Registration for undergraduate continuing students occurs each March for the following academic year. Students may register online via MyServices (myservices.sva.edu) during their scheduled appointment time, as assigned by the Registrar’s Office. Students wishing to register in person must make an appointment with their academic advisors.

Students returning from a leave of absence will be assigned a registration time on a first-come, first-served basis. They are advised to call their academic advisor to have their account reactivated. Once active, students will be assigned a registration time by the Registrar.

Students with fewer than 90 credits by the close of the spring semester will not be allowed to register for the fourth-year required courses except by written permission of the department chair and the departmental advisor. Under no circumstances will a student who has completed fewer than 84 credits be permitted to register for fourth-year courses. Note that Incomplete grades made up after February 15 will not be counted toward the completed credit total for the purpose of registration.

Updated course information can be viewed using MyServices at myservices.sva.edu. For complete information regarding online registration, including tutorial videos, detailed instruction documents, and the annual Registration Book, visit sva.edu/regbook.

EXCEEDING 15 CREDITS PER SEMESTER

The expected course load for undergraduate students is 15 credits per semester. Students who wish to take more than 15 credits in a semester must have a cumulative GPA of at least 3.00 or have earned a GPA of at least 3.00 in the semester immediately preceding the semester in which they wish to take more than 15 credits. Approval must be granted by the student’s academic advisor. The maximum number of credits for which a student may be registered in any semester is 18.

Note that each credit in excess of 15 (or 16 for Visual & Critical Studies majors) will be billed at the current undergraduate per-credit rate. See sva.edu/tuition for current tuition and fees.
In certain circumstances an individual academic department may allow credit allowances in excess of 15 credits per semester at the base tuition rate (such as for students studying in the Honors Program). Exceptions are listed with the respective departmental information in the annual Registration Book.

**REGISTERING BELOW FULL-TIME STATUS**
Full-time status is between 12 and 15 credits per semester. Students may register for fewer than 12 credits if they are in their senior year and are completing their fourth-year requirements, or if they receive approval from the Disability Resources office. International students attending SVA on an F-1 or J-1 visa may not drop below full-time status unless the change is approved by the International Student Office.

It should be noted that some types of financial aid, as well as some third-party agencies (such as insurance and transit companies), require students to maintain full-time status to be eligible for awards, services or discounts. Students should consider any applicable circumstances before registering below full-time status.

Note that students registered for fewer than 12 credits per semester will be billed at the current undergraduate per-credit rate. See sva.edu/tuition for current tuition and fees.

**GRADUATE REGISTRATION**
Many graduate programs have a set curriculum for each year, although some programs do offer options for a limited course choice. Students should review their degree requirements in the Registration Book (sva.edu/regbook) or in My-Services (myservices.sva.edu) and consult with their departmental advisors to discuss the specific registration procedures for their program.

**REPEATING COURSES**
Repeating courses at SVA is allowed only in instances where a student has failed or withdrawn from a course, or when the content of a course is materially different than the first time the course was taken and passed. The grade for the most recent instance of a repeated course will be tabulated into a student’s cumulative GPA. All prior instances of a repeated course will not affect a student’s cumulative GPA, but the grades received will remain on the official transcript for the semesters in which they were taken and will tabulate into the respective term GPAs.

In instances where a student is allowed to repeat a course that is materially different in content, both the original and repeated instances will affect the cumulative GPA, and academic credit will be awarded for all instances of the course that received a passing grade.

**SEMESTER CREDIT HOURS**
One semester credit hour equals a minimum of three hours of effort per week over the course of a 15-week semester. “Effort” is defined as a combination of contact hours plus required outside preparation.

**STUDY ABROAD**
Living in another country for a period of time is one of the best ways to understand the artistic and cultural life of the host country. Access to the artistic and human resources of other countries provides source material that stimulates students to develop fresh perspectives for their work.

SVA Destinations and the semester abroad program draw students and professionals of all ages from diverse backgrounds. This creates a community that absorbs elements of the local culture and leaves an imprint of its own on the host country.

SVA Destinations international and domestic programs are offered during the spring break and summer semesters. In the spring, take full advantage of our connections to network in Los Angeles and San Francisco, or be transported back in time and visit Havana, Cuba. During the summer semester we offer photography, art history, Humanities and Sciences, studio studies,
painting and design programs in France, Italy, Spain, Mexico and the U.S. Visit sva.edu/destinations for further information.

SVA’s semester abroad programs provide an opportunity to live and study in another country for the fall or spring semester, either integrated into one of SVA’s partner institution’s student body or as one of a select group of SVA undergraduate students participating in SVA in Rome. All applicants must submit the online application, an SVA transcript, a statement of intent, two letters of recommendation and a portfolio of their work. Participants in semester abroad are billed SVA tuition via SVA Student Accounts and maintain full-time enrollment status at SVA during their semester abroad.

**SPRING SEMESTER SVA DESTINATIONS**
Application deadline: January 15

**SUMMER SVA DESTINATIONS**
Application deadline: April 15
Portfolio is required for all studio programs
Limited enrollment

**INTERNATIONAL EXCHANGE**
To be eligible for international exchange, you must be a full-time matriculated student working toward your BFA degree and have junior standing by the fall semester. Illustration majors are an exception to this policy and can participate in international exchange during their senior year on a case-by-case basis only.

Students can earn studio credit at a participating exchange institution pending a portfolio review of work completed during the semester abroad by their major department chair. The exchange program is currently available to the following BFA degree majors: Animation, Design, Film, Fine Arts, Interior Design, Photography and Video, and Visual & Critical Studies. Illustration majors must meet with the BFA Illustration chair prior to applying for any semester abroad programs. SVA has partner exchange relationships with institutions in the following countries: Belgium, China, Czech Republic, Finland, France, Germany, Japan, the Netherlands, Norway, Sweden, Switzerland and the United Kingdom. Students enrolled in the exchange program will receive a stipend that will be applied to their spring semester tuition.

Note: SVA students are not required to pay their host school’s tuition; however, they are required to pay for any course and registration fees that apply, as well as for transportation, housing and meals.

**SVA IN ROME**
Students can earn both studio and Humanities and Sciences credits through SVA in Rome’s set curriculum. The program currently meets two Humanities and Sciences course requirements for undergraduate study.

Note: Students registered in the SVA in Rome program are not eligible for the exchange stipend. They are billed for SVA tuition and housing, the travel and documentation fee and the SVA in Rome department fee.

**SEMESTER ABROAD DEADLINES**
- Fall semester abroad application deadline: April 15 prior to the semester abroad
- Spring semester abroad application deadline: September 15 prior to the semester abroad
- Application deadline for international exchange at the Gerrit Rietveld Academy in Amsterdam: March 15 prior to the semester abroad (fall or spring)

**SVA IN ROME APPLICATION DEADLINE**
No deadline; limited enrollment.

For more information, please contact the manager of SVA Global at exchange@sva.edu.

**TERM HONORS**
At the end of each fall and spring semester, the Office of the Provost issues Term Honors. To receive Term Honors, students must be matriculated undergraduate students who have completed 12 credits of course work without any grades of Incomplete, and whose semester
grade point average is within the top 20 percent of their major. Students whose semester grade point average is within the top 5 percent of their major will receive High Term Honors. Each Term Honors recipient receives a letter from the Provost. Term Honors status is recorded on the recipient’s official transcript.

**TRANSFER CREDITS**

The following guidelines are used to determine the transfer of credits allowable for undergraduate students. In all cases, the number of total credits that can be transferred may not exceed 60.

Courses will be considered for transfer if a student has earned a grade of C or better. Pass grades will be accepted if letter grades are not awarded by the institution.

Transfer credits for course work completed prior to matriculation at SVA that was not reviewed or awarded at the point of admission will not be reviewed or awarded once students have completed their first semester of study at SVA.

To be awarded transfer credit, official college transcripts are required from all institutions attended. In order to be considered official, transcripts must be mailed to SVA in a sealed envelope from the issuing institution. SVA also accepts secure electronic transcripts from Parchment Exchange (Naviance), the National Student Clearinghouse and Scrip-Safe. Check with the registrar’s office at your institution to see if your school is a member.

For records not in English, applicants must also submit an official translation of all academic documents. Translations must be a complete, literal, word-for-word translation in the same format of the original academic document. All foreign secondary (high school level) and post-secondary (university level) transcripts should be converted into U.S. educational equivalencies. Those records that are not converted into U.S. equivalencies must be evaluated by an external evaluation agency.

**HUMANITIES AND SCIENCES**

Credit will be transferred for comparable Humanities and Sciences course work, to a maximum of 30 credits. Students who have previously earned a bachelor’s degree will be awarded 30 credits and may be exempt from all general Humanities and Sciences requirements.
However, students may still need to complete additional Humanities and Sciences courses required by their specific majors.

**ART HISTORY**
Credits will be transferred for comparable Art History course work to a maximum of 15 credits (18 for BFA Fine Arts majors).

**STUDIO**
Studio credits are awarded based on an evaluation of the student’s portfolio, in conjunction with the review of college transcripts, to a maximum of 45 credits, provided the student earned a grade of C or better.

Transfer credits are awarded based on current SVA requirements and curriculum and are subject to departmental chair approval.

**STUDYING AT ANOTHER INSTITUTION AFTER MATRICULATING AT SVA**
Undergraduate students, currently or previously matriculated, must receive advance approval from Academic Advisement and the appropriate departmental chair to study at another regionally accredited institution. Students may complete the Request for Transfer of Credit form, available from the academic advisor. SVA students who request and are given such permission may transfer up to 15 credits, including no more than 9 credits in studio and 6 credits in Humanities and Sciences and/or Art History course work. Syllabi for all courses must be submitted to the academic advisor for preapproval before enrolling at another institution. Syllabi for studio courses must also be submitted to the department chair for preapproval. In no case may the total of credits transferred to SVA exceed the 60-credit limit.

Students wishing to spend an entire year at another institution must receive the permission of their department chair and academic advisor and the Coordinator of Academic Advisement prior to applying to the other institution.
SVA has a rigorous environment, and students face many choices and challenges. From their first weeks on campus to commencement, students have the support and guidance of the advisors and counselors who make up the advisory structure.

The academic advisor is at the center of the advisory system. Operating within the student’s major department, the advisor can respond quickly and efficiently to each student’s particular needs. The advisor regularly talks with faculty members and is familiar with individual classroom styles and procedures. Academic advisors also help formulate and implement academic and administrative policy. They monitor and analyze student progress and are able to help students with the transfer of credits, course selection, schedule changes, attendance problems, interruption of studies, voluntary withdrawals, independent study proposals, transcript evaluations and student concerns and problems with individual courses and faculty members.

The department chairs work closely with the academic advisors in resolving student questions, problems or complaints. However, the chair’s primary advisory role is professional guidance. Chairs continually examine and evaluate student work and frequently suggest courses and faculty to help students achieve their specific educational and professional goals. In some instances, chairs will design individual schedules and/or independent study programs.

**BOOKS AND SUPPLY COSTS**

Students are expected to purchase the supplies required for all courses in which they enroll. Faculty members make every effort to advise students regarding ways to economize and to require only those expenditures that are necessary. Depending on the major field of study, a full-time student needs approximately $1,050–$3,150 a year for art supplies. Estimated funds for books and supplies are included in a student’s Cost of Attendance for financial aid purposes, allowing eligible students the option to utilize financial aid for their program’s budgeted expenses.

**DIRECTORY INFORMATION**

SVA may disclose Directory Information to third-party organizations without a student’s consent. Such outside organizations may include, but are not limited to, federal and state agencies offering jobs and educational benefits, potential employers, insurance agencies and financial institutions.

“Directory Information” is defined by SVA as: the student’s name, address, telephone number, email address, major field of study, enrollment status (undergraduate or graduate, full- or part-time), dates of attendance and degree(s) conferred.

If students wish to restrict the disclosure of Directory Information, they should complete a Family Educational Rights and Privacy Act (FERPA) Disclosure Form, which is available at the Registrar’s Office and online at sva.edu/registrar.

The College honors requests to withhold Directory Information but cannot assume responsibility for contacting a student for subsequent permission to release information. Regardless of the effect, the College assumes no liability for honoring instructions that such information be withheld.

For more information about the Family Educational Rights and Privacy Act (FERPA), go to sva.edu/ferpa or read SVA’s full FERPA disclosure in the Standards, Procedures, Policies and Regulations section of this Handbook, page 75.
MISSION STATEMENT
Disability Resources assists in creating an accessible campus environment at the School of Visual Arts where students with disabilities have equal access to educational programs and the opportunity to participate fully in all aspects of campus life. Through partnerships with students, faculty and staff members, Disability Resources works to promote students’ independence, self-advocacy and development, and also ensures that they are recognized for their abilities, not their disabilities.

DISABILITY ACCOMMODATIONS
Students who require accommodations must make an official request by filling out the registration form located on the Disability Resources’ website and by completing the intake process. Students are strongly encouraged to register for accommodations prior to the start of the academic term. Please email disabilityresources@sva.edu for more information.

REASONABLE ACADEMIC ACCOMMODATIONS
Disabilities vary on how they impact a person’s major life functions. Due to the differences in disabilities, Disability Resources staff will meet with students individually to discuss their needs, review disability documentation and make eligibility determinations.

Generally, students registered with Disability Resources qualify for one or more of the following academic accommodations:
• Exam accommodations
• Reduced course load
• Smart pen
• Notetaker
• Digital recorder
• Sign language interpreters

• CART captioning services
• Preferential seating in class
• Audio books and players
• Early access to course reading lists
• Residential accommodations
• Individual weekly or biweekly check-in meetings with Disability Resources’ staff

Please note: Personal services, such as bathing, grooming, food preparation, housekeeping, orientation and help with ambulating, are not deemed reasonable accommodations; and individually prescribed devices, such as hearing aids, glasses, braces, wheelchairs and other mobility devices, are to be purchased by the student.

CLASSROOM ACCOMMODATIONS
Once students have completed the registration process, they are responsible for working collaboratively with Disability Resources and must provide each individual instructor with a copy of their accommodation letter. Instructors do not have to provide accommodations prior to receiving this letter from students. Additionally, accommodations are not retroactive. Students should notify Disability Resources if they have any difficulty receiving their approved in-class accommodations.

STUDENT RESPONSIBILITIES
• Students are responsible for self-identifying to Disability Resources and completing the registration and accommodation request process.
• Students are responsible for providing their instructors with accommodation letters from Disability Resources.
• Students are responsible for coordinating exam accommodations with Disability Resources and the instructor at least two weeks prior to the exam date.
• Students must obtain updated accommodation letters each semester in order to continue to remain eligible for accommodations. To renew accommodations each semester, students should log in to the MySVA portal and select “MyAccommodate” from the Quick Links panel.
• Students must inform Disability Resources of any difficulties receiving accommodations or any changes in their disability status.
• Since Disability Resources will communicate with students via their SVA email address, students are responsible for checking their SVA email address regularly.

EMPLOYMENT FOR STUDENTS

CAREER DEVELOPMENT
136 West 21st Street, 6th floor
Monday–Friday, 9:00 AM–5:00 PM
Tel: 212.592.2370
Email: cd@sva.edu
Online Job Board: collegecentral.com/sva
SVA Portfolios: portfolios.sva.edu

The Career Development staff assists currently matriculated students and SVA alumni in identifying and pursuing their career goals. Counselors are available to advise candidates in career planning and professional development through classroom visits, workshops and individual counseling. They also provide information on art-related jobs and internships through an online career site, on-campus recruiting sessions and the Internship for Credit program. The SVA Online Job board gives students and alumni access to thousands of new internship and job listings by creative companies who seek SVA talent.

Students and alumni may post their résumé and portfolio images for prospective employers to review. Students and alumni can join SVA Portfolios—an exclusive network—to gain broader exposure for their work, connect with other students and alumni, and be discovered more easily by potential clients, recruiters and employers.

Computer Lab Assistants are employed by all SVA computer labs in varying capacities. For more information, interested students should inquire at the individual labs: Avid Workshop, BFA Computer Art Lab; Digital Imaging Center; Interior Design AutoCad Lab; and the MFA Computer Art Lab.

Federal Work Study (FWS) positions are available to students who qualify for this federal need-based award that provides on-campus and off-campus employment opportunities. Students who are awarded FWS work earn wages at an hourly rate until their award allocation is exhausted. Contact Financial Aid at 212.592.2030 for more details and to ascertain eligibility for an FWS position.

SVA part-time work in a non-work-study capacity provides employment to students who are registered for the academic year, have a minimum cumulative grade point average of 3.0 and are in good financial standing. Non-work-study student employees work fewer than 35 hours per week and are paid on an hourly basis. All students seeking employment must provide original documents verifying their right to work in the United States.

International students’ employment is restricted by federal regulations and must be authorized by SVA’s International Student Office (ISO). Students who maintain a valid F-1 visa status may work on-campus for a maximum of 20 hours per week while the College is in session and full-time during school breaks. Students are paid on an hourly basis. Students who maintain a valid J-1 exchange visitor visa status must contact the ISO before accepting any on-campus employment. Off-campus employment for all international students must be authorized through U.S. Citizenship and Immigration Services as well as the ISO.

The Social Security Number (SSN) is a U.S. tax identification number. It will be issued by the Social Security Administration to international students who are maintaining a valid F-1 or J-1 visa status only if they are authorized for employment and after a job offer has been extended. The International Student Office assists students with the application process.

Note: A SSN is not a work permit. A separate employment authorization is required for all off-campus employment.
International students may not begin working on campus until the SSN card is issued and approved by Human Resources. Under no circumstances may a student begin working before obtaining written approval from Human Resources.

**Curricular Practical Training (CPT)** is authorization for students who maintain a valid F-1 visa status and for internships that grant academic credit. It must be an integral part of an established curriculum: alternate work/study, internship, cooperative education or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the College. Students may apply for CPT in their junior year after completing one full-time academic year in F-1 student status at SVA with a 3.25 GPA. Graduate students must obtain approval from their department to register for an internship course for credit.

The application for CPT is processed by the International Student Office after the internship is approved by Career Development and/or the appropriate graduate department. Students must apply and be authorized for CPT employment by the application deadline each semester.

**Optional Practical Training (OPT)** is employment authorization that allows students who are maintaining a valid F-1 visa status to gain up to 12 months of professional work experience in their field of study. Eligible students may apply for this authorization for employment during their studies at SVA or after the completion of studies. The application for OPT must be reviewed and approved by the International Student Office before it is submitted to U.S. Citizenship and Immigration Services. Careful planning is required since it normally takes up to two to three months for U.S. Citizenship and Immigration Services to process the application. Any type of employment, including unpaid positions, requires the above-mentioned authorization.

### ENGLISH AS A SECOND LANGUAGE (ESL) SUPPORT SERVICES

Speakers of other languages can improve their English skills at SVA by taking advantage of the ESL and developmental courses as well as other selected courses offered through the Humanities and Sciences Department. Please contact Helene Rubinstein, associate chair of ESL, at hrubinstein@sva.edu or 212.592.2621 for more information.

### PEER-TUTORING PROGRAM

The peer-tutoring program offers one-hour sessions to speakers of other languages who would like to be tutored by, and talk to, English-speaking SVA students. The tutoring focuses on conversational English, improving fluency and student pronunciation. The program provides these sessions once a week for individual students at no fee. Students interested in being tutored or in being a tutor should call Joan Berman, Peer-tutoring Coordinator, at 212.592.2230.

Students may further develop their writing skills at the Writing Resource Center, which offers tutoring daily to all students, free of charge.

### EXHIBITIONS: STUDENTS

601 West 26th Street, 15th floor
Monday–Friday, 9:00 AM–6:00 PM
Tel: 212.592.2145
Fax: 646.638.2110
Email: gallery@sva.edu

The exhibition program at SVA advances the College’s philosophy of integrating life outside the classroom with the teaching that occurs within. Becoming a professional artist entails more than just developing talent and honing skills; it also means gaining the practical experience and creative enrichment that come from showing work in a professional gallery setting. SVA’s commitment to this objective is second to none. We employ a full-time staff of gallery professionals to mount some 40 exhibitions a year in three exhibition spaces.
There are two galleries on campus and one off campus. The latter, which also houses the SVA Galleries office, comprises four ample exhibition spaces that include areas specially designed for video projections and performance art, as well as a terrace with a spectacular Hudson River view where outdoor sculpture can be shown.

Matriculated students can exhibit their work either as part of curated department shows or by applying online to SVA Galleries for a juried exhibition. Every student exhibition has its own website and is publicized on various social media. Each begins with an opening reception at which the exhibiting artists can interact with the public and members of the arts community, as well as celebrate their accomplishments with friends, family and colleagues. This is a long-standing SVA practice. Artists such as Renée Cox, Keith Haring, Joseph Kosuth, Elizabeth Peyton, Lorna Simpson and Sarah Sze had some of their first exhibitions while they were students at SVA.

Local high schools and art colleges frequently bring their classes to our galleries. SVA faculty members and department chairs are encouraged to do the same.

**FINANCIAL AID**

342 East 24th Street, concourse level
Monday–Thursday, 9:00 AM–6:00 PM
Friday, 9:00 AM–5:00 PM
Tel: 212.592.2030
Fax: 212.592.2029
Email: fa@sva.edu
Website: sva.edu/fa

Financial Aid administers all forms of financial aid available to eligible SVA students, including scholarships, grants, loans and work-study awards. The Financial Aid Guide as well as online resources such as sva.edu/fa and students’ MySVA accounts describe the various types of aid. Through a combination of federal, state and institutional aid, the College makes every effort to equitably administer funds to eligible students. Any student requesting information concerning financial aid eligibility, application deadlines, work-study programs or anything relating to these matters should contact Financial Aid.

**INTELLECTUAL PROPERTY RIGHTS OF STUDENTS**

SVA does not have any ownership or other interest in any “Works” (including any artwork, writing, research, animation, film, video, design, software, application or other works that may be protected by copyright) created by a student while enrolled at SVA, unless the student agrees otherwise in writing, except that SVA has a limited right to use the student’s Works for educational and accreditation purposes.

**INTERNATIONAL STUDENT OFFICE (ISO)**

340 East 24th Street
24th Street Residence, 1st floor
Monday–Friday, 9:00 AM–5:00 PM
Tel: 212.592.2236
Fax: 212.592.2241
Email: iso@sva.edu

The International Student Office (ISO) provides services and programs that support the growth, development and welfare of international students to help achieve their educational goals. This is accomplished by regulatory advising on immigration (ensuring that international students maintain a valid visa status and the College remains in compliance with federally mandated reporting measures); programs on cultural adjustment and intercultural understanding among the SVA community; and assistance with practical matters related to living in the U.S.

**SEVIS AND THE RESPONSIBILITIES OF INTERNATIONAL STUDENTS**

SVA is authorized by the Student and Exchange Visitor Program (SEVP), a government agency under the U.S. Department of Homeland Security, to enroll international students. SEVIS, the Student and Exchange Visitor Information System, is the United States government’s
information system for international students and exchange visitors and is monitored by SEVP. The ISO's advisors are SVA's Designated School Officials and Responsible Officers who maintain records for each international student who requires the Certificate of Eligibility, I-20 or DS-2019 form to study at SVA.

It is the responsibility of international students and exchange visitors to maintain a valid immigration status for the duration of their stay in the United States. Students and exchange visitors must adhere to federal regulations and stay current with updates and notices by keeping in contact with SVA's International Student Office. It is extremely important that information in SEVIS is kept current at all times.

Federal regulations require that:

• International students and exchange visitors report to the ISO for initial registration in SEVIS within 30 days of the beginning of their first semester at SVA.
• The ISO must be notified within 10 days of a change of address.
• Any change of information listed on the Certificate of Eligibility, I-20 or DS-2019, such as changes in major field of study, expected year of graduation or biographic information, must be reported to the ISO.
• SVA/ISO is not responsible for the loss of immigration status or benefits if the reporting requirements, recommended guidelines and deadlines are not followed by an international student.

FULL-COURSE OF STUDY REQUIREMENT
Every semester of enrollment must be full-time (a minimum of 12 credits per semester). A summer vacation period is earned after two semesters of consecutive enrollment (fall and spring semesters). International students may be eligible to reduce their course load to a minimum of 6 credits per semester if they have a medical condition, are in their final semester of study or are encountering academic or language difficulty. Students who wish to apply for a reduced course load must notify their academic advisor and an ISO advisor. They are required to continue full-time registration until their request for a reduced course load is approved by SEVIS.

PROGRAM EXTENSION REQUIREMENT
International students and exchange visitors who are not able to complete their program by the end date listed on their Certificate of Eligibility, I-20 or DS-2019 form must notify the International Student Office before the program end date. Students must be maintaining a valid immigration status and making acceptable academic progress in order to extend their program.

Important: ISO is not responsible for keeping the I-20 or DS-2019 form active if students do not notify the office of a change in graduation date.

Being permitted to register for classes does not automatically extend the I-20 or DS-2019 form.

TRAVEL DOCUMENTS REQUIREMENT
International students and exchange visitors who wish to travel abroad before completing their studies at SVA must have their Certificate of Eligibility, I-20 or DS-2019 form endorsed by the ISO at some point within the preceding 12 months in order to gain reentry into the U.S. The passport must be kept valid at all times. International students are responsible for verifying their I-94 Admission Record each time upon reentering the U.S. The record is accessible at https://i94.cbp.dhs.gov.

DURATION OF STATUS AT SVA
International students who are maintaining a valid F-1 visa status and have completed their program of study may remain in the U.S. for up to 60 days after their program end date listed on their Certificate of Eligibility, I-20 form. Students may also be eligible to apply for a 12-month Optional Practical Training (OPT) that allows them to work after completing their studies. International students who are maintaining a valid J-1 exchange visitor visa status may remain in the U.S. for up to 30 days after
the program end date listed on their Certificate of Eligibility, DS-2019 form. Students must contact their academic advisor and the ISO to obtain authorization before they take a leave of absence or withdraw from SVA. Federal regulations give students 15 days to depart from the U.S. or transfer to another school if they have authorization to withdraw from their program. Failure to depart from the U.S. will result in a violation of status. Federal regulations require students to leave the U.S. immediately if they violate their visa status in any way.

**U.S. FEDERAL EMPLOYMENT REGULATIONS**

International students and exchange visitors must abide by federal regulations regarding employment discussed in the “Employment for Students” section, located on page 22.

**PERSONAL PROPERTY**

SVA is not responsible for the loss of or damage to personal property, including belongings and artwork left in classrooms, studios, lockers, exhibition spaces or residences. All personal property should be protected against theft or other loss by individual or family insurance. Storage space is not provided in SVA residence halls. If storage space is needed, contact a local storage facility.

**REPRODUCTION OF STUDENT WORK AND LIKENESS**

In documenting life at SVA, the College frequently reproduces student work and photographs of campus activities in its publications, promotional materials, website and social media. Students are encouraged to accept or decline these opportunities to have their work promoted or likeness published by submitting an artwork and model release form. The form is available to all students at sva.edu/artwork-release or by calling External Relations at 212.592.2207. New students also have the opportunity to complete this online form during the enrollment process.
and maintain behavioral standards set by Residence Life. RAs are dedicated, motivated student leaders chosen because of their concern for the well-being of their fellow students. Recruitment for these positions is held each year during the spring semester.

CHECK-IN

CHECK-OUT
The last day for non-graduating residents to check out is Tuesday, May 7, 2019. Graduating seniors must check out the day after commencement. Residents are strongly encouraged to begin making arrangements to move or store their belongings in advance of the check-out deadline.

MAILING ADDRESSES FOR THE RESIDENCE HALLS
Note: It is not necessary to include the name of the residence hall in the address.

23rd Street Residence
Resident name
215 East 23rd Street, Apartment #
New York, NY 10010

24th Street Residence
Resident name
340 East 24th Street, Apartment #
New York, NY 10010

Gramercy Women’s Residence
Resident name
17 Gramercy Park South, Apartment #
New York, NY 10003

Ludlow Residence
Resident name
101 Ludlow Street, Apartment #
New York, NY 10002

Please do not include “School of Visual Arts” in the address when sending mail to a residence hall. Doing so may delay mail delivery.

HOUSING COSTS AND RATES FOR THE 2018–2019 ACADEMIC YEAR (September through May):

23rd Street Residence
Small Double: $15,000
Double: $17,500

24th Street Residence
Small Double: $17,000
Double: $18,500
Triple: $15,500

Gramercy Women’s Residence
Double: $16,800
Shared Studio: $18,400

Ludlow Residence
Double: $17,000
Single: $18,400

CANCELLATION POLICY
All residents electronically agree to the residence hall agreement for the full academic year, which includes the fall and spring semesters. The housing cancellation policy is slightly different for first-year students and returning students. Residence life defines first-year students as first-time freshmen, first-time transfer students and first-year graduate students. This section outlines the terms of the housing cancellation policy.

First-Year Student Housing Cancellation Policy
All residents electronically agree to the residence hall agreement and the housing cancellation policy for the full academic year.

This section outlines the terms of the housing cancellation policy for first-year students.

The $400 housing placement fee is non-refundable. First-year students who decide not to
live in on-campus housing should cancel their housing agreement by emailing reslife@sva.edu and include their name, SVA ID number and reason for cancellation. Cancellations must be received from the student’s SVA email address.

**Students (prospective and current) who cancel their housing:**
- Prior to August 13, 2018, forfeit the housing $400 placement fee.
- After August 13, 2018, forfeit the housing placement fee and are charged a $500 housing cancellation fee.
- After August 24, 2018, forfeit the housing placement fee, are charged a $500 housing cancellation fee and are responsible for 10% of annual housing costs.
- After September 4, 2018, forfeit the housing placement fee and are responsible for the full cost of housing for the 2018–2019 academic year, including fall and spring semester charges.

**Students (prospective and current) who withdraw or take a Leave of Absence from SVA:**
- The housing placement fee is nonrefundable.
- Prior to September 4, 2018, are held to the returning student housing cancellation policy.
- After September 4, 2018, are held to the College refund schedule outlined on page 36.

**COMMON AREA DAMAGE AND PROPERTY**
No students are permitted to take, damage or deface any property not their own in the residence halls. Any costs to repair, replace or restore College property to its original condition will be billed to whomever is responsible. The person(s) responsible may also face disciplinary action.

**Multiple Liability:** If two or more people occupy the same room or apartment and responsibility for damage cannot be determined, the charges will be divided equally among all residents assigned to the space. If there is damage to the community areas of a residence hall, and the responsibility for damage cannot be determined, a charge may be assessed to all residents assigned to that residence hall.

**Personal Student Property:** SVA makes every effort to provide safe and secure living spaces. SVA is not responsible for loss or damage to personal property. Students and parents are encouraged to discuss insurance for the student’s belongings while they are staying in the residence halls. Family homeowner or renter’s insurance policies may cover students while they are at the College. Renter’s insurance is available through most insurance vendors.

**DELIVERIES**
Any student who places a food or grocery order to be delivered to a residence hall must be present to receive the delivery by going to the security desk in the lobby of the building.

**ELECTRONIC CODE OF CONDUCT**
All residents must be familiar with and comply with the SVA Electronic Communications Code of Conduct (ECCC), page 77, which outlines the expectations for use of the College Internet service, including wired (Ethernet) and wireless (Wi-Fi) services in the residence halls. Upload- and downloading copyrighted material such as software, music and movies constitutes a direct violation of the Electronic Communications Code of Conduct. In addition, this type of activity diminishes the effectiveness of the Internet service for all residents. In ensuring compliance with the ECCC, SVA may limit or shut down file sharing by individual users, or even all users. Students who participate in the uploading and/or downloading of any files must verify that they are not sharing copyrighted material that they do not have the right to distribute. Questions regarding this policy should be referred to Residence Life or the SVA Help Desk.

While SVA makes every effort to ensure that residents are provided with consistent quality Internet service, this is by no means a guarantee of Internet service. Many factors impact the quality of Internet service in SVA buildings, including but not limited to the number...
of registered devices on the network at a given time, the nature of Internet services consumed by those devices, and the overall systematic integrity of the power and telecom utility providers contracted by the College. In keeping with the spirit of safe and equitable technological advancement at the College, SVA employs several systems to monitor, improve and protect network communications throughout the campus. Should these systems proactively discover malicious or potentially harmful activity on the network, they may temporarily disable network connectivity for the offending device and alert the appropriate administrative staff. SVA reserves the right to contact the individual owner of the device to conduct further troubleshooting and investigation, either in-person or remotely, in order to ensure its use and operations are in compliance with the ECCC.

EXTERMINATION/PEST CONTROL SERVICES
Pest control technicians make regular visits to the residence halls. To request pest control services, fill out a work order using the online work request system available at myworkorder.sva.edu. Technicians will be escorted to all rooms by security or by a member of the Residence Life staff. When responding to a concern about pests, the technicians may make recommendations regarding the room conditions.

FIRE ALARM EVACUATION PROCEDURES
Evacuation procedures are posted throughout residence hall buildings, and fire extinguishers and alarms are located on every floor. Every resident should be familiar with the evacuation procedures and the location of fire extinguishers. Students are responsible for informing their guests of fire evacuation procedures. Anyone concerned or confused about a safety precaution or procedure should talk with the Residence Life staff.

FIRE SAFETY
Smoke detectors and sprinklers are located throughout the residence halls. In addition, each room is equipped with a hardwired smoke detector and sprinkler system. Residents may not tamper with or cover the smoke detectors or sprinklers.

GUEST POLICY
The guest policy allows students to have visitors in a responsible manner. Maximum residence occupancy follows established fire codes and allows no more than two guests per resident student. Unannounced guests will be asked to wait at the security desk, where they will be announced by the security officer and met by the resident. All other guests are required to sign in at the security desk and show a current government/state-issued valid photo ID. The guest’s ID will be held at the security desk while the guest is in the building.

All short-term guests must leave residence hall premises by 11:00pm, unless prior approval to stay overnight has been granted. If a visitor stays past 11:00pm, security or a Residence Life staff member will escort the visitor off the premises. Failure to follow the guest policy will result in loss of guest privileges and disciplinary action.

Every guest must have a resident host and be accompanied by the host while in the residence halls. Guests may not have a resident’s keys at any time. Guests are expected to comply with all College policies and regulations as well as federal and state laws.

Residents are responsible for the behavior of their guests and are held accountable for their actions. Should their guests violate any of the College’s rules and regulations, they may be denied permission to be on the premises.

OVERNIGHT GUEST PRIVILEGE
All overnight guest request forms must be signed by a security officer before 11:00pm of the day of an overnight visit. Students wishing to sign in a guest under 17 to stay overnight in the residence halls need prior approval from their Residence Hall director. Students can have visitors stay overnight for no more than three consecutive days in a seven-day period, and no more than 10 nights in a month. Should
a student wish to have a guest stay for more than the three-day limit, prior approval from the RHD is necessary. An overnight guest request form must be submitted to the RHD at least one business day in advance. Students may pick up approved forms from the security desk or the Office of Residence Life prior to their guest’s arrival.

Residents are not permitted to list or advertise their rooms (through Airbnb or any other similar service) or permit guests to occupy them, overnight or otherwise, for compensation. Any violation of this restriction shall be grounds for immediate termination of their residence.

HOUSING PLACEMENT FEES AND DEPOSITS
The housing placement fee is a nonrefundable $400 administrative fee charged to secure a student space in SVA housing. The placement fee must be paid every academic year that the student lives in SVA housing.

All resident students must maintain a housing security deposit of $500 during their stay in housing. If students break their housing contract by checking out of the residence hall prior to the end of the academic year, the $500 housing security deposit will be forfeited. Any damages caused by the student to the room or the building will be deducted from the housing security deposit. Students participating in the SVA Room Selection process to reserve a room for the next academic year who then cancel their housing forfeit the $500 housing security deposit.

Students checking out at the end of the spring semester and not returning in the fall will be refunded their housing security deposit minus the cost of any incurred damages.

HOVERBOARDS
(self-balancing scooters)
Self-balancing scooters, such as hoverboards, are prohibited in all SVA facilities, including all residence halls, academic and administrative buildings, the Student Center and the SVA Theatre. They are also illegal to use on New York City streets and sidewalks.

KEYS
Resident students must keep their keys with them at all times. If students are locked out of their room, security may provide access. Lost keys must be immediately reported to Residence Life, and the student will be issued new keys. All new key costs will be deducted from the $500 housing security deposit.

Charges will not be reversed should the student locate the lost key.

MAIL SERVICES
Mailbox keys are issued to students during check-in. Packages delivered by UPS, FedEx and other such services are left with security in the residence halls. Lost mailbox keys should be reported to Residence Life.

MAINTENANCE REQUESTS
If a room is in need of repair, the student should fill out a maintenance request form at myworkorder.sva.edu.

Emergency conditions such as clogged toilets, water leaks of any kind, gas or burning odors, falling plaster or wall/ceiling damage or any other emergency issues must be reported immediately to the security desk, and then entered online.

REFUNDS
The residence hall agreement is for the entire academic year. Canceling housing during the year will result in the automatic forfeiture of the student’s housing security deposit.

Students who withdraw or take a leave of absence from SVA will be required to vacate the residence halls, and will have their housing charges adjusted based on the College’s tuition refund schedule.

ROOM CHANGES
Residents who wish to request a different room may complete the online form found in the
Residence Life section of MySVA. Priority for a room change is based on how many semesters a student has lived on campus. Changing rooms without following appropriate procedures will result in disciplinary action.

**ROOM INSPECTION AND ENTRY POLICIES**
SVA reserves the right to enter student living quarters to ensure the health and safety of students. Rooms may be entered for emergencies, monthly health and safety inspections, to complete repairs, conduct pest control procedures or to conduct an investigation if there is a reasonable cause to believe that someone may be in danger or in violation of College or civil regulations. Students found in violation of health and safety regulations will be given due notice to remove the violation. Failure to do so will result in disciplinary action followed by the confiscation of any item(s) causing the violation.

Preserving student privacy is of paramount importance to Residence Life. Students who believe that their privacy has been compromised should notify their Resident Assistant or Residence Hall Director.

**ROOM OCCUPANCY POLICIES**
Residents living in shared living spaces such as double rooms or adjoining suites are permitted to occupy only their assigned portion of the room or suite. If a vacancy occurs within the space/suite, the resident(s) and/or any guests of residents remaining in the room/suite are not permitted to occupy the vacant space, including the bed, furniture and other designated spaces, or remove furniture from the space. When there is a vacant space in a room or suite, Residence Life may assign another resident to that space at any time.

**ROOM SELECTION**
Room selection for the following academic year occurs in the spring semester. In order to be eligible to select a room in housing, students must first pay the nonrefundable placement fee of $400 and go through the room selection process. Students who participate in the SVA room selection process to reserve a room for the next academic year and then subsequently cancel housing forfeit the $500 housing deposit and $400 non-refundable housing placement fee. Information outlining the room selection process will be distributed in early February.

**SECURITY**
All residence halls maintain 24-hour security. The security officers are responsible for monitoring guest and security policies. When entering the building, students must present their SVA photo identification card to the security officer. Students and guests are required to provide photo identification when requested by a security officer or other College official. If students have a concern regarding security services, they should speak to a Residence Life staff member.

**SIGNS**
Posting of signs or notices in the residence halls is permitted only on designated bulletin boards. Residence Life must first approve any posted signage. Outdated notices or those hung in unauthorized areas will be removed. Violators will be held responsible for any charges associated with damage and removal.

**SMOKING POLICY**
In accordance with government regulations, the School of Visual Arts prohibits smoking in any part of its buildings including private offices, private rooms, classrooms, hallways, restrooms and residence halls. This includes tobacco as well as electronic cigarettes.

Smoking is also prohibited within 25 feet of any building entrance.

**WINTER BREAK RESIDENCE OPTION**
Housing over the winter break is at no charge to the student, as long as the student remains in housing during the spring semester. If a resident withdraws from SVA after winter break and before the spring semester, the resident will incur a charge for the winter break.
RESIDENCE HALL VIOLATIONS AND DISCIPLINARY PROCEDURES
Residents who violate SVA residence hall policies are subject to disciplinary action. The disciplinary process is described in the following pages. This process does not follow the rules of procedure used in court proceedings, and legal representation is not permitted in any hearing. Additional policies may be communicated to students by written notices posted in the residence halls.

Important: Residents will be held responsible for any policy violations by their guests. Any resident or student who was present when a violation occurred may be subject to disciplinary action even though they did not actively participate in the offense. Prohibited items described in this section will be confiscated.

SVA RESIDENCE HALL VIOLATIONS
1. Tampering with fire extinguishers, alarms, sprinkler systems, smoke detectors, emergency exits or other safety equipment.
2. Possession and/or use of extension cords to power multiple appliances (as opposed to power strips, which are permitted).
3. Possession and/or use of flammable decorations, appliances or other property that may be deemed a fire hazard, including but not limited to candles, incense and evergreens.
4. Possession and/or use of cooking and other household appliances in the 24th Street and Ludlow Residences, including but not limited to heating coils, hot plates, microwave ovens, open-faced electrical appliances, space heaters and toaster ovens.
5. Use of spray paint, spray adhesive, smoke-emitting devises, toxic glue or spray glue.
6. Possession of unauthorized furniture.
7. Use, possession or storage of any weapon, including but not limited to knives, self-defense spray devices, firearms or ammunition, dangerous chemicals, fireworks or explosives, regardless of the presence of a state or federal license to possess same.
8. Possession or storage of a gas engine or any form of combustible fuel in the residence halls.
9. Possession or use of a hoverboard or similar self-balancing scooter.
10. Keeping pets or animals in any residence hall.
11. Possession, use or distribution of an alcoholic beverage or alcoholic beverage containers, including empty containers, or entering the residence hall in a severe state of intoxication.
12. Possession, use or distribution of an illegal or controlled substance and/or related paraphernalia.
13. Smoking in the residence halls, or possession of smoking devices such as bongs and hookahs.
14. Throwing or allowing to fall from residence hall windows, doors, terraces, ledges, roofs or other areas any object or substance.
15. Unauthorized solicitation or recruitment of any kind.
16. Failure to maintain acceptable standards of personal hygiene or room cleanliness to the extent that such failure interferes with the general comfort, safety, security, health or welfare of a member of the residence hall community.
17. Disorderly, disruptive or aggressive behavior that interferes with the general comfort, safety, security, health or welfare of a member of the residence hall community or the regular operation of the College.
18. Any harassment or abusive behavior toward another individual.
19. Physical violence, actual or threatened, against any individual or group of persons.
20. Engaging in, or threatening to engage in, any behavior that endangers the health or safety of another person, property or oneself.
21. Unauthorized access to or use of restricted areas in or about a residence hall, including but not limited to vacant rooms, roofs, ledges, terraces, basements, storage areas or emergency exits.
22. Violation of the SVA Residence Life Guest Policy.
23. Participating in or contributing to the unauthorized entry of another individual, including fraudulent misrepresentation, using false identification, etc., into any part of an
SVA residence hall.

24. Theft, vandalism or damage to another resident’s property or SVA property.

25. Excessive noise as defined by any New York City ordinance or a residence hall policy on noise.

26. Failure to present a valid ID card or properly identify oneself when entering a residence hall or when requested to do so by an authorized SVA staff member.

27. Unauthorized possession, use or duplication of a residence hall room key.

28. Unauthorized residence hall room change or room occupancy violation.

29. Installing an unauthorized lock on a bedroom, bathroom or suite door.

30. Failure to lock room doors.

31. Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags or banners that are inscribed, painted or affixed to any part of the inside or outside of a residence building (other than items affixed entirely inside a resident’s room in a non-damaging manner).

32. Violation of the SVA Electronic Code of Conduct.

33. Failure to comply with a request from an SVA staff member.

34. Failure to successfully complete the terms of a judicial sanction.

COMPLAINT REPORT
Any person may file a report that alleges a violation of a residence hall policy. Any complaint must be made in writing and submitted either to Residence Life via email, to any Residence Hall Director (RHD) or through the completion of a voluntary statement that can be obtained from any security desk.

JUDICIAL MEETING/HEARING
The Residence Hall Director involved will, if necessary, consult with the Associate Director of Residence Life as to whether a hearing should be held by the RHD, or in cases involving allegations of serious violations or repeat offenses, if it should be referred to the Associate Director of Residence Life or the Director of Student Affairs for a hearing.

The resident involved in the violation will receive notice that includes information about who will hear the case, the alleged violations and the date, time and location of the hearing.

During the hearing, the resident involved may present supporting information, including witnesses. If the student does not attend the hearing, the SVA staff member hearing the case nonetheless will proceed based on the available information and determine an appropriate resolution. The student will be notified in writing of the determination, including any sanctions imposed.

SANCTIONS
Sanctions include but are not limited to:

- Written warning
- Community service
- No-contact order
- Probation
- Restitution to the College
- Educational project or research
- Mandatory health referral
- Residence hall or room reassignment
- Restriction of privileges
- Residence hall entry restriction
- Deferred suspension
- Suspension from housing
- Dismissal from housing
- Referral to the Director of Student Affairs for the matter, to be handled as a student code of conduct violation.

REVIEW OF A DISCIPLINARY DECISION
A student who wishes to contest the outcome of a hearing is encouraged to speak first with the person who issued the sanction. However, if the student wishes to have the matter reviewed by another administrator, the student must submit a request via email to Residence Life within three business days after the student receives notice of the decision.

If the hearing was held by the RHD, the determination whether to grant a review—and if the review is granted, the review itself—will be made by the Associate Director of Residence Life.
If the hearing was held by the Associate Director, the determination whether to grant a review—and if the review is granted, the review itself—will be made by the Director of Student Affairs. If the hearing was held by the Director of Student Affairs, the determination whether to grant a review—and if the review is granted, the review itself—will be made by the Executive Director of Student Affairs.

A review may be considered if the reviewer believes that: (1) a significant departure has occurred from the procedures described in this Handbook that adversely affected the decision; (2) new information, unavailable at the time of the hearing, has become available and such information is reasonably likely to have substantially affected the decision; (3) the sanctions issued were too severe in relation to the student’s record or nature of the violation.

The reviewer may or may not include a review hearing, or consider additional information. In their absolute discretion, reviewers may determine to uphold the findings and sanctions of the initial hearing, or to modify any part of those findings and sanctions. Reviewers also may impose additional sanctions in light of new information discovered during the review process. Any decision by reviewers is final and not subject to further review.

**STUDENT CENTER**
217 East 23rd Street
Hours of operation during fall and spring semesters:
Monday–Friday, 10:00 AM–10:00 PM
Saturday–Sunday, 12:00 PM–6:00 PM
Tel: 212.592.2154
Email: activities@sva.edu

Overseen by the Student Engagement and Leadership staff, the Student Center provides SVA students with a common space to meet, check their email or just relax between classes. The Student Center is also a great meeting place for projects, clubs or other social gatherings. In addition, gallery space can be reserved to display student artwork.

If you’re interested in reserving space in the Student Center for a club meeting or event, email activities@sva.edu.

**STUDENT ENGAGEMENT AND LEADERSHIP**
340 East 24th Street, 1st floor
Monday–Friday, 9:00 AM–5:00 PM
Tel: 212.592.2986
Email: activities@sva.edu

Student Engagement and Leadership plays an important role in orienting new students to New York City and the SVA campus while creating opportunities for students to connect with one another. In addition, the office provides periodic discounted tickets to theater and sporting events.

Students can gain practical leadership experience through a variety of engagement opportunities, including the Visual Arts Student Association (VASA) and its student clubs and Student Senators. Students can also get involved through WSVA Radio, the College’s radio station, and *Visual Opinion*, a student-run art magazine that publishes SVA student work. The office oversees the Student Center and hosts the Student Leadership Series, comprised of sessions where students can learn from and network with guest speakers to enhance their leadership skills.

Leadership training is also offered for Orientation Leaders, current SVA students who help connect incoming students to the SVA community. Orientation Leaders engage with incoming students during the summer and guide activities for them throughout the Orientation week. Leadership opportunities and activities are reserved for matriculated students, and students enrolled in the English and the Visual Arts program.

Making friends and creating social networks are key factors in a student’s success at SVA, and Student Engagement and Leadership helps to create these opportunities. Whether it is during Orientation or in the semesters that follow,
Student Engagement and Leadership can help make the college experience of our SVA members a memorable one.

**STUDENT HEALTH AND COUNSELING SERVICES**

340 East 24th Street, 1st floor  
Monday–Friday, 9:00 AM–5:00 PM

136 West 21st Street, 10th floor, 1003-F  
(West-side location hours by appointment only)

Tel: 212.592.2246  
Fax: 212.592.2216  
Email: health@sva.edu  
Website: sva.edu/health

Services are provided free of charge in a non-judgmental environment and are confidential. Students should call 212.592.2246 or email health@sva.edu to set up an appointment.

A map of local medical and urgent care facilities is available at security desks, through the GoSVA app and at sva.edu/health. While medical services are not available on-site at SVA, a registered nurse can assist you in finding specialists and additional community-based resources.

Student Health and Counseling Services does not write medical excuse notes. Students who are not able to attend classes due to illness should notify their instructors and, for conditions requiring an extended absence from classes, their academic advisor. For academic accommodations (not including absences) due to a medical or psychiatric illness, please see Disability Resources on page 21.

**COUNSELING**

Students are encouraged to speak with a therapist any time there is an issue prohibiting their success at SVA. Counseling offers the opportunity to talk with a nonjudgmental person who can offer helpful feedback and also advocate for the student. Free and confidential short-term counseling services are available to all undergraduate and graduate SVA students.

Students who need confidential emotional support when the office is closed are encouraged to call the Samaritans (a 24-hour crisis-response hotline) at 212.673.3000 or contact NYC Well (text “WELL” to 65173; call 888.NYC.WELL; or chat at nycwell.cityofnewyork.us). Students can also text “HOME” to 741741 (Crisis Text Line).

**INSURANCE**

Students are automatically enrolled in the SVA-sponsored student health insurance plan, Cigna PPO ($1,155 per semester for the annual plan). The online insurance ID card, insurance claims and other information can be accessed online at sva.edu/uhp. For questions about the insurance, please call University Health Plans at 800.437.6448. This insurance plan does not include dental or vision care.

If a student has comparable insurance coverage and does not want the SVA coverage, the online waiver must be completed at sva.edu/uhp by the applicable deadline each year. The deadline for the academic year/fall semester is October 2, 2018. Waivers completed for the fall semester are valid for the entire academic year. Students who do not opt out of SVA coverage before the deadline may opt out of SVA coverage for the following semester/year. For those students who did not opt out for the academic year/fall semester and wish to opt out for the spring semester, the deadline is February 11, 2019.

Students must print and retain a copy of the waiver confirmation email as a receipt of the transaction. Failure to complete this online waiver process will result in automatic enrollment in the SVA plan at the current rate.

Students who paid the health insurance fee will not receive a refund unless they have completed their online waiver by the deadline.
The BFA Advertising and BFA Design departments oversee a course that produces the SVA Yearbook. The course is open to Honors students going into the spring semester of their third year, with course completion during the fall of their senior year, when the actual book is produced. The class is responsible for hiring student photographers to shoot the Yearbook portraits, and they work with a faculty advisor, production manager, photo producer and office manager, earning real-world book-production experience. Please contact yearbook@sva.edu or jnewton2@sva.edu for more information.

### TUITION AND BILLING INFORMATION

#### STUDENT ACCOUNTS
342 East 24th Street, Concourse Level
Monday–Friday, 9:00 AM–5:00 PM
Tel: 212.592.2080
Fax: 212.592.2088
Email: studentaccounts@sva.edu

Tuition and fees should be paid to Student Accounts. Payments can be made online, via bank transfer, by mail or in person. A registered student’s semester bill, including total payment due and due date, will be mailed approximately one month before the start of the semester. If a specific problem arises and a payment extension is needed, students should send a written request to studentaccounts@sva.edu at least three weeks before payment is due. A $100 fee may be charged for extensions granted.

If payment is not received by the due date, and no extension was granted, the account will be placed on hold and a minimum late fee of $50 will be charged to students with a payment plan; a minimum late fee of $250 will be charged to students not on a payment plan. In some circumstances the student’s enrollment status may be forfeited. Students who register after the payment due date will be required to pay the tuition at the time of registration.

#### REFUND POLICY

The enrollment fee is nonrefundable. The health insurance fee is refundable only if withdrawal occurs prior to the applicable semester waiver deadline. The waiver deadline is located on the Student Health and Counseling Services website.

Students who wish to withdraw from SVA must notify their academic advisor in writing. Written approval from a parent or guardian must be included if the student is under 18 years of age. The effective date of the withdrawal is the date written notification is received by the academic advisor. Lack of attendance alone does not entitle a student to a refund.

Refunds, less the nonrefundable enrollment fee and health insurance fee (if applicable), are made after the prorated percentages of liability are applied, unless superseded by an existing state or accrediting agency refund policy. Upon withdrawal from the semester, SVA does not charge any department or course fees. However, payment plan fees, late fees and any other administrative fees are not prorated. Only tuition and housing costs are prorated. Prorated housing costs are based on the check-out date, not the official date of withdrawal.

The prorated percentages of liability (tuition and fees owed) are based on the official date of withdrawal, as follows:

- 0% liability if withdrawal occurs through the first week of the semester
- 25% liability if withdrawal occurs during the second week of the semester
- 50% liability if withdrawal occurs during the third week of the semester
- 75% liability if withdrawal occurs during the fourth week of the semester
- 100% liability if withdrawal occurs after the fourth week

No refund will be made for withdrawal occurring after the fourth week of the semester.
VASA (VISUAL ARTS STUDENT ASSOCIATION)
340 East 24th Street, 1st floor
Tel: 212.592.2130
Email: vasa@sva.edu

VASA is the student government at the School of Visual Arts and serves as the liaison between the student body and administration. Advised by the Student Engagement and Leadership staff, VASA organizes a variety of events throughout the year, including the annual Halloween Party, the Holiday Bazaar, the Spring Event, Senior Week and other activities. VASA also supports registered student clubs on campus and the Student Senators program.

As the elected representatives of SVA students, VASA develops a sense of community by offering opportunities to bring students together. VASA strives to understand the student body’s needs and desires, then brings these to the attention of College leadership through regular meetings with the College President. Working with VASA can be a launching point on the path to getting involved within the SVA community. Elected VASA officers for the 2018–2019 academic year are:

Annah Shipman, President
Julia Walsh, Vice President
Arianna Pogact, Treasurer
Karen Barrett, Student Senate Chair

STUDENT CLUBS
Getting involved in student clubs can be a great way to take an active role in the SVA community. Club registration happens each semester, and students can either join existing clubs or create new clubs. There are many different types of clubs, including those that support common interests, cultures or traditions, social justice and civic engagement, wellness and academic success. To find out more about student clubs, attend the Club Fair held at the beginning of each semester or stop by Student Engagement and Leadership to connect with a staff member. Club activities and membership are open to all current matriculated students, and students enrolled in the English and the Visual Arts program. For more information about joining or creating a student club, email clubs@sva.edu.

STUDENT SENATORS
The Student Senators program aims to improve student life, communication and daily operations within undergraduate departments and the SVA community. Student Senators are selected for each major to act as a liaison between the students in their corresponding academic departments, the Visual Arts Student Association (VASA) and College administration. Student Senators role model and advocate for their peers, sharpen their communication skills and develop their identity as leaders. Applications for Student Senator positions are open to all undergraduate students who have completed one semester at SVA. Undergraduate students interested in serving as Student Senators, and students wishing to connect with their department Student Senator(s), should email senators@sva.edu.

VETERAN STUDENTS
REGISTRAR’S OFFICE
205 East 23rd Street, 1st floor
Monday–Thursday, 9:00 AM–6:00 PM
Friday, 9:00 AM–5:00 PM
Tel: 212.592.2201
Fax: 212.592.2069
Email: veterans@sva.edu

The School of Visual Arts is approved for veteran training under several authorizations established by the federal government. SVA is also a Yellow Ribbon Program participating school. Students wishing to enroll at SVA under veterans benefits must contact the Veterans Counselor, Gemma Prosper-Brown, in the Registrar’s office before registering for courses.
VISITORS
Students may not receive or bring guests to classes unless they obtain consent from the instructor and from security. Students should be aware that they are responsible and held accountable for the actions of their visitors.

VISUAL OPINION (VO) MAGAZINE
340 East 24th Street, 1st floor
Tel: 212.592.2280
Email: vo@sva.edu

*Visual Opinion (VO)* magazine was started more than 20 years ago and produces six publications per year. This student-run art magazine showcases student artwork from all departments and covers a diverse set of visual narratives and themes. An issue can focus on one topic, abstract or real, or can be purely a visual exploration. Like most publications, it is a work in progress and reflects the changing nature of the staff, the students and the times.

Matriculated students interested in getting involved as contributors or as part of the editorial team should email vo@sva.edu.

WRITING RESOURCE CENTER
132 West 21st Street, 9th floor
Monday–Friday, 8:00 AM–10:00 PM
Saturday–Sunday, 10:00 AM–5:00 PM
Tel: 212.592.2657
Email: nfriedland@sva.edu

The Writing Resource Center, open to all matriculated students, offers access to computers and writing tutors. An instructor from the Humanities and Sciences Department is available by appointment for at least three hours every day to assist students with general questions about writing or to help them with individual writing assignments related to their classes. Additional information about the center is available on the website: writingresourcecenter.com.

WSVA RADIO STATION
214 East 21st Street, 7th floor
Monday–Friday, 10:00 AM–10:00 PM
Tel: DJ Booth, 212.592.2345;
Station Manager, 212.592.2346
Email: wsva@sva.edu

WSVA is the College radio station. Matriculated students can volunteer to host their own weekly radio program while meeting new people and gaining valuable broadcasting experience. The station manager and student staff provide on-air training and support. For more information on the radio station or how to get involved, contact WSVA or stop by the station.
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ABSENCES
Occasions may arise when faculty will have to miss one or more classes due to unforeseen circumstances such as jury duty, professional reasons, religious observances, death in the family, etc. Please be in touch with your department chair as soon as possible to make appropriate arrangements for a substitute. The Registrar’s Office should also be notified by completing the online Faculty Absence or Lateness Form on the Registrar section of the Faculty Knowledge Base in Canvas (sva.edu/canvas). Such absences are limited to three sessions per class in any one semester and are unpaid.

LEAVE OF ABSENCE
Faculty who wish to take a leave of absence should speak to their department chair to make the necessary arrangements. Such requests must be submitted in writing and be approved by the chair before the leave is taken.

ATTENDANCE
The School of Visual Arts is a professional art college dedicated to teaching and learning. Attendance is required in all courses and the individual faculty member determines the number of acceptable absences, if any, and includes that information in the course syllabus.

All faculty members are required to record class attendance in Canvas, the College’s learning management system (sva.edu/canvas). Students will be alerted via email if they have accrued a significant number of consecutive or nonconsecutive absences, regardless of an individual instructor’s absence policy.

Attendance records may be monitored by administrative offices in order to identify students who are not attending classes. Faculty are encouraged to report any students who appear on their rosters but are not attending classes to an academic advisor, their department chair or administrator, or the Students at Risk (STAR) committee (star.sva.edu).

Faculty needing assistance with Canvas may contact the Office of Learning Technologies at 212.592.2313 or olt@sva.edu.

AUDIO VISUAL SERVICES
Audio Visual Services (AVS) provides classroom support to faculty on a request basis. In order to guarantee availability of staff and equipment, requests should be made at least one week in advance and will be processed in a timely manner. It is important that AVS is notified of a class even if scheduled in a smart classroom, so we can ensure the classroom’s equipment is operational. Due to the high volume of requests that we receive, AVS does not normally confirm receipt of requests.

Requests can be made by phone, 212.592.2400 (select option #2), or by email, av@sva.edu, and should include the faculty member’s name, phone number, course number, class day/time, classroom number and building location. Each request should be identified as a “standing order” if the same equipment is needed every time the class meets. Standing orders do not automatically carry over to the next semester and must be renewed at the start of each semester.

Service includes smart classroom technical support and use of portable equipment in most Studio Spaces, as well as technical assistance. For immediate support, please call the AVS Service Desk at 212.592.2617.

If your class is not scheduled in a smart classroom, portable Mac computer presentation stations are available, which include an HD projector, powered speakers, a DVD/CD drive and a USB port for external drives.

All smart classrooms are equipped with an HD projector, wall-mounted JBL speakers and a dedicated Mac computer. The Mac will have an Internet connection and web browser, a DVD/CD drive and a USB port for external drives.

Please note:
• AVS does not supply video adapters
for personal laptops, iPads or other external devices.

• SVA wireless network login credentials are not required to access the web when using AVS Mac laptops or computers.

• To access the wireless network on personal devices, or for assistance connecting to the SVA wireless network, contact the SVA Help Desk at 212.592.2400 (select option #1), or by email at helpdesk@sva.edu.

Further information regarding smart classrooms or portable equipment deliveries can be obtained by calling the AVS main office at 212.592.2617, or the AVS Manager at 212.592.2296.

CLASSROOM PROCEDURES
Faculty members should begin classes promptly and record attendance accurately in Canvas, the College’s learning management system (sva.edu/canvas). When meeting with the class, either on or off College premises, the faculty member is expected to adhere to all policies and regulations of the College.

CREDENTIALS FOR COLLEGE CATALOGS AND PUBLICATIONS
Up-to-date faculty credentials are used for the College’s website, catalogs and other publications, as well as for evaluations by regulatory agencies. These profiles must include educational credentials and pertinent professional information. Faculty members are encouraged to submit a profile photograph for the SVA website, as well as images and/or videos of their professional work (please go to vap.sva.edu/training/your-faculty-profile for information).

EMAIL
In an urban college of our size, clear and quick communication is essential. All faculty members receive an SVA email account and have access to MySVA (SVA’s internal employee website) upon hire. You must check your SVA email regularly, as important employee information, such as faculty contracts, are sent to this account. If you don’t know your SVA email address or need help logging in to MySVA, contact the SVA Help Desk at 212.592.2400.

EMPLOYEE INFORMATION
The College should have on file the current address, email address(es) and phone number(s) for each faculty member. If there are any changes, please complete a Confidential Employee Information form, available on MySVA and at the Human Resources office. Send the completed form to payroll. For more information, call 212.592.2654.

Faculty members must have a valid 1-9, W-4 form and updated home address on file with Human Resources at all times. It is the responsibility of the academic departments to collect this information.

EMPLOYING STUDENTS
CAREER DEVELOPMENT
136 West 21st Street, 6th floor
Monday–Friday, 9:00 AM–5:00 PM
Tel: 212.592.2370
Email: cd@sva.edu
Online job board: collegecentral.com/sva

Career Development provides an online job board where faculty can post vacancies at their studios or businesses. To access the job board (collegecentral.com/sva), faculty should register as a new employer and the Career Development staff will email them with a password and site access within one business day. Faculty who receive direct requests from employers for student referrals should contact Career Development so that the staff can explain how to post opportunities on the SVA job board. In this way, any illegal or unethical issues can be avoided.

In the event faculty wish to employ currently enrolled students for part-time work or internships in their studios, firms or businesses, the following SVA policy considerations must be followed:

• The student must be compensated at a rate comparable to rates paid for employees performing similar work, and never less than the minimum wage.
• In order to participate in the Internship for Credit program, the employment opportunity must meet SVA internship requirements and be approved by Career Development.
• Full-time students should not work more than 20 hours a week during the academic year.
• If the student is currently enrolled in the faculty member’s class, serious consideration should be given to potential conflict-of-interest concerns.
• Unauthorized employment for international students is prohibited by law. If the student is on an F-1 or J-1 visa, any employment (including non-paid internships) must be authorized through U.S. Citizenship and Immigration Services as well as SVA’s International Student Office. Do not hire international students for paid or non-paid work without contacting the International Student Office.

Any questions about the appropriateness of employing students should be discussed with the Director of Career Development.

FACULTY AND STAFF SCHOLARSHIP FUND
The Visual Arts Foundation welcomes all contributions from faculty and staff to the Student Scholarship Fund. Tax-deductible donations can be made through payroll deductions or as an annual gift. The Foundation awards scholarships to SVA students based on artistic merit and financial need. For more information, contact the Visual Arts Foundation at 212.592.2227.

FACULTY EMERITI POLICY
In recognition of years of valued service and contributions to the SVA community, faculty members will be eligible for honorary Emeritus status. Upon retirement of longtime faculty members, the Provost may propose to the President that they be considered for Emeritus status. Emeritus faculty are encouraged to continue to participate as members of the SVA community and are accorded certain privileges and benefits, such as:
• Library privileges
• Continued use of an SVA email address

• Listing in College catalogs and other publications as appropriate
• Invitations to College events
• Opportunity to audit up to two SVA courses per term

FERPA FOR FACULTY
The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of student education records. Education records include any record that is maintained by the institution related to a student in any format, including but not limited to name and ID number, grades, transcripts, exams and papers. It’s important that faculty understand the basic tenets of FERPA in order to ensure compliance.

As a general rule, information about a student that is considered non-Directory, such as gender, ethnicity, race, nationality, Social Security Numbers, grades, ID numbers and religious affiliations, should never be released to a third party without a student’s consent. This includes parents or guardians, who do not have inherent rights to information under FERPA without consent from the student.

In order to ensure that you are compliant with FERPA, follow these principles and contact the Registrar’s Office (registrar@sva.edu) with any questions or concerns:
• Always use your SVA email address to correspond with students, especially about matters pertaining to SVA. Adopt a policy by which you and your students correspond only via SVA email addresses.
• Do not link a student’s name with their Social Security Number or SVA ID number, especially if posting grades or other information.
• Do not send confidential information (such as grades) in an email.
• Do not leave graded tests, papers or other student materials in a stack for student pickup.
• Do not leave sensitive information on a desktop that is unsupervised.
• Do not discuss the progress of any student with anyone other than the student (except SVA officials who have a legitimate need to know) without the student’s consent. Refer inquiries from any third parties (including a student’s parents or guardians) to the Registrar’s Office.
• Do not provide anyone with lists or files of students enrolled in your classes for any purpose.
• Do not provide anyone with student schedules or assist anyone other than College employees in finding a student on campus. Refer such inquiries to Security Services.
• Do not discard documents containing sensitive information without proper destruction and disposal (shredding services can be arranged through Office Services).
• Do not release your SVA username and/or password for any reason.

The full FERPA disclosure is printed in the “Standards, Procedures, Policies and Regulations” section of this Handbook.

GRADES
Final grades are due to the Registrar’s Office on or before the last date of the term. Grades for all courses should be submitted online via MySVA (my.sva.edu) by clicking on the “Faculty Info Menu” in the WebAdvisor section, then selecting “Enter Grades.” Every student on the grading roster must receive a grade even if they never attended.

All grades of Incomplete should be accompanied by an expiration date, or the date by which the Incomplete should convert to a grade of F. Incomplete grades should be resolved within 60 days of the end of the term in which they were awarded. A faculty member may allow a student additional time beyond 60 days to complete their work, but a final grade must be submitted by the last day the Registrar will accept grade changes for the term in which the Incomplete was awarded. See the Academic Calendar for exact dates.

Printed grade rosters may be requested from the Registrar’s Office on a case-by-case basis. Printed grade rosters cannot be scanned and emailed, so faculty members are encouraged to submit grades online.

INDEPENDENT STUDY
Independent study can provide an opportunity for students in their junior or senior year to study material that is not offered as a specific course at SVA. Students may wish to work in an area that is beyond the scope of the courses offered, or may want to take an in-depth look at a topic that was covered only briefly in a course. Interested students should contact their academic advisor before the beginning of the semester to discuss their ideas and learn how to apply for independent study. Independent study courses must be approved and added before the last day of the course adjustment periods in September and January.

Faculty members are limited to four independent study courses in a semester.

INTELLECTUAL PROPERTY RIGHTS OF FACULTY
SVA does not have any ownership or other interest in any “Works” (including any artwork, writing, research, animation, film, video, design, software, application or other works that may be protected by copyright) created by an SVA faculty member while employed at SVA, unless the faculty member agrees otherwise in writing.

LATENESS
If a faculty member expects to be late for class, they should notify the students by email and/or phone. The Registrar’s Office should also be notified by completing the online Faculty Absence or Lateness Form on the Registrar section of the Faculty Knowledge Base in Canvas (sva.edu/canvas).

MAKING UP A CLASS
Faculty unable to teach a class should arrange for a substitute. If that is not possible, missed classes must be made up before the end of
the semester. All arrangements should be coordinated with the Registrar’s Office and the appropriate academic department chair.

**MODEL REGISTRY AND CASTING OFFICE**

**MODEL REGISTRY**
132 West 21st Street, 2nd floor
Monday–Friday, 9:00 AM–7:00 PM
Summer Hours: Monday–Thursday, 9:00 AM–6:00 PM
Tel: 212.592.2404
Email: modelregistry@sva.edu

The Model Registry is in charge of booking and recruiting models for the College. We pride ourselves on offering a diverse group of figure costume and fashion photography models that is constantly changing in order to meet the needs of faculty and students. Since we strive to get the best model possible for each class, we encourage instructors to be specific about their needs. Based on that information, the Model Registry will be able to find the most appropriate model for the class based on a variety of factors not just limited to physical appearance but including availability, attitude and specific prop or costume requests. To arrange for model assignments, faculty should contact the office as far in advance as possible, and at least one week prior to the desired date. Faculty should contact their department for the allotment of model hours for their class.

Please note: Budgets are determined by department chairs, not by the Model Registry.

Keep in mind, faculty must be present in the classroom while a model is posing. Failure to comply with the guidelines may result in the model being unable to pose, or the Model Registry removing the model from the classroom. SVA strongly discourages the inappropriate use of mobile devices in the classroom when models are posing. Faculty should be attentive to student use of mobile devices and mindful of maintaining a respectful environment for models.

Upon arranging for a model, faculty will receive the Model Registry Policies and Procedures.

**CASTING OFFICE**
209 East 23rd Street, 6th floor
Monday–Friday, 9 AM–5 PM (or by appointment)
Tel: 212.592.2287
Email: casting@sva.edu

The Casting Office works with various academic departments to provide casting services for students and faculty. Faculty should contact the casting office to secure guest actors for in-class acting assignments. All guest actor bookings must be coordinated with the Casting Office in advance. Requests for actors should be made by faculty no later than four business days prior to the class. Further policies and procedures for working with guest actors in class can be obtained by emailing the Casting Office.

The Casting Office is also available to assist undergraduate and graduate students in finding actors for individual student projects. Students requiring guidance should contact the Casting Office at least three weeks prior to filming. The Casting Office maintains a diverse database of actors that can be viewed by appointment.

**OFFICE OF LEARNING TECHNOLOGIES (OLT)**
The mission of the Office of Learning Technologies (OLT) is to enhance student and faculty engagement, learning and communication at SVA. Through training workshops and ongoing support, OLT assists faculty with updating their course curricula, improving their teaching methodologies and implementing new learning technologies in their classes. When used effectively, such tools help increase student engagement, improve clarity about assignments and course requirements, and ensure timely and effective assessment of students’ work. OLT maintains an open-door policy but recommends that faculty schedule an appointment for one-to-one training, either in person or online. Contact the Office of Learning Technologies,
Monday through Friday, at olt@sva.edu or 212.592.2313. For more information, visit sva.edu/olt.

PAID SICK TIME
For each class taught per semester, a faculty member is eligible for paid sick time equal to the number of hours a class is regularly scheduled to meet each week, from September 1 to August 31. The maximum amount of sick time a faculty member may accrue is 56 hours per year. Faculty members who have been employed for 120 days may use their sick time at the beginning of the semester. New faculty must wait 120 days to use sick time. Unused accrued sick time may be carried over to the next year and “banked” to a maximum of 840 hours and will not be paid upon separation from employment. Three or more consecutive absences may require documentation from a doctor or other licensed health provider. See “Faculty Sick Time Policy” on MySVA for detailed information. If you need to miss a class because you are utilizing sick time, please contact your department chair as soon as possible so that the department can arrange for a substitute.

REIMBURSEMENT FOR PROFESSIONAL MEETINGS
Faculty members who are presenting papers or sitting as panel members at professional meetings are eligible for transportation (economy-class airfare) and accommodation expense reimbursement up to $1,000 per academic year. All requests should be made to the department chair in advance of the meeting.

SABBATICALS
Faculty members who have been employed at the College for at least seven consecutive fall and spring semesters are eligible to apply for a sabbatical leave of either one semester at full salary or one academic year at half salary. Applications for sabbaticals must include a discussion of the studio work, research, project, travel, etc., to be undertaken during the period, and should be submitted to the chair of the department in which the faculty member is teaching. Chairs will evaluate the applications and pass their rankings to the Provost, who will evaluate all the applications and make recommendations to the President. Applications are due to the Provost’s office by December 15 of the year preceding the academic year in which the sabbatical is to be taken. Applications for sabbaticals are not automatically approved. There is a finite sabbatical budget for each academic year. Once the year’s sabbatical budget is exhausted, requests cannot be approved.

STANDARDS OF CLASSROOM BEHAVIOR
The primary responsibility for managing the classroom environment rests with the faculty. Any student whose behavior results in the disruption of a class may be excluded from the class by the faculty member pending an investigation of the matter, and the resolution of any dispute determined to exist. If a faculty member is confronted with a student exhibiting disruptive behavior in or out of the classroom, immediate action should be taken. The nature and severity of the behavior will determine whether security need be involved. However, the student’s academic advisor, the Director of Student Affairs, the chair of the department in which the course is offered and, if appropriate, the student’s department chair should be informed as soon as possible.

SYLLABI
Every member of the faculty must prepare and regularly update a syllabus for each course taught. Copies of all syllabi must be submitted to the department chair and distributed, during the first week of the semester, to each student. The department will submit all syllabi to the Office of the Provost every semester. The creation and distribution of course syllabi is mandated by the New York State Department of Education. Each syllabus must contain the following elements:
- Faculty’s name and contact information
- Course title and course description, as it appears in the Registration Book
- A statement of course and learning objectives
• Faculty’s attendance and lateness policy
• A list of major assignments and their due dates
• The method by which students’ final course grade will be calculated
• SVA’s Academic Integrity policy
• SVA’s policy on students with disabilities

A template including all necessary elements and language is available from the Office of the Provost, or online through the Faculty Knowledge Base.

**TEACHING ASSISTANTS**

SVA does not employ teaching assistants (TAs) nor allow anyone other than the faculty of record to provide in-class instruction to students, except in the case of a guest lecturer. It is expected that the assigned and contracted faculty member(s) instruct all sessions of their courses and grade all assignments for each registered student.

Faculty may request that their academic departments hire temporary employees to assist them with administrative tasks in the classroom, such as audio/visual setup or maintenance, or other duties. The standard hiring process must be followed, specifically approval by Human Resources, in order to comply with all federal, state and local labor laws. Students may not be hired as a temporary employee in a course for which they are currently registered. (See “Employment for Students,” page 22, and “Employing Students,” page 41.)

**UNSATISFACTORY PROGRESS REPORTS**

At any point during the term, faculty may submit unsatisfactory progress reports for students who are not meeting academic expectations. The unsatisfactory progress report form is accessible on the MySVA home page. Once submitted, a copy of the report is sent to the faculty member, the student, the student’s advisor, the respective department chair and the Academic Affairs office for review and possible follow-up.

Faculty who have concerns about students that are non-academic in nature are encouraged to report those concerns as outlined in the “Student Disruptive and Concerning Behavior,” page 65.
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ALUMNI AFFAIRS AND DEVELOPMENT
136 West 21st Street, 6th floor
Monday–Friday, 9:00 AM–5:00 PM
Tel: 212.592.2300
Email: alumni@sva.edu
Website: sva.edu/alumni

The Alumni Affairs and Development Office is dedicated to advancing the cultural and educational best interests of SVA alumni and encouraging support of the College’s mission to educate students who will be prepared to enter the professional world of art. The office maintains an active relationship with students through programs such as alumni panels and networking events; the annual Alumni Scholarship Awards program; and free admission with student ID to the Brooklyn Museum, MoMA, PS1, the Whitney Museum of American Art, the New Museum, and Cooper Hewitt, Smithsonian Design Museum.

BUILDING (NON-RESIDENTIAL) ACCESS
The College is committed to the safety of students, faculty, staff and guests. With this in mind, SVA Security is charged with enforcing the following directives for academic and administrative buildings:

ROUTINE ACCESS BY SVA STUDENTS, FACULTY AND STAFF
All current SVA students, faculty and staff may access SVA academic and administrative buildings by showing a valid SVA ID card to the security officer.

GUEST POLICY
All guests must check in at the security desk, where their visit must be verified.

UNANNOUNCED VISITORS
Guests visiting any SVA building without an appointment, including food delivery personnel, will be asked to wait at the security desk, where they will be met by the appropriate staff member. For information on the guest policy in the residence halls, please see page 29.

CAMPUS NEWS
SVA maintains a number of communication channels for promoting College events and the news and accomplishments of its students, alumni and faculty. These include:

- SVA Features and In the Press: news stories, interviews and press mentions published on sva.edu.
- SVA Today, an email digest of news, events and information from across SVA sent daily during the fall and spring semesters and weekly during the summer.
- SVA Now, a weekly email digest sent to external audiences.
- Visual Arts Journal, the College’s magazine, published in the fall and spring and available at various locations around campus, and online at issuu.com. The magazine is also mailed to SVA alumni.
- Social media accounts on Facebook (facebook.com/schoolofvisualarts), Twitter (@sva_news), Tumblr (schoolofvisualarts.tumblr.com) and Instagram (@svanyc).
- Info screens, located in the lobbies of most campus buildings, display details about upcoming SVA events, campus maps, shuttle bus schedules and announcements from the Registrar, Student Accounts and SVA Library.
- Vimeo and YouTube channels hosting videos of College events, classes and original features.
- Monthly e-calendars and special announcements, sent to all SVA students, faculty and staff; parents and other external audiences may sign up to receive the College’s calendars and newsletters at sva.edu/signup.
- Event calendars, displayed at various locations around campus, and available as takeaways in the SVA Library, Student Center and other locations.

CAMPUS TRANSPORTATION
During the academic year, the SVA shuttle bus travels between the east and west side campus buildings every hour. The first run begins at 8:10 AM. For the most up-to-date route and schedule, visit sva.edu/shuttlebus or email studentaffairs@sva.edu.
CLASSROOM/STUDIO RESERVATIONS
Students, faculty and staff may request access to general purpose campus classrooms and studio spaces for events or extracurricular activities, based on availability. Requests should be made in writing to the Registrar’s Office at registrar@sva.edu and include the proposed date(s), time(s), desired location(s) and purpose of the event or activity. Room reservations must conclude by 10:00 PM, and requestors and any guests must adhere to all SVA and departmental policies.

COLLEGE CLOSINGS — UNSCHEDULED
It is sometimes necessary for the College to suspend classes temporarily on short notice, especially during the winter months. Severe weather can create hazardous travel conditions throughout the region that make it difficult or impossible for members of the SVA community to safely get to and from the campus. Such cases are rare and typically affect operations for no more than a day.

THE DETERMINATION TO CLOSE
Once severe weather is predicted, SVA closely monitors the storm warnings and directives issued by the New York City Office of Emergency Management as well as guidelines provided by mass transit authorities, including the MTA (which includes the Metro-North and Long Island railroads) and NJ Transit. If you learn from a major media outlet that New York City public schools have closed or are closing for the day, assume that SVA will also close. Note that SVA makes the determination to close one day at a time.

BE PREPARED
Because it can be difficult to predict the severity of a storm even 24 hours before it arrives, SVA may make the determination to close only a few hours in advance. This is just one of many good reasons to ensure all of your contact information is up-to-date in SVAAlert, the College’s electronic notification system, at MySVA (my.sva.edu). Through this system, you will be notified of any unscheduled closings via phone, email and/or text message. Note that only current SVA students, faculty and staff have access to SVAAlert.

STAY INFORMED
To find out if SVA is closing, check sva.edu or call SVA’s main phone number, 212.592.2000.

DIGITAL IMAGING CENTER (DIC)
209 East 23rd Street, 5th floor
Monday–Sunday; 24 hours
(Except during holidays)
Tel: 212.592.2150
Fax: 212.592.2024
Email: dic@sva.edu

Due to construction on the sixth floor, the DIC has temporarily moved to the ground floor of 209 East 23rd Street.

If you have any questions, please call 212.592.2150 or email dic@sva.edu.

The 24/7 schedule is for the computer labs only and is in effect during the fall and spring semesters, Monday through Sunday. The 6th Floor DIC Print Lab has its own operating hours.

THE DIC SIXTH FLOOR
209 East 23rd Street, 6th floor
Monday–Friday, 8:30 AM–11:00 PM
Saturday, 10:00 AM–9:30 PM
Sunday, 12:00 PM–9:30 PM
Tel: 212.592.2152
Fax: 212.592.2024
Email: dicprint@sva.edu

Note: During the summer, the DIC is closed on weekends.

The Digital Imaging Center is a repository of technological resources assembled in one location, serving full-time, matriculated undergraduate students majoring in Advertising and Design as well as students registered in classes held in the DIC.
Part of the creative process is the final output and execution of work. The industry-standard printers and copiers of the DIC Studio provide the electronic and manual tools to bring projects to life.

The lab is closed during the winter break and for two weeks prior to the summer session as well as the two weeks at the end of the summer. Students must pay a summer lab fee in order to use the lab during the summer.

The 24-hour schedule is in effect Monday through Sunday.

For updates and the latest schedule information, please visit the DIC website, Facebook fan page or Twitter.

**DIC LAB RULES**
The following lab rules ensure a healthy, safe and productive environment for all SVA’s students, faculty and staff:

- Food and drink are not permitted on computer desks at any time. Sealed containers such as thermoses, bottled water, etc. are permitted. A fine of $25 will be issued if this policy is not followed.
- The installing of software is not allowed on any of the DIC computers. This causes computer malfunctions and virus outbreaks. Students may request a Systems Administrator to install particular software on a specific machine. Please note this request may also be denied.
- Smoking is not permitted anywhere in the building, in accordance with New York State law. This includes the stairwells and bathrooms. Students must go outside of the building to smoke.
- Do not connect, disconnect or remove any piece of DIC equipment from a computer system.
- Consult a lab assistant or systems administrator if it is necessary to change a system configuration.
- Do not print out manuals or long tutorials.
- Try to conserve paper and save a few trees!
- Please be courteous when using your cell phones in the DIC during free time. You may be asked to finish your conversation outside of a lab room.

**SAVING AND BACKING UP DATA**
You are responsible for your data. Save your data frequently as you work. It is advisable to purchase some sort of additional external storage devices to back up your work early and often. The department is not responsible for any work or data that may be lost either from our regular maintenance or because of system failures, etc. Be sure to save multiple backup copies in more than one place.

The Temporary Student Server is deleted every other week on Friday at midnight. Schedules are posted in all the rooms.

**LOUNGE AREAS**
These shared spaces should be kept clean at all times. Please be respectful of others, the lab and the spaces shared by all in the DIC.

**LOST AND FOUND**
Items found in the DIC will be placed in the Lost and Found, located at the front office, for six months.

**THEFT**
Respect for the property of others is expected at all times. Report any missing items or other security issues to a member of the Administrative Staff or the Security Guard on duty. Unfortunately, sometimes thefts do occur, so please be mindful of all your belongings (keep purses, hard drives and other valuables with you, etc.). We are not responsible for unattended items or missing items.

**VISITORS**
Students wishing to bring outside visitors to the DIC must fill out a Request for Access form and fax it to the SVA Security Office at least 24 hours in advance for approval. Visitors will not be allowed access without prior approval from the SVA Security Office. Additionally, all guests
must sign in at the guards’ desk and provide a current SVA ID or a valid form of identification, such as a driver’s license.

CAMERA EQUIPMENT INFORMATION
Reservations/checkouts/check-ins mandate that you carry your student ID card.

MAKING A RESERVATION
• Reservations will be taken in person.
• Your reservation is GUARANTEED for ONE HOUR after your scheduled pick-up time. If you have not picked up equipment or called by the end of this grace period, it will be given to anyone who asks for it, and you will be assessed a “no call/no show” fine. All equipment room fines must be paid before you can borrow or reserve any new equipment. Call if you will be late.

LATE RETURN FINES
Late returns will result in a fine. This is strictly enforced whether you are 15 minutes late or a day late.

PICKUPS, RETURNS AND EXTENSIONS
Early pickups, late returns and extensions can usually be arranged in advance. We try to be as flexible as possible. If you have a special situation, have your instructor contact us.

WARNING ABOUT EQUIPMENT AND CARS
Do not leave equipment in a car. NEVER leave cameras and other sensitive electronics in your vehicle. If equipment is stolen, you are responsible for replacement costs.

EMERGENCY PREPAREDNESS AND NOTIFICATION
SVA has an Emergency Response Plan that includes information about operating status parameters, incident priorities and performance expectations, shelter-in-place, evacuation guidelines and contingency and continuity plans. Detailed information about responding to emergency incidents on campus is available at sva.edu/student-life/campus-safety.

SVA transmits critical information to the College community using the following methods:
• Sva.edu: Emergency notices, including unscheduled closings and facilities evacuations, are posted as banners on the home page of the College’s website. Status updates are published as new information becomes available.
• Main telephone line: Emergency notices, including unscheduled closings and facilities evacuations, are the subject of recorded announcements at 212.592.2000, SVA’s main telephone number.
• All Concerned email: Bulk messages sent to current students, faculty and staff at their SVA email addresses are used to provide more detailed information in an emergency.
• SVAlert: SVA provides an electronic notification system that allows members of the College community to receive messages directly to a designated cell phone (as a text or voice message), email address and/or landline phone. Current students, faculty and staff are automatically enrolled in SVAlert. Select your preferences and verify your contact information through MySVA (my.sva.edu), the College’s internal website.
• In the event that either the College’s website or the main telephone line is temporarily out of service, the College community will be directed to an alternate website and telephone number via All Concerned email and SVAlert.

In addition, SVA officials may deploy other methods for notifying the College community, including security officers, fire brigades and other SVA staff.

EMERGENCY PROCEDURES ON CAMPUS
In the event of an emergency, including any serious injury, SEEK HELP IMMEDIATELY. Call 911 from any campus phone, other landline or mobile phone. When 911 answers, stay calm and be prepared to answer the operator’s questions, which may include:
• Where is the emergency located?
• What is the emergency? (Fire, medical, hazardous material, etc.)
• How did it happen?
• When did it happen?
• What is your name and location?

Do not hang up until you are instructed to do so by the operator. You do not need to know all the answers to these questions, but try to gather as much information as you can. Give a telephone number or other safe location where the emergency responders can call or meet you and wait for the responders at that location.

After the emergency has been responded to, an incident report and witness statement should be filed with SVA Security. Reports concerning an SVA student’s physical or mental health will be forwarded to SVA Student Health and Counseling Services, and a staff member will follow up with the student(s) involved, if appropriate.

NOTIFY SVA SECURITY
After calling 911, contact the nearest security officer at one of the following locations:
• 132/136 West 21st Street: 646.336.6252
• 133/141 West 21st Street: 212.675.7993
• 209 East 23rd Street: 212.696.4632
• 214 East 21st Street: 212.475.1659
• 380 Second Avenue: 212.614.8026
• 335 West 16th Street: 212.929.0296
• 24th Street Residence: 347.237.7397 / 347.452.3595
• Gramercy Women’s Residence: 212.777.2843
• Ludlow Residence: 212.254.3730
• 23rd Street Residence: 212.889.2797
• SVA Theatre: 212.675.1314
• 24-hour Security (209 East 23rd Street): 212.696.4632

EXHIBITIONS:
INVITATIONAL
SVA’s exhibition program also affords students the opportunity to study the work of renowned artists and designers, hear them speak at lectures or even meet them in person—all on campus. Since 1960, SVA has exhibited the work of some of the most significant figures in modern art, including Mel Bochner, Willem de Kooning, Mark di Suvero, Eva Hesse, Sol LeWitt, Roy Lichtenstein, Robert Motherwell, Robert Rauschenberg, Saul Steinberg, Cy Twombly, Bill Viola and Andy Warhol.

Reflecting the breadth of its curricula, SVA has also exhibited prominent exponents of contemporary design, illustration and photography. In 1988, SVA inaugurated the Masters Series, an annual award exhibition that honors great visual communicators of our time. Silas Rhodes, the founder of SVA, conceived it as a way of bringing public recognition to groundbreaking designers, illustrators and photographers who are sometimes unknown to the general public—a public that has nonetheless responded strongly to their imagery and has been influenced by their work. Saul Bass, Seymour Chwast, Jules Feiffer, Milton Glaser, George Lois, Mary Ellen Mark, Paul Rand, Paula Scher and Massimo Vignelli are among those who have received the Masters Series Award.

Every summer SVA celebrates the creativity of its employees in its yearly All Staff Art Show. Open to all administrative personnel, this exhibition brings to light the latent talents of the men and women who support the structure of this College and who keep it running day to day, year to year.

SVA GRAMERCY GALLERY
209 East 23rd Street, ground floor
Monday–Friday, 9:00 AM–7:00 PM
Saturday, 10:00 AM–6:00 PM

SVA FLATIRON GALLERY
141 West 21st Street, ground floor
Monday–Friday, 9:00 AM–7:00 PM
Saturday, 10:00 AM–6:00 PM

SVA CHELSEA GALLERY
601 West 26th Street, 15th floor
Monday–Saturday, 10:00 AM–6:00 PM (closes at 5:00 PM on Fridays in the summer)

FIRE DRILLS
Fire drills are conducted at least twice each year in all campus buildings and are supervised by
the fire safety coordinator with the assistance of the fire marshals assigned to each floor. Everyone in the building is required to participate. Drills will be conducted in accordance with the fire safety plan. Notice will be given in advance of a fire drill.

HOLIDAYS
The College observes most federal holidays. Students, faculty or staff who wish to observe religious holidays that are not federal holidays or not in the SVA holiday closing schedule should make appropriate arrangements with their department chair, supervisor or instructor.

IDENTIFICATION CARDS
REGISTRAR’S OFFICE
205 East 23rd Street, 1st floor
Monday–Thursday, 9:00 AM–6:00 PM
Friday, 9:00 AM–5:00 PM
Tel: 212.592.2200
Email: registrar@sva.edu

All students, faculty and staff must have an SVA identification card to be admitted to College premises. These cards, obtained at the Registrar’s office, can also be used for admittance to museums and libraries and for various professional purposes. Student ID cards must have a current registration term sticker and can be replaced, if lost, by paying a $20 replacement fee to the Registrar’s office.

SVA LIBRARY
380 Second Avenue, 2nd floor
Tel: 212.592.2660
Email: library@sva.edu
Website: library.sva.edu

Fall and Spring Semester Hours
Monday–Thursday, 8:30 AM–10:00 PM
Friday, 8:30 AM–7:30 PM
Saturday, 12:00 PM–5:30 PM
Sunday, 12:00 PM–8:00 PM

Summer Hours
Monday–Thursday, 9:00 AM–7:00 PM
Friday, 9:00 AM–3:00 PM
Closed Saturday and Sunday

SVA LIBRARY WEST
133 West 21st Street, lower level
Tel: 212.592.2810
Email: library@sva.edu

Check the library website (library.sva.edu) for additional information including hours and services.

For access to the Film Library (tel: 212.592.2193) and the Curatorial Practice Library (tel: 212.592.2274), please contact those departments directly for hours and policies.

LIBRARY MISSION STATEMENT
The SVA Library is a major resource for art and design study, developed over the course of 60 years to foster the College’s intellectual and creative life. Its rich print and digital collections directly support SVA’s undergraduate and graduate curricula. In addition, library collections provide inspiration, establish context and widen perspectives. Library instructional services have been developed to sharpen students’ critical thinking and provide basic tools for lifelong learning.

Since 1978 the SVA Library has been located at 380 Second Avenue in the Gramercy section of Manhattan. In 2018 the library’s first permanent branch, SVA Library West, was established to better serve our expanding campus. Both locations provide comfortable, accessible and attractive spaces on campus where the SVA community, students, faculty and alumni, can relax, study and collaborate. A knowledgeable and responsive library staff is available to assist with collections and services.

COLLECTIONS
The SVA Library’s collection is designed to support the creative research, work and academic needs of students, faculty and alumni of the School of Visual Arts. The collection includes a broad range of materials, including books,
periodicals, DVDs and Blu-rays, comics, video and tabletop games, an extensive and unique picture collection and a variety of remotely available e-resources, including e-books, e-journals, digital images and streaming videos. While focused on art and design, the collection spans many subject areas and is continuously evolving with the needs of the SVA community.

FACILITIES & TECHNOLOGY
The library’s computer lab offers additional work space with iMacs, Cintiq tablets, scanners, and printers. Wacom Intuos, external DVD and Blu-ray drives and MacBooks may be borrowed for use in the library. SVA Library West has additional iMacs, printers and scanners and also has a gaming room with Xbox and PS4 consoles and Oculus Rift virtual reality headsets. Both locations also offer bookable group study rooms.

The library hosts events of general interest to the SVA community, including poetry readings, lectures, workshops, screenings and game nights. Academic departments and student groups may request use of the space in the Main Library or Library West for meetings or events. Please contact us for details and availability.

TOURS AND CLASS INSTRUCTION
Each semester, the library offers general tours that are open to all students. As part of the library instruction program, students in introductory art, photography, film and animation history courses attend a class covering basic research methods. Faculty members who would like their classes to have specialized tours, or instruction which focuses on a particular subject or type of research tool, are encouraged to contact a reference librarian for an appointment at libraryclass@sva.edu. Class visits are also welcome in the Milton Glaser Design Study Center and Archives/School of Visual Arts Archives. Contact the archivist at bkleber@sva.edu to schedule a time.

LIBRARY LIAISONS
Every undergraduate and graduate department is assigned a librarian to assist with research and instruction and to ensure the library’s responsiveness to departmental needs. To find the library liaison for your department, consult the Department Resources & Library Liaisons guide at sva.libguides.com/liaisons.

LIBRARY POLICIES
The following is an overview of some of the policies in effect at the SVA Library. For a complete listing, see our website (library.sva.edu).

The SVA Library is for students, faculty, staff and alumni of SVA only. Patrons must be prepared to show valid SVA ID for access and to check out materials. Matriculated students, faculty and staff may check out circulating materials. Alumni and Continuing Education students may only use materials in the library.

Loan periods vary, depending on the type of circulating material: books, 21 days; media, 7 days. All items may be renewed once. Reserve and non-circulating items are available on a more limited basis. See our website or ask at the circulation desk for information on other materials.

The SVA Library can obtain additional materials via interlibrary loan, and can also provide access to other NYC libraries via the Metropolitan New York Library Council’s referral card program. Ask a librarian for more information. Please note that all SVA students and faculty are eligible for New York Public Library cards, which can be obtained with a current SVA ID card; the SVA Library highly recommends that all SVA students and faculty take advantage of this world-class research institution, which has 92 branches across Manhattan, Staten Island and the Bronx.

Reserve materials are items (books, media) placed on reserve at the circulation desk by a specific instructor. Reserve items may only be used in the library for a two-hour period.

Non-circulating items are materials that do not leave the library such as reserves, reference books, periodicals and rare books deemed too
THE VISUAL RESOURCES CENTER
Located in the Main Library at 380 Second Avenue on the 2nd floor, SVA’s Visual Resources Center (VRC) is the primary repository for high-quality images and imaging technologies used by instructors and students at SVA for teaching and studying purposes. The VRC curates and maintains SVA’s in-house digital image database, the SVA Image Library, which contains and makes accessible over 70,000 images of artworks spanning different forms, time periods and cultures. The VRC staff is available weekdays to provide information and training on the research and presentation of digital images using the SVA Image Library as well as Artstor, both of which are available through the Databases page on the library website (sva.libguides.com/az.php). For more information about image resources, as well as general Visual Resources info, check out the VRC’s research guide: sva.libguides.com/vrc.

THE MILTON GLASER DESIGN STUDY CENTER AND ARCHIVES/SCHOOL OF VISUAL ARTS ARCHIVES
Located in the Main Library at 380 Second Avenue on the 2nd floor, The Glaser Archives are dedicated to preserving and making accessible design works of significant artistic, cultural and historical value by preeminent designers, illustrators and art directors who have close ties to SVA. Holdings include the work of Gail Anderson, Ivan Chermayeff and Tom Geismar, Seymour Chwast, Heinz Edelmann, Louise Fili, Milton Glaser, Keith Godard, Steven Heller, Ed McCabe, James McMullan, Tony Palladino, George Tscherney, Henry Wolf and many others.

The SVA Archives document the College’s rich history through its posters and publications, records of professional and student exhibitions, and many other resources.

Both archives’ collections (which include works of art on paper, posters, print samples and ephemera, photographs, and audio and video recordings) represent the artistic and intellectual vitality of the SVA community and provide an invaluable resource to students, designers and researchers who wish to study the breadth of a designer’s work and evaluate the impact of the College’s activities on the history of American artistic, social and cultural development.

The Archives are open to all members of the SVA community, as well as outside researchers. Advance appointments are required to visit in person. Class visits are welcome; please contact the Archivist for details at bkleber@sva.edu. Check our website for more information and collection samples: archives.sva.edu.

COMPUTERS, COPIERS AND PRINTERS
There is Wi-Fi accessibility throughout the library. The library also maintains an iMac computer lab and a smart group study room as a service to SVA students, faculty, alumni and staff. Additionally, there are four Wacom Cintiq stations. Provided software includes Microsoft Office, Apple iWork, Adobe Creative Cloud, Maya and Final Cut Pro. All library computers are internet accessible and are equipped with USB/Thunderbolt ports and Bluetooth (cables are not provided).

Tabloid and flatbed/slide scanners are available, as is scanning directly to email, USB thumb drive, Google Drive or smartphone/tablet via a Scannx machine. Headphones, Wacom tablets, external DVD and Blu-ray drives and MacBooks may be borrowed for use in the library.

Black-and-white printing (from a lab computer) is offered free of charge. Color printing and color copies are 25 cents per copy.

Please refer to the Writing Resource Center (132 West 21st Street, 9th floor; 212.592.2657) for more word processing computers and the Digital Imaging Center (209 East 23rd Street, 6th floor; 212.592.2152) for additional copy/print facilities.
ACCESS TO OTHER NYC LIBRARIES
Since the library is a member of the Metropolitan New York Library Council, reference librarians at SVA may issue METRO Referral Cards to patrons that allow limited access to items at libraries that are otherwise closed to the public.

SUBJECT GUIDES
The Subject Guides section of the library website is a collection of resource guides, created by SVA reference librarians, that feature books, articles, databases, websites, etc., tailored to each academic department, as well as other specialized and cross-discipline subjects, that serve as a starting point for exploration and research. There is also a guide on general research tools and skills that covers topics such as website evaluation, plagiarism, copyright, citation formats and source identification.

OVERDUE FINES
Fines vary by type of material. The following are samples of fines; see website for a complete list.
- Circulating books: 20 cents per day; $10 maximum per item.
- Circulating media: $1 per day; $10 maximum per item.
- Reserve books: $1 per hour; $10 maximum per item.

If outstanding fines are not paid, these sanctions will apply:
- Loss of the right to check out additional materials.
- Inability to register for classes or graduate.
- Transcripts held.

THEFT AND DEFACEMENT
Surveillance cameras, a detection gate and security guards monitor the library and flow of materials. Security and staff reserve the right to examine the backpack, bag, portfolio or other carrying device of anyone using the library.

The SVA Library reserves the right to charge patrons for damage to library materials. This includes water damage, underlining and other damages outside of normal use.

NYC PUBLIC LIBRARIES
NYC Public Libraries are accessible to all, with borrowing privileges limited to those with a library card. A New York Public Library (NYPL) card can be obtained from any branch with your SVA ID. The following is a brief listing of convenient branches and research libraries within the system.

ART AND ARCHITECTURE COLLECTION
476 Fifth Avenue at 42nd Street, room 300
Tel: 212.930.0835
Website: nypl.org/locations/schwarzman/art-architecture-collection

NYPL BRANCH LIBRARIES: CIRCULATING
MID-MANHATTAN LIBRARY
455 Fifth Avenue at 40th Street
Tel: 212.340.0863
Picture collection: 212.340.0878
Website: nypl.org/locations/mid-manhattan-library

EPHANY BRANCH LIBRARY
228 East 23rd Street
(between Second and Third avenues)
Tel: 212.679.2645
Website: nypl.org/locations/epiphany

NYPL FOR THE PERFORMING ARTS
40 Lincoln Center Plaza at 64th Street
Tel: 917.275.6975
Website: nypl.org/locations/lpa

NYPL RESEARCH DIVISIONS: NON-CIRCULATING
SCHOMBURG CENTER FOR RESEARCH IN BLACK CULTURE
515 Malcolm X Boulevard at 135th Street
Tel: 917.275.6975
Website: nypl.org/locations/schomburg

SCIENCE, INDUSTRY, AND BUSINESS LIBRARY
188 Madison Avenue at 34th Street
Tel: 917.275.6975
Website: nypl.org/locations/sibl
NEW YORK CITY ART AND DESIGN LIBRARIES
Ask a reference librarian for information about access to the following libraries or collections in the area. METRO Referral Cards are needed for entrance to some academic libraries.

ANTHOLOGY FILM ARCHIVES
32 Second Avenue at 2nd Street
Tel: 212.505.5181
Website: anthologyfilmarchives.org

COOPER HEWITT, SMITHSONIAN DESIGN MUSEUM LIBRARY
9 East 90th Street
Tel: 212.849.8330
Website: cooperhewitt.org/collections/library

FOUNDATION CENTER
32 Old Slip, 24th floor
Tel: 212.620.4230
Website: foundationcenter.org

INTERNATIONAL CENTER OF PHOTOGRAPHY LIBRARY
1114 Avenue of the Americas at 43rd Street
Tel: 212.857.0004
Website: icp.org/facilities/library

THE METROPOLITAN MUSEUM OF ART LIBRARIES AND RESEARCH
Thomas J. Watson Library
1000 Fifth Avenue at 81st Street
Tel: 212.650.2225
Website: metmuseum.org/research/libraries-and-study-centers

MOMA MANHATTAN LIBRARY
4 West 54th Street
Tel: 212.708.9433
Website: moma.org/research-and-learning/library

NEW YORK HISTORICAL SOCIETY LIBRARY
170 Central Park West at 77th Street
Tel: 212.873.3400
Website: nyhistory.org/library

LOCKERS
Locker space is provided for current SVA students in two buildings: 214 East 21st Street (for photo students only) on the lower level, 3rd, 4th and 7th floors; and 133/141 West 21st Street lower level. Some departments have additional locker space for their students and faculty.

BFA Photography and Video students and staff who need a locker in the 214 East 21st Street building should contact the Photo Hub, located on the 6th floor (212.592.2330). Students and staff who would like to use a locker at 133/141 West 21st Street can place a lock on any available locker and do not need to register. Lockers in 133/141 West 21st Street are for daily use only.

SVA is not responsible for the loss of or damage to personal property that has been removed from or left in lockers. Students must provide their own lock to secure their locker. All lockers must be emptied by the last day of the spring semester. If a student graduates or leaves the College between semesters, all contents must be removed from the locker.

LOST AND FOUND
Lost and Found is maintained in the Security Command Center, located at 209 East 23rd Street; tel: 212.592.2025; email: security@sva.edu.
MEDICAL FACILITIES NEAR THE COLLEGE

A map of local medical facilities is available at Security desks, through the GoSVA app and at sva.edu/health.

URGENT CARE WALK-IN CLINICS

City MD
212 East 23rd Street
(between Second and Third avenues)
646.518.0163
Monday–Friday, 8 AM–8 PM
Saturday–Sunday, 9 AM–5 PM

216 East 14th Street
(between Second and Third avenues)
212.256.1049
Monday–Friday, 8 AM–8 PM
Saturday–Sunday, 9 AM–5 PM

37 West 23rd Street
(between Fifth and Sixth avenues)
646.596.9267
Monday–Friday, 8 AM–10 PM
Saturday–Sunday, 9 AM–6 PM

14 West 14th Street
(between Fifth and Sixth avenues)
212.390.0558
Monday–Friday, 8 AM–12 AM
Saturday–Sunday, 9 AM–9 PM

138 Delancey Street
(between Norfolk and Suffolk streets)
212.609.2541
Monday–Friday, 8 AM–8 PM
Saturday–Sunday, 9 AM–5 PM

MedRite
380 Second Avenue (at East 22nd Street)
212.826.7777
Monday–Friday, 8 AM–7 PM
Sunday, 10 AM–5 PM

Mount Sinai Doctors
55 East 34th Street (between Park and Madison avenues), ground and 5th floors
212.252.6000
Monday–Friday, 8 AM–8 PM
Saturday–Sunday, 8 AM–2 PM

309 West 23rd Street (at Eighth Avenue), 2nd floor
212.352.2600
Monday–Friday, 8 AM–8 PM
Saturday–Sunday, 9 AM–5 PM

226 West 14th Street
(between Seventh and Eighth avenues)
212.604.1800
Monday–Friday 9 AM–5 PM
Saturday, 9 AM–2 PM

HOSPITALS

Bellevue Hospital
462 First Avenue (between East 27th and East 28th streets)
212.562.4141

Mount Sinai Beth Israel
First Avenue at East 16th Street
212.420.2000

NYU Langone’s Tisch Hospital
550 First Avenue (at East 33rd Street)
212.263.5800

DENTISTRY

NYU Dentistry
345 East 24th Street (at First Avenue)
212.998.9800
Monday–Friday, 8:30 AM–8 PM
Saturday–Sunday, 8:30 AM–4 PM
(last appointment at 2 PM)

EYE & EAR

New York Eye and Ear Infirmary of Mount Sinai
310 East 14th Street
(between First and Second avenues)
212.979.4000
Monday–Sunday, 8 AM–9 PM
MYSVA AND SVAPPS
MySVA (my.sva.edu) is the College's online portal, keeping students connected to the SVA campus 24 hours a day, seven days a week. MySVA offers easy access to:

• Your SVA email account, powered by Google Apps
• Registration, schedules, grades and transcripts (Self Service)
• Online courses and related materials (Canvas LMS)
• Downloadable forms and information from most SVA offices, including Financial Aid, Registrar, Student Health and Counseling Services, Career Development and the SVA Library
• Campus news, announcements and event and exhibition information

A MySVA username and password is required to access MySVA and SVA email. The username consists of the first part of the user’s email address, before the @ symbol. The initial password consists of the characters “Sva!” not including the quotation marks, followed by the user’s seven-digit SVA student ID number (e.g., Sva!1234567). Users should change their initial password by clicking “Reset My Password” at myaccount.sva.edu.

Email is used by various offices at the College to provide important information to students throughout the year. For this reason, SVA provides students, faculty and staff members with an SVA email account, which they are responsible for monitoring. Users can directly access their SVA email account by visiting webmail.sva.edu and logging in with their MySVA username and password. As an alternative, users should set their SVA email to forward to another account. All students, faculty and staff are expected to monitor their SVA email regularly, either through SVApps or by having their SVA email forwarded to their primary email address.

For additional help with accessing MySVA, SVApps email or any other campus systems, please call the SVA Help Desk at 212.592.2400 and select option 1, or email helpdesk@sva.edu. The Help Desk is available Monday–Friday, 9:00 AM–5:00 PM (EST).

PERSONAL PROPERTY
SVA is not responsible for the loss of personal property, including belongings and artwork left in classrooms, studios, lockers, exhibition spaces or residences.

PHOTOGRAPHS AND RECORDINGS
No photographs may be taken in any class or SVA buildings, with the exception of those photography classes where releases have been obtained. In addition, no recording is allowed unless permission is granted by the faculty or staff member in charge. For this reason, we strongly discourage inappropriate use of mobile devices in the classroom and expect faculty to monitor inappropriate use of mobile devices by their students.

SVA CAMPUS STORE
207 East 23rd Street
Monday–Thursday, 10:00 AM–6:00 PM
Friday, 9:00 AM-3:00 PM
Tel: 212.592.2900
Email: campusstore@sva.edu
Website: svacampusstore.com

Having exclusively served the SVA community for over 10 years, the SVA Campus Store provides computer hardware, software, peripherals and related equipment including tablets, hard drives and other accessories at specially discounted prices.

The SVA Campus Store offers technical consulting that can help you choose the hardware and software bundle that best meets your needs. It is also your one-stop shop for all College swag! Get your SVA logo products here and wear your College with pride.
VISITORS
Visitors are not permitted above the first-floor reception area in any College building, except as a specifically invited guest of the faculty or the administration. Faculty members will ask any uninvited visitors who appear in their classroom or studio to leave. Enrolled students who would like to bring guests to SVA facilities may request guest passes from their corresponding department. Guest passes take 24 hours to process.

VISUAL ARTS PRESS, LTD.
The Visual Arts Press is the design studio for SVA. The press produces the College's printed publications, website, environmental graphics and promotional products. It maintains a unified identity for the College while communicating its diverse messages.

Some of the most visible and highly regarded creations from the press throughout the past 50 years are SVA's New York City subway posters. These posters have become a hallmark of great design in the New York landscape and have brought SVA international acclaim. The posters have featured the work of designers and artists such as Gail Anderson, Marshall Arisman, Chris Buzelli, Paul Davis, Stephen Doyle, Louise Fili, Milton Glaser, Marvin Mattelson, James McMullan, Jerry Moriarty, Tony Palladino, Paula Scher, Yuko Shimizu, George Tscherney and Robert Weaver.

The Visual Arts Press offers several paid design internships each year. Student interns are selected based on qualifications and a portfolio review. Go online at vap.sva.edu/internships to find out more and how to apply.
# Standards, Procedures, Policies and Regulations

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ALCOHOL AND DRUG POLICY
The School of Visual Arts expects all members of the SVA community to assist in maintaining a drug-free environment. The possession, use, distribution, dispensing or manufacture of a controlled substance (illicit drugs, alcohol, etc.) or being under the influence of such a substance on SVA premises, including residence halls, is prohibited and grounds for disciplinary and/or legal action.

Students and employees are prohibited from possessing, using or distributing illicit drugs and/or alcoholic beverages of any kind on SVA property (including the residence halls) or as part of any event sponsored by SVA or any SVA organization. Preapproval to serve alcohol to persons over the age of 21 with proper identification may be obtained from the President, Executive Vice President, Provost or their respective designee(s) under certain circumstances.

Any SVA employee, as a condition of employment, is expected to abide by the drug-free workplace policy. In addition, the College is required by the Drug-Free Workplace Act of 1988 to notify all employees and students that they must report any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

SVA TAKES A FIRM STANCE AGAINST DRUGS AND ALCOHOL
As reported in “What Works: Schools Without Drugs,” written by the U. S. Department of Education (1992):

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair 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 doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

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

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

The adverse health effects of drug abuse vary widely based on the drug or drugs being abused and the manner of ingestion, but often include one or more of the following: fluctuations in heart rate; addiction; anxiety; paranoia; mood disturbances; HIV/AIDS infection; and impairment of short-term memory, attention, judgment, coordination, balance and even death. Comprehensive data regarding the long-and short-term health effects of commonly abused drugs is available from the National Institute on Drug Abuse, part of the National Institutes of Health, at: drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts.

DRUG AND ALCOHOL PROGRAMS AVAILABLE TO EMPLOYEES AND STUDENTS
SVA encourages individuals with alcohol or other drug-related problems to seek assistance through a drug or alcohol program, such as those listed in this section.
Students seeking assistance are encouraged to speak with a staff member at SVA’s Student Health and Counseling Services (340 East 24th Street, ground floor, 212.592.2246, Monday–Friday, 9:00 AM–5:00 PM) for support. Short-term confidential services are provided free of charge.

Staff and faculty seeking assistance are encouraged to speak with their health-care professional for support.

The following community-based treatment organizations are also available as resources:

- **Alcoholics Anonymous**
  aa.org • 212.870.3400
- **Inter-Group Association of Alcoholics Anonymous of New York**
  nyintergroup.org • 212.647.1680
- **New York City Area of Narcotics Anonymous**
  nycna.org • 212.929.6262
- **Addiction Institute at Mount Sinai**
  icahn.mssm.edu/research/addiction-institute • 212.256.2623

**POSSIBLE DISCIPLINARY SANCTIONS IMPOSED BY SVA**

Any employee or student found to be in violation of this policy will be subject to sanctions, including but not limited to expulsion from SVA or termination of employment, suspension, referral to law enforcement authorities, parental notification (as permitted by the federal Family Educational Rights and Privacy Act (FERPA)) and/or mandatory referral for counseling and/or treatment. For a list of student-specific disciplinary consequences for violations of this policy, see “Student Code of Conduct Sanctions,” page 69.

**POSSIBLE SANCTIONS AND PENALTIES IMPOSED BY STATE AND FEDERAL LAWS**

A student or employee who violates this policy is subject not only to disciplinary sanctions by SVA but may be subject to criminal sanctions under federal and/or state law as well. Conviction of illegal possession, use and/or distribution of drugs can lead to imprisonment, fines, mandatory community service and loss of eligibility for some financial aid programs, among other sanctions and penalties.

**FEDERAL PENALTIES: CONTROLLED SUBSTANCES**

The federal Controlled Substances Act, 21 U.S.C. 801, et seq., creates a comprehensive scheme of sanctions for offenses involving controlled substances, with penalties of up to life imprisonment and fines ranging into the millions of dollars for unlawful distribution or possession of a controlled substance. The actual sanctions and penalties imposed generally are determined by the seriousness of the offense, the quantity of illicit substances involved in the commission of the offense and the criminal background of the person convicted of the offense.

For example, federal penalties and sanctions for simple possession of a controlled substance (21 U.S.C. § 844) include but are not limited to the following:

- **First conviction:** Up to one-year imprisonment and a fine of at least $1,000; and
- **After one prior drug conviction:** Up to two years, imprisonment and a fine of at least $2,500; and
- **After two or more prior drug convictions:** Up to three years, imprisonment and a fine of at least $5,000.

Federal trafficking convictions are much more serious, with individual penalties ranging from a year to life in prison and fines of up to $20 million. For a schedule of penalties for trafficking offenses, see:


Notably, pursuant to federal law, any person found to have unlawfully distributed a controlled substance to a person under 21 may be punished by up to twice the term of imprisonment and twice the fines for a first offense (21 U.S.C. § 859). The same applies to distribution or manufacture of drugs in or within 1,000 feet of a college or school, as well as for the receipt
of a controlled substance from a person under 18 years of age (21 U.S.C. §§ 860-61). Conviction for possession and/or trafficking can also lead to forfeiture of property, loss of entitlement to certain federal benefits and a criminal record that may prevent an individual from entering certain career fields.

Pursuant to the Drug-Free Workplace Act of 1988, all employees, including student workers, must report any criminal drug statute conviction for a violation occurring in the workplace to their immediate supervisor and the Director of Human Resources no later than five days after such conviction.

Students who receive federal financial aid (including grants, loans or work-study funding) must report any criminal drug conviction that occurs after the submission of a FAFSA form through the end of the academic year for which the student is receiving aid to the Director of Financial Aid and Executive Director of Human Resources within five days of the criminal conviction. In addition to College sanctions, students convicted of such charges risk the revocation of federal student aid.

**NEW YORK STATE PENALTIES: CONTROLLED SUBSTANCES**

Additional penalties may apply under various New York State drug laws. As under federal law, the actual sanctions and penalties imposed are determined by the seriousness of the offense, the quantity of illicit substances involved in the commission of the offense and the criminal background of the person convicted of the offense. The New York State Penal Law characterizes more minor drug offenses as “misdemeanors” (offenses punishable by imprisonment for more than 15 days but no more than one year) and more serious drug offenses as “felonies” (crimes punishable by imprisonment ranging from one year to life). Felonies are further classified from A to E, with varying degrees of minimum and maximum sentences; class A felonies carry the longest jail sentences, while class E felonies carry the shortest.

Below are the classifications for some of the more common illicit drug offenses and crimes provided for by the New York Penal Law:

- Sale of a controlled substance on or near school grounds (N.Y. Penal Law § 220.44), or to a person less than 21 years of age (N.Y. Penal Law § 220.39), are Class B felonies;
- Possession of a hypodermic instrument without a doctor’s prescription (N.Y. Penal Law § 220.45), or possession or sale of drug paraphernalia (which includes a wide category of items that are considered drug preparation materials) (N.Y. Penal Law § 220.50), are Class A misdemeanors;
- Injection of another person with a narcotic drug with consent of that person is a Class E felony (N.Y. Penal Law § 220.46).

The full text of the New York Penal Law, including classifications and penalties for all controlled substances offenses (Article 220), is available via the New York State Courts website: nycourts.gov/judges/cji/2-PenalLaw/220/art220hp.shtml.

**NEW YORK STATE PENALTIES: ALCOHOL**

New York law also prohibits the sale or possession of alcohol in certain circumstances. Below is a list of some common offenses and penalties relating to alcoholic beverages provided for by New York Law:

- Giving or selling alcohol to a person under the age of 21 carries a penalty of up to five days, imprisonment and a $200 fine (N.Y. ABC Law §65-a);
- Purchasing or attempting to purchase an alcoholic beverage through fraudulent means by a person under age 21 carries a penalty of up to 30 hours of community service, a fine of up to $100 and/or mandatory completion of an alcohol awareness program (N.Y. ABC Law § 65-b);
- Unlawful possession of alcohol by a person under the age of 21 with the intent to consume carries a penalty of up to 30 hours of community service and a fine of up to $50 (N.Y. ABC Law § 65-c).
This lists only a sampling of federal and state penalties and sanctions for conduct involving drugs and alcohol, all of which are subject to change. Additional federal, state and local penalties and sanctions may apply.

**ALCOHOL AND DRUG AMNESTY CONSIDERATIONS FOR GOOD SAMARITANS AND SELF-REFERRAL**

The College recognizes that there may be health or safety emergencies related to the use of alcohol or other substances in which the potential for disciplinary action by the College may serve as a deterrent to students who want to seek assistance for themselves or to “Good Samaritans” who want to get help for another member of the SVA community. In all such matters, the health and safety of the student at risk will be the College’s top priority. Accordingly, should a student, or another individual on behalf of that student, voluntarily come forward seeking assistance in a situation involving the over-consumption or abuse of drugs and alcohol, the College’s student conduct response in regard to that overconsumption will be first and foremost focused on medical treatment, counseling and/or educational interventions. However, the College reserves the right to address any associated acts that compromise the well-being of the community and its members such as harassment, violence, damage, harm to self/others or distribution of illegal substances on a case-by-case basis as deemed appropriate/necessary.

**SMOKING REGULATIONS**

In accordance with government regulations, the School of Visual Arts prohibits smoking in any part of its buildings, including private offices, private rooms, hallways, restrooms and all residence halls. Smoking is also prohibited within 25 feet of any building entrance. This includes the use of electronic smoking devices such as e-cigarettes, vapes, etc.

Any violation of or dispute arising under this policy should be reported immediately to the Director of Student Affairs or the Director of Human Resources. Violations of this policy may result in appropriate corrective action, up to and including expulsion or termination of employment. The Directors of Student Affairs and Human Resources will promptly investigate any disputes arising under this policy. Each student, faculty or staff member is protected from retaliatory action or from being subjected to any adverse action for exercising or attempting to exercise their rights under this policy. Any person who feels they have been subject to a retaliatory adverse action for exercising or attempting to exercise any rights under this policy or under any applicable law or regulation concerning the subject matter of this policy should inform the Director of Student Affairs or the Director of Human Resources, who will promptly investigate the complaint and provide for adequate redress where necessary.

Any questions regarding the smoking policy should be directed to Student Affairs (tel: 212.592.2214; email: studentaffairs@sva.edu) or Human Resources (tel: 212.592.2645; email: hr@sva.edu).

**STUDENT DISRUPTIVE AND CONCERNING BEHAVIOR**

Faculty, staff and students may encounter concerning or disruptive behavior on campus. If any such situations occur, the issues or behavior should be addressed using the following guidelines and procedures. If anyone at the College is concerned about an individual student, the Students at Risk Committee (STAR) should be contacted via an online form: star.sva.edu.

STAR assesses students of concern and reviews reports regarding student behavior provided by SVA faculty, staff and students. STAR provides guidance and support to faculty and staff who are faced with challenging and sensitive student issues. They provide case management support for the College while connecting students to available support and resources. Committee members include the Director of Student Affairs, the Associate Director of Student Health and Counseling Services, the Associate Director of Disability Resources, the Associate Director of Student Affairs and the Associate Director
of Residence Life, as well as additional representatives from Student Health and Counseling Services and Residence Life. To connect with STAR, go to star.sva.edu.

HOW SHOULD I RESPOND TO A STUDENT EXHIBITING DISRUPTIVE BEHAVIOR?
• Address the behavior immediately (e.g., “I need you to lower your voice”) and caution the student that it is unacceptable and will not be tolerated.
• Unless there is a concern for the student’s immediate safety, ask the student to leave if the behavior continues.
• If the student refuses to leave, contact SVA Security for assistance by calling 212.696.4632.
• Following the resolution of the incident, complete an online report at star.sva.edu. The student name, ID number (if known), place of residence (if known), and location and description of the incident should be included.

HOW SHOULD I RESPOND TO A STUDENT WHO APPEARS TO BE IN DISTRESS?
If at any time you believe the student is in serious distress that may require further assistance, or is exhibiting violent or disruptive behavior, or if you are not comfortable meeting with the student individually for any reason, you should contact the Director of Student Affairs. The Director of Student Affairs may direct the matter to the STAR Committee or otherwise refer the student to the appropriate resources. SVA staff, including the STAR Committee, are trained in handling these matters and are best prepared to address the situation and assist the student. In contacting the Director of Student Affairs, you should include the student’s name (and ID number, if known), a factual account of the situation and your contact information.

IF YOU CHOOSE TO MEET WITH THE STUDENT PRIVATELY, PLEASE FOLLOW THESE GUIDELINES:
• Gather as much relevant information as possible, including the student’s ID number, contact information, place of residence, etc.
• Assure the student that the conversation will be private; however, you will need to let the appropriate administrators know what is discussed, and you cannot promise confidentiality. You should advise the student that Health and Counseling Services staff can provide confidential advice. With the exception of Health and Counseling Services staff designated as confidential resources, all staff must report any complaints of sexual misconduct to the Title IX Coordinator.
• Use first person, “I,” to address the specific concerns and behavior you have observed (e.g., “I’ve noticed that...”/“I’m concerned that,” etc.).
• Listen to the student carefully, without judgment.
• If a student speaks about being depressed and is expressing life-threatening behavior to self or others, call 911 and notify SVA Security.
• If you feel the student would benefit from counseling, suggest that the student meet with a therapist at SVA. Students can schedule an appointment by calling 212.592.2246 or by visiting Student Health and Counseling Services at 340 East 24th Street, ground floor. The office is open from 9:00 AM to 5:00 PM, Monday through Friday.

HOW CAN I FOLLOW UP WITH THE STUDENT AND OFFER SUPPORT?
Confidentiality standards prevent the Student Health and Counseling Services staff from providing information about a student who is in treatment. However, you may follow up privately to inquire about the student’s well-being.

STUDENT HELP RESOURCES
• The Samaritans, a 24-hour crisis hotline, offers free confidential emotional support: 212.673.3000.
• 24-hour security desk: 212.696.4632
• Disability Resources: 212.592.2396
• Student Health and Counseling Services: 212.592.2246
STUDENT CODE OF CONDUCT
The School of Visual Arts provides students with an environment that stimulates and nurtures creative exploration and interaction. Students are expected to support that environment and the community in which they work and live by actively practicing and living by SVA’s Student Code of Conduct. Students must practice an ethic that includes fostering personal and professional integrity and trust, and being responsible for their actions.

STUDENT CODE OF CONDUCT VIOLATIONS
In order to give students a better understanding of the kind of behavior that violates the Student Code of Conduct, and is therefore subject to disciplinary action, a list of possible offenses follows. While this list gives examples of the broad scope of prohibited conduct, it is not exhaustive.

1. Disorderly, disruptive or aggressive behavior that interferes with the general comfort, safety, security, health, welfare or education of a member of the SVA community or the regular operation of the College.
2. Damage, destruction or removal of another student’s work or property.
3. Intentionally and/or knowingly providing false information, testimony or evidence.
4. Unauthorized entry or misuse of College property.
5. Vandalism or damage to personal or SVA property.
6. Use of spray paint, spray adhesive, smoke emitting devices, toxic glue or spray glue in any SVA building, including but not limited to classrooms, studios, offices, residence halls, common spaces and stairwells.
7. Engaging in, or threatening to engage in, any behavior that endangers the health or safety of another person, property or oneself.
8. Physical violence, actual or threatened, against any individual or group of persons.
9. Violation of the College policy on discrimination and harassment.
10. Violation of the College policy on sexual misconduct.
11. Use, possession or storage of any weapon, including but not limited to knives, self-defense spray devices, firearms or ammunition, dangerous chemicals, fireworks or explosives, regardless of the presence of a state or federal license to possess same.
12. Possession, use or distribution of alcohol, narcotics and other controlled substances on College grounds, including residences.
13. Possession or use of a hoverboard or similar self-balancing scooter.
14. Violation of the College alcohol, drug or smoking policy.
15. Theft of services or property, including failure to report knowledge of possession of stolen property.
16. Disrespect to any member of the SVA community, including models, and/or failure to comply with the lawful directions of College faculty or staff.
17. Inappropriate use of mobile devices in the classroom.
18. Failure or refusal to testify as a witness at a disciplinary hearing.
19. Failure to comply with the authorized request of an administrative representative of the College, including but not limited to staff members of Student Affairs, Residence Life, Security or Facilities.
20. Failure to abide by or complete the terms of a judicial sanction.
21. Attempting to commit an act that violates the Student Code of Conduct.
22. Assisting another student to commit an act that violates the Student Code of Conduct.

DISRUPTIVE STUDENT BEHAVIOR REQUIRING COUNSELING AND/OR MEDICAL CARE
Behavior that may jeopardize the physical/mental health or safety of a member of the SVA community may warrant additional action by the College. Students of concern may be required to complete a mandatory health referral. This is a meeting with a clinician from Student Health and Counseling Services or pre-approved outside clinicians.
Based on this evaluation, mandatory ongoing treatment may be required for a student to continue at the College. If psychiatric care is a condition for the student's continuance at the College, the student may be responsible for the financial costs of that care.

Student Health and Counseling Services is able to provide referrals to local services.

If a student is required to receive services and does so outside of the College, a release permitting the clinician to discuss pertinent issues with clinicians from Student Health and Counseling Services is required.

Students whose behavior creates a risk to others may be suspended from participating in all College activities, including participating in classes or activities and contact with faculty.

Reinstatement is determined on a case-by-case basis and is also contingent upon the requirements of the Medical Leave of Absence policy.

The student will have the opportunity to discuss the outcome of any evaluation and actions with the Director of Student Affairs. If an administrative decision is necessary, it will be given in writing and subject to review by the Provost whose decision is final. Reasonable deviations from these procedures will not invalidate decisions or proceedings unless significant prejudice against the student may result.

**DISCIPLINARY PROCEDURES GOVERNING COMPLAINTS AGAINST STUDENTS**

The Student Code of Conduct disciplinary process does not follow the rules of procedure used in court proceedings, and legal representation is not permitted in any hearing.

Any person may file a report or complaint that alleges a violation of the Student Code of Conduct whether the offense was targeted at them or other members of the Community. Any such report or complaint must be made in writing and submitted to the Director of Student Affairs.

Alleged violations of the Sexual Misconduct Policy will be handled in accordance with the procedures outlined in that policy.

Once a complaint is received, the student who has allegedly violated the Student Code of Conduct will receive written notice that includes information about the alleged violation(s). A student who has allegedly violated the Student Code of Conduct must meet with the Director of Student Affairs or his designee concerning the alleged violation. The Director or his designee will determine if the case will be handled in an individual conduct meeting or with a Student Code of Conduct Disciplinary Committee Hearing based on the initial meeting with the student.

**TYPES OF CONDUCT RESOLUTION: INDIVIDUAL CONDUCT MEETING**

After gathering the facts and relevant evidence, the Director or his designee will issue a determination of responsibility, and in the event of a finding of responsibility for a Code of Conduct violation, appropriate sanction(s) will be assigned. The student may accept the sanction(s) or submit an appeal based on one of three grounds, which are listed on page 71.

If the student appeals the determination of an individual conduct meeting, the appeal will be handled as follows:

- For an appeal of a case involving a sanction involving suspension or dismissal, the appeal will be referred to the Student Code of Conduct Disciplinary Committee Hearing.
- For an appeal of a case not involving a sanction of suspension or dismissal, the appeal will be referred to the Provost’s office.

**STUDENT CODE OF CONDUCT DISCIPLINARY COMMITTEE HEARING**

After an initial meeting with a student regarding allegations of a Code of Conduct violation, the Director of Student Affairs or his designee may determine that a Student Code of Conduct Disciplinary Committee Hearing will be scheduled. The Student Code of Conduct Disciplinary
Committee Hearing will also be convened if a student appeals a determination including a sanction of suspension or dismissal following an individual conduct meeting.

The Student Code of Conduct Disciplinary Committee consists of:

- Director of Student Affairs or his designee
- Coordinator of Academic Advisement or his designee
- The advisor from the student’s major department or a department with a connection to the alleged violation
- Two student employees of the Office of Student Affairs (may include Visual Arts Student Association–VASA–members, Resident Assistants or Orientation Leaders) who have been trained to participate in such hearings.

The student will be notified in writing of the date, time and location of the hearing. During the hearing the student may present supporting information, including witnesses. The Disciplinary Committee may call witnesses and take such other steps as it deems appropriate in its discretion in order to determine relevant facts and make an informed decision. While these hearings are intended to assist the committee in its fact-finding process, formal rules of evidence shall not be followed, and no party may appear with or through counsel, or be represented at the hearing by counsel. The scheduling and timing of hearing sessions shall be undertaken with due regard to the importance of completing the hearing in an expeditious manner and with consideration of the schedules and commitments of all participants. The Director of Student Affairs’ decision with respect to scheduling issues shall be final. In cases where the Director of Student Affairs or his designee has previously made a determination, the Disciplinary Committee may affirm that decision or modify it in any respect, including imposing more severe sanctions.

After the hearing is completed, the student will be notified, in writing, of the determination of the Disciplinary Committee, including any sanctions imposed. Sanctions imposed by the Director of Student Affairs, his designee or the Disciplinary Committee are effective immediately unless specifically stated otherwise in the written determination.

The student is expected to attend the Disciplinary Committee Hearing, whether it was called at the student's appeal or by the Director of Student Affairs. If the student does not attend the hearing, the Director or his designee hearing the case will proceed in the student’s absence based on the available information and determine an appropriate resolution. The student will be notified in writing of the determination, including any sanctions imposed. A record of the proceedings will be made and kept on file.

**STUDENT CODE OF CONDUCT SANCTIONS**

A student who is found to have violated the Student Code of Conduct may receive any of the following sanctions in the absolute judgment of the Director of Student Affairs or his designee, or the Student Code of Conduct Disciplinary Committee.

**Warning**

Written notice of behavior that is not consistent with the Student Code of Conduct.

A subsequent occurrence of the sanctioned behavior may result in immediate imposition of a more severe sanction.

**Probation**

A student placed on probation may attend classes and use College facilities for course requirements, but depending on the violation may be prevented from being on College premises for any other purpose and may not be allowed to participate in College-associated extracurricular activities. Any further Student Code of Conduct violations occurring during the probationary period, or violations of probationary terms, may result in immediate imposition of a more severe sanction.
Mandatory Health Referral
A student may be referred to Student Health and Counseling Services or an outside and preapproved licensed clinician for assessment related to substance use, behavioral concerns, or concerns related to emotional well-being. If this sanction is assigned, the student will be required to attend the initial meeting, and any required sessions recommended by the clinician(s).

Restitution
Payment to the College or others for damages to property resulting from a violation of the Student Code of Conduct.

Deferred Suspension
Deferred suspension from the College is a period of review during which the student must demonstrate an ability to comply with College policies and all other stipulated requirements. A student placed on deferred suspension may attend classes and use College facilities for course requirements, but depending on the violation may be prevented from being on College premises for any other purpose and may not be allowed to participate in College-associated extracurricular activities. If, during the period of the deferred suspension, the student is again found responsible for violating any College policy, the student will be immediately suspended from the College.

Suspension
Exclusion from College premises, all classes and activities. While the maximum period for suspension is one academic year, a conditional suspension may be given with reinstatement based on fulfillment of specified requirements.

Interim Suspension
The College may suspend a student on an interim basis, prior to any hearing before the Director of Student Affairs or his designee, or the Student Code of Conduct Disciplinary Committee, if the College determines in its absolute discretion that there is a basis to conclude that the continued presence of the student at the College poses a substantial and immediate threat to the SVA community or causes the student to significantly disrupt the educational activities of the community. Where the threat to the community is a result of a student’s psychiatric, psychological or other medical condition, the student will be referred to Student Health and Counseling Services for immediate assessment.

In such cases, after the student has been notified of such interim suspension, the suspended student will be given the opportunity to meet with the Director of Student Affairs or his designee within five business days, or as soon thereafter as possible, in order to discuss the following issues only:

- The nature of the charges, including the identity of the person or persons making the complaint. However, in some cases, including cases involving violations of the Sexual Misconduct Policy, the complainant’s identity may be kept confidential.
- The reason why the conduct indicates that the continued presence of the student on College premises poses a substantial and immediate threat to the student’s own self, others or property.

Dismissal
Termination of enrollment and permanent exclusion from College premises, all classes and activities with loss of all rights, including tuition refunds.

Alternative Sanctions
Sanctions other than those stated previously may be imposed if deemed necessary or appropriate in a particular circumstance. Examples of such sanctions include but are not limited to the following:

- Community service
- Removal from College residences
- Loss of privilege to access College computing resources, studios, labs or networks
- Prohibition from attending a particular class, workshop or event. A student prohibited from attending an event that is prepaid will not receive a refund.
- Educational sanctioning
CIVIL OR CRIMINAL PROCEEDINGS
Regardless of any other actions taken or sanctions imposed by the Director of Student Affairs or his designee, or by the Student Code of Conduct Disciplinary Committee, the College reserves the right to commence civil proceedings in court against the student, or to refer any matter for criminal prosecution, if it deems appropriate.

APPEALS
The decision by the Director of Student Affairs or his designee and the Student Code of Conduct Disciplinary Committee may be appealed. The three grounds for appeal are:
• A procedural error affecting the determination or sanction;
• New information that was not available at the time of the investigation or hearing and that may change the determination or sanction; and
• The sanctions issued were too severe in relation to the student’s record or nature of the violation.

Disagreement with the findings or sanction is not, by itself, grounds for appeal.

The request for an appeal must be submitted within five business days after a copy of the written decision has been delivered to the student’s SVA email address. The appeal should be emailed to provost@sva.edu or addressed to: Office of the Provost, School of Visual Arts, 209 East 23rd Street, New York, NY 10010.

Appeals decisions will be communicated within 10 business days of the receipt of the written appeal. The Provost or his designee may determine to uphold the findings and sanctions of the Disciplinary Committee, or to modify any part of those findings and sanctions. The Provost or his designee also may impose additional sanctions. Any decision by the Provost or his designee is made in his absolute discretion, and is final and not subject to further review.

While the appeal is pending, sanctions imposed by the Director of Student Affairs, his designee or the Disciplinary Committee will remain in effect. The Provost or his designee will inform the student of the decision regarding the appeal.

DETERMINATIONS/STANDARD OF PROOF
The Director of Student Affairs or his designee and the Student Code of Conduct Disciplinary Committee will use the “preponderance of the evidence” as the standard of proof to determine whether a violation of the Code of Conduct occurred. Preponderance of evidence means that the Director of Student Affairs or his designee and the Student Code of Conduct Disciplinary Committee must be convinced based on the information it considers that it is more likely than not that a violation of the Code of Conduct occurred.

Please note: The procedures set forth in this policy statement are the only means by which the College administration will be deemed to have notice of any alleged complaints or allegations of College policy violations. Individuals who perceive themselves to be the victim of policy violations, therefore, must avail themselves of these procedures in order to obtain redress for any alleged policy violations.

DISCIPLINARY PROCEDURES GOVERNING COMPLAINTS AGAINST FACULTY AND STAFF
Complaints or reports concerning SVA faculty and staff should be directed to the Executive Director of Human Resources at 212.592.2620 or fagosta@sva.edu, 380 Second Avenue, 8th floor.

All complaints brought by or against faculty and staff will be promptly and thoroughly investigated. If the investigation reveals that a violation of SVA policy occurred, SVA will take appropriate remedial action, up to and including termination of employment.

STATEMENT OF EQUAL OPPORTUNITY
The School of Visual Arts is committed to providing a working, learning and living
environment free from unlawful discrimination and harassment. SVA does not discriminate on the basis of any protected characteristic in admissions, financial aid or employment, or in the administration of any SVA program or activity.

**DISCRIMINATION, DISCRIMINATORY HARASSMENT AND RETALIATION**

(Note: Complaints of sex-based discrimination, sexual or sex-based harassment, sexual assault, sexual exploitation, dating violence, domestic violence and stalking are governed by separate procedures. For more information about these procedures, contact SVA’s Title IX Coordinator or review the College’s Title IX procedures online at sva.edu/sexualmisconduct.)

The School of Visual Arts is committed to providing equal treatment and opportunity for its students, to maintaining an environment that is free of bias, prejudice, discrimination and harassment, and to establishing fair complaint procedures. The School of Visual Arts does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender (including gender identity or expression), pregnancy, age, disability, national origin, military or veteran status, marital status, parental or familial status, alienage or citizenship status, domestic violence status, genetic predisposition or carrier status, partnership status or any other legally protected characteristic (“protected characteristics”) in employment, student admission, or any other programs or activities. In addition, the School of Visual Arts complies with applicable state and local laws prohibiting discrimination, including without limitation Title IX of the Education Amendments of 1972 (Title IX). Any inquiries concerning the application of Title IX and its implementing regulation may be referred to the College’s Title IX Coordinator or the U.S. Department of Education, Office for Civil Rights. The College is firmly committed to the rights of all members of its community—students, faculty and staff—who must interact through mutual respect and trust to ensure that the campus remains a center of learning.

Any student, faculty or staff member who violates College policy by subjecting another to discrimination or harassment of any kind will be subject to appropriate disciplinary action, including immediate expulsion from the College or termination of employment, in accordance with the policies and procedures outlined in this Handbook.

SVA’s policies regarding discrimination and harassment reflect its responsibility as an educational institution whose environment must be conducive to learning and mutual trust. Its concern is for all members of the College community—students, faculty and staff. Its procedures are designed to address any alleged violations of policy promptly and with equity to all involved, to maintain privacy if possible and to ensure that retaliation does not occur when rights under this policy are exercised. SVA is committed to provide those who feel that they have been subjected to conduct in violation of this policy with mechanisms for seeking redress and resources for support. Accordingly, SVA prohibits retaliation against any person for complaining of a violation of this policy or for participating in any investigation or proceedings related to an alleged violation.

Support systems and complaint procedures are in place to help anyone who feels they have been discriminated against or harassed. Since discrimination and harassment can take many forms and occur in a wide range of settings and behaviors, individuals may feel uncertain whether an experience is harassment or discrimination. Nonetheless, anyone who feels they may be the victim of harassment or discrimination by a member of the SVA community should take immediate action. Early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, SVA strongly urges the prompt reporting of complaints or concerns, as outlined in “Student Complaint Procedures,” page 73, and “Faculty/Staff Complaint Procedures,” page 74.
STUDENT COMPLAINT PROCEDURES

Students who feel they have been subjected to harassment or discrimination should speak with the Title IX Coordinator, the Director of Student Affairs, their advisor, a faculty or staff member, or their department chair.

SVA’s Title IX Coordinator, Laurel Christy, is located on the ground floor of 340 East 24th Street. She may be reached at 212.592.2153 or at lchristy@sva.edu. The Director of Student Affairs, Bill Martino, is also located on the ground floor of 340 East 24th Street. He may be reached at 212.592.2212 or at wmartino@sva.edu.

Any senior administrator, department chair or coordinator, or any other person with supervisory responsibility who receives a complaint of harassment or discrimination, must report the complaint to the Title IX Coordinator immediately.

Individuals who believe they are being subjected to harassment may choose to speak directly with the offender and advise them that the behavior is unwelcome and request that it be discontinued. Sometimes this approach can be an effective way of confronting harassment or bias.

Individuals who believe they have been subjected to harassment or discrimination may also choose to meet with the Title IX Coordinator, the Director of Student Affairs or another member of the faculty. During that meeting, the individual may:

• Bring a friend, advisor or someone else the student trusts.
• Discuss the experience or situation. It is up to the individual as to whether they want to identify the alleged offender. However, failure to identify the individual may result in SVA’s inability to investigate or take remedial action.
• Ask any questions about making a formal complaint or SVA’s investigation/adjudication process.
• Choose to make a formal written complaint.

• Decline to make a formal complaint. However, even when an individual declines to make a formal complaint, SVA may proceed with an investigation.

To initiate a formal grievance process for non-sex-based claims of discrimination, harassment or retaliation, individuals must submit a written statement to the Title IX Coordinator alleging the prohibited conduct. In the statement, the individual should describe what they would like the College to do to address the situation. Prompt submission of formal complaints is encouraged.

Upon receipt of a formal written complaint, the Title IX Coordinator will consider the grievance and assess whether an investigation is appropriate. If so, an investigation will be conducted by the Title IX Coordinator or her designee. The investigation may include interviewing the individual who submitted the complaint and others who may have relevant knowledge, as well as reviewing documentary materials or other information.

The time it will take to conduct the investigation will depend on a variety of factors, including the nature and scope of the allegations, however, the College will seek to resolve the grievance promptly and will apprise the complainant of any unanticipated delays. College personnel who have a need to know about the issue will be informed, and information will be shared only as necessary with investigators, witnesses and other relevant parties. During the investigation, the Title IX Coordinator may put in place remedial measures to alleviate and/or prevent future occurrences of the alleged misconduct. Continuation of any remedial measures will be revisited once a final determination is reached.

Upon conclusion of the investigation, the findings will be summarized in a written report. Based upon the findings, the Title IX Coordinator will determine whether it is more likely than not that SVA policy has been violated. The determination will then be communicated to the parties. If a violation is found to have occurred,
the Title IX Coordinator will take appropriate action to ensure that the violation is remedied, which may include referral to the Director of Student Affairs if the complaint is against a student.

If the complainant and accused are both SVA students, either party may appeal the decision to SVA’s Provost. If only the complainant is a student, the complainant may appeal if no violation is found to have occurred. The appeal must be made within two weeks of receiving the determination by submitting a letter to SVA’s Provost specifying the basis for the appeal. SVA’s Provost will review the appeal and any additional information supplied by the parties. The Provost’s determination on appeal will be final.

Questions regarding procedures related to student complaints of discrimination, harassment or retaliation should be directed to the Title IX Coordinator.

**FACULTY AND STAFF COMPLAINT PROCEDURES**

Faculty and administrative staff members should submit their discrimination, harassment or retaliation complaints to the Executive Director of Human Resources, Frank Agosta, 380 Second Avenue, 8th floor, 212.592.2620, or fagosta@sva.edu.

All complaints brought by or against faculty and staff under this policy will be promptly and thoroughly investigated. If the investigation reveals that a violation of SVA policy occurred, SVA will take prompt and appropriate remedial action, including disciplinary action, which may include reprimand/verbal counseling, training, censure, removal of privileges, letters of warning, suspension and dismissal.

**SEX-BASED DISCRIMINATION, HARASSMENT, TITLE IX AND SEXUAL MISCONDUCT**

SVA is committed to complying with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in employment, academic, student admission and/or financial aid decisions, or in any other programs or activities. Accordingly, all members of the School of Visual Arts’ community, including applicants, students, employees (both faculty and staff) and third parties doing business with SVA, are strictly prohibited from engaging in sex-based discrimination and harassment; sexual misconduct, including sexual assault; dating violence; and domestic violence. Individuals with questions or concerns that pertain to sex discrimination, harassment or misconduct are encouraged to review SVA’s Title IX and Sexual Misconduct policies and procedures at sva.edu/sexualmisconduct and to speak with SVA’s Title IX Coordinator:

Laurel Christy
340 East 24th Street, ground floor
Tel: 212.592.2153
Email: lchristy@sva.edu

**BUILDING SECURITY PROCEDURES**

Security in SVA buildings is strictly enforced. All College buildings are open from 8:00 AM to 11:00 PM, Monday through Friday, except during College holidays. Some studios are also open 24 hours, seven days a week.

Overnight stays, visitors and any unscheduled access to SVA buildings and studios must be requested and approved by the appropriate department chair at least 24 hours in advance. Guests must bring picture IDs and receive a visitor’s pass from the security officer. Request for Access forms are available in each academic department office.

**DAMAGES**

SVA property that is damaged through negligence or abuse will be replaced or repaired at the going rate and charged to whomever is responsible. Students who fail to make payment in a timely manner may be withdrawn from classes.
HAZARDOUS AND/OR DANGEROUS MATERIALS POLICY
SVA prohibits the presence or use of hazardous or dangerous materials, including dangerous artists’ materials, on campus. If you need more information on the products or materials you are using, please contact the Facilities Office at 212.592.2007 or facilities@sva.edu.

The use of spray paint, spray adhesive and spray glue, toxic glues, epoxies and resins is prohibited in any SVA building, including but not limited to classrooms, studios, offices, residence halls, common spaces and stairwells. The Environmental Protection Agency and the New York City fire code allow for the use of spray paint, spray adhesives and spray glue only in prescribed spray booths. Since no such booths exist on campus, the use of such materials is not allowed.

HOVERBOARDS
Self-balancing scooters, such as hoverboards, are prohibited in all SVA facilities, including all residence halls, academic and administrative buildings, the Student Center and the SVA Theatre. They are also illegal to use on New York City streets and sidewalks.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
This important legislation, known by the acronym FERPA, guarantees students certain rights regarding their education records (records that include but are not limited to grades, financial records and other personal information). FERPA applies to all students attending SVA, regardless of age.

STUDENT FERPA RIGHTS
• The right to inspect and review your educational records. You may submit a written request to the Registrar that specifies the record(s) you wish to inspect. SVA will make arrangements for access and notify you of the time and place where the record(s) may be inspected.
• The right to request the amendment of your education records that you believe to be inaccurate, misleading or otherwise in violation of your privacy rights under FERPA. To do this, simply write the SVA office responsible for the record, make clear which part you want changed and specify what you feel is inaccurate or misleading. If SVA decides not to amend the record, the College will notify you in writing of the decision and advise you of your right to a hearing regarding the request for amendment.
• The right to agree to disclosures of personally identifiable information (PII) contained in educational records (information that would make identity easily traceable—e.g., your Social Security Number), except to the extent that FERPA authorizes disclosure without consent. An example of disclosure without consent would be the opening of your records to school officials with legitimate educational interests. A college official is a person employed by SVA in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A college official also may include a volunteer or contractor outside of SVA who performs an institutional service or function for which the college would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent, or a student volunteering to assist another school official in performing their tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill professional responsibilities for SVA.
• The right to file a complaint with the U.S. Department of Education concerning alleged failures of SVA to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:
DIRECTORY INFORMATION
SVA may disclose Directory Information to third-party organizations without a student’s consent. Such outside organizations may include but are not limited to federal and state agencies offering jobs and educational benefits, potential employers, insurance agencies and financial institutions.

“Directory Information” is defined by SVA as: student’s name, address, telephone number, email address, major field of study, enrollment status (undergraduate or graduate, full-time or part-time), dates of attendance and degree(s) conferred.

If students wish to restrict the disclosure of Directory Information, they should complete a FERPA Disclosure Form, which is available at the Registrar’s Office and online at sva.edu/registrar.

The College honors requests to withhold Directory Information but cannot assume responsibility for contacting a student for subsequent permission to release information. Regardless of the effect, the College assumes no liability for honoring instructions that such information be withheld.

DISCLOSURE POLICY
SVA typically will disclose personally identifiable information (PII)—such as a Social Security Number, grades or other private information—from a student’s education record only with the written consent of the student. However, FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets one or more of the following conditions:

• To other school officials, including teachers, within SVA whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or other parties to whom the school has outsourced institutional services or functions.
• To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer. SVA will make a reasonable attempt to inform the student before the disclosure, unless the student initiated the request.
• To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the college’s State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf.
• In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid or enforce the terms and conditions of the aid.
• To organizations conducting studies for, or on behalf of, SVA in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
• To accrediting organizations to carry out their accrediting functions.
• To the parent(s) or guardian(s) of an eligible student who claimed the student as a dependent on their most recent income tax return, provided the parent(s) or guardian(s) provide adequate documentation of the dependent status, in writing. Disclosure may not be made without such written documentation.
• To comply with a judicial order or a lawfully issued subpoena. SVA will make a reasonable attempt to inform the student before the disclosure, unless ordered not to do so by the subpoena.
• To appropriate parties in a health or safety emergency.
• To a victim of an alleged crime of violence, including a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
• To the general public, the final results of a disciplinary proceeding if the college determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and the student has committed a violation of the college’s rules or policies with respect to the allegation made against the student.
• To parent(s) or guardian(s) of a student regarding the student’s violation of any Federal, State or local law, or of any rule or policy of the college, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.
• To Veterans Administration officials, the Department of Homeland Security, the Federal Bureau of Investigation, military recruiters or the Internal Revenue Service, under certain conditions.

STUDENT CONSENT TO ALLOW OR PREVENT DISCLOSURE
The FERPA Disclosure Form allows students to instruct SVA to do the following:
• Allow or prevent disclosure of Directory Information to third parties, except to the extent that FERPA authorizes disclosure without consent.
• Allow or prevent disclosure of education records to parents, guardians or other individuals of the student’s choosing.

INTERNET POLICIES AND PROCEDURES/SVA ELECTRONIC COMMUNICATIONS
SVA’s computer services and facilities are an important aspect of its educational mission, which includes a commitment to the pursuit of academic excellence and the highest level of artistic expression. To achieve these goals, all users of computing resources are expected to behave in a responsible, ethical and legal manner, in accordance with the following guidelines, which apply to internal and external electronic communications, Internet usage, SVA-owned or SVA-licensed hardware and software, voicemail communications and the content of all electronic data created and stored.

Students and faculty have no expectation of personal privacy with respect to matter stored in, created by, received by or sent via SVA’s computer systems and facilities. Authorized SVA staff members monitor and record computing access in order to maintain security and the highest level of operation of the administrative computing resources. Internal communication systems, electronic messages, files and data, and all hardware and software, are and remain the property of SVA at all times. Subject to the provisions of applicable law, SVA has the right to retrieve, review and monitor any message or file composed, sent, received or accessible through SVA equipment or technologies, including any message or file deleted from the SVA computer system or voicemail system. Although access to SVA networks and email accounts allow for the use of passwords for security, be advised that confidentiality should not be assumed, and ultimate privacy should not be expected, subject to the provisions of applicable law.

SVA reserves the right to monitor access and usage of SVA’s email facilities for any reason and without warning, without prior consent of, or without notification to, the individual.

All accounts are issued for the sole use of students, faculty or staff, as applicable. Users are
responsible for all actions on the account issued to them and should take the proper precautions to safeguard its usage and for safeguarding the credentials issued to them. Users are not permitted to share login credentials for SVA networks, systems and applications, including SVApps (Google G Suite, MySVA, Web Advisor, Self-Service Portal, Canvas LMS), access to the wireless network on campus, etc. Users will be required to follow the password-creation guidelines as listed in SVA's Password Policy document provided by the IT department.

Users are not permitted to use SVA computing facilities in any manner that violates institutional policies or procedures, or which violate any federal, state or local law, including the provisions of the Family Educational Rights and Privacy Act.

Unauthorized downloading, copying or distribution of copyrighted materials in SVA facilities or through SVA networks, including wired and wireless networks, is strictly prohibited. Duplicating and downloading copyrighted software, music, movies and other videos is illegal and expressly forbidden by SVA policy and can lead to termination of access and possibly disciplinary action.

Users cannot delete, examine, copy or modify files and/or any other data belonging to other students or faculty/staff/administration without prior consent from the owner of such materials. Users will not spread computer viruses, Trojan horses, worms or any malicious code designed to violate security, interfere with the proper operation of any computer system, lock up any data or destroy any data. Users are not permitted to install any unauthorized software on any SVA-owned computer system.

All shared computer stations are configured to delete locally stored data every 24 hours through a reimaging process. Users must ensure their work is backed up while using any SVA computer systems. SVA is not responsible for backing up or recovering student data to/from SVA-owned computer lab workstations.

User data can be backed up using a locally attached hard drive, USB thumb drive or cloud storage services, such as Google Drive. Google Drive is available for all students, faculty and staff at no charge and offers unlimited cloud-based storage.

Users should not expect confidentiality on the SVA network. Subject to the provisions of applicable law, systems and network administrators have the legal right to read files and email being transmitted over SVA networks. This includes all accessed information for any purpose whatsoever, as well as possible monitoring by SVA of websites visited, chat rooms, instant messages, news groups and social networking activities, email (including personal password-protected email accounts accessed using SVA's systems) and blogs, as well as review of deleted files, temporary files, cached files, browsing history, metadata and other electronic information stored on SVA's central back-up system or otherwise available as part of its data management.

Whenever electronic mail is sent, your name and user ID are included with the message. Users are responsible for all electronic mail originating from their user ID.

Internet access should not be used for personal gain, advancement of personal views or for solicitation of business unrelated to SVA. In addition, users should not send or upload copyrighted materials or proprietary information to unauthorized parties outside of SVA. Electronic communications or any websites accessed by an SVA student, faculty member or employee should not contain anything that would reasonably be considered offensive or disruptive to another person. Offensive content includes but is not limited to sexual comments or images, racial slurs or any comments that would offend someone on the basis of gender (including gender identity), race, color, religious or political beliefs, creed, pregnancy, disability, age, sexual orientation, marital status, national origin, genetic predisposition or carrier status, alien age or citizenship status, military or veteran status, domestic violence status or other legally
protected status. Individuals remain at all times subject to the College's Harassment Policy.

Users who discover that they have inadvertently accessed an inappropriate website must immediately disconnect from that site.

Systems and network administrators are the only individuals authorized to make alterations to system software and hardware configurations.

Access to Ellucian Colleague and any related systems is restricted to authorized SVA personnel. Access to any perimeter security devices, including firewalls and intrusion protection hardware devices, is strictly prohibited. Access to security door access control and video surveillance devices is also strictly prohibited. Tampering with wiring inside SVA facilities, including telephone and network wiring, is strictly prohibited as well.

Any violation of the SVA Electronic Communications Code of Conduct may result in disciplinary action up to and including expulsion from the College or termination of employment. In addition, illegal activities may be referred to the proper authorities.

The computer resources and networks provided by the College reflect the computer environment at large. Since this environment is dynamic and constantly evolving, these guidelines may change accordingly from time to time. It is the responsibility of each user in the SVA community to stay informed of current policy.

The College reserves the right to use software/hardware filters and other techniques whenever possible to restrict access to inappropriate information on the Internet by students, faculty and staff at all areas on campus, including labs, classrooms, libraries and offices. Additionally, domain names, Internet website categories or individual websites that consume excessive amounts of network resources, or pose a security risk to SVA, will be subject to review and possible temporary or even permanent blocking. Requests to unblock legal/valid domain names can be sent to the SVA Help Desk and are usually addressed in one to two business days.

**DISCLAIMER**
SVA assumes no liability for any direct or indirect damages arising from the user’s connection to the Internet. SVA is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

**FACILITIES MAINTENANCE AND REPAIR PROCEDURES**
If a studio, room or common area is in need of repair, a student, faculty or staff member should fill out a maintenance request form on MySVA, using the MyWorkOrder Facilities Service Request.

Emergency conditions such as clogged toilets, water leaks of any kind, gas or burning odors, falling plaster or wall/ceiling damage, or any other emergency issues, should be reported immediately to the security desk. After advising the security desk, fill out a maintenance request form on MySVA, using the MyWorkOrder Facilities Service Request. This procedure ensures that the problem is documented and follow-up measures are taken.

**MISSING STUDENT POLICY AND PROCEDURE**
The Federal Higher Education Opportunity Act (HEOA) requires that institutions providing on-campus housing establish a missing student notification policy for students living in on-campus housing. In accordance with this legislation, students must be informed that they have the option of identifying an individual whom the institution may contact no later than 24 hours after the time a student is determined missing.
SVA has a procedure for students to follow to register this emergency contact.

When SVA students complete a housing application and contract using the online housing application portal, they will be asked to provide emergency contact information for a relative or friend that SVA can contact in the event the student is determined to be missing.

In the event that the missing student is under 18, the institution must notify a custodial parent or guardian no later than 24 hours after the student is determined missing. The emergency contact will be notified by the Director of Student Affairs or his designee.

Upon receiving a report of a suspected missing student who lives in campus housing, the Residence Life and security staff will initiate an investigation to determine when the student was last seen and gather relevant information from friends, roommates, classmates, instructors and other individuals as necessary. If campus security or law enforcement personnel makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the institution will initiate the emergency contact procedures.

For students who do not live in SVA housing, if a student is suspected missing, security staff in conjunction with the Registrar’s Office and other administrative staff will initiate an investigation to determine when the student was last active on campus. If the student has been missing for more than 24 hours, the emergency contact will be notified by the Director of Student Affairs.

Anyone who suspects that a student may be missing should immediately call the Director of Student Affairs at 212.592.2214.

**PLAGIARISM**

Plagiarism, generally the presentation of someone else’s work as one’s own, is prohibited and may result in a range of penalties including but not limited to failure of the course in which it occurred, possible dismissal from the College or termination of employment. This policy includes the misuse of visual content created by another.

The determination of plagiarism violations with respect to visual media may vary by the industry standards and policies particular to different departments. (See the Academic Integrity Policy on page 8.)

**CONFLICT OF INTEREST POLICY FOR SVA EMPLOYEES, INCLUDING FACULTY**

The purpose of this policy is to identify circumstances in which conflicts of interest may arise and to provide guidance in addressing and resolving these potential conflicts.

As a general matter, a conflict of interest may arise when an employee’s personal, business or financial interests could reasonably be viewed as affecting their objectivity or independence in fulfilling their duties to SVA and its students. While it is not possible to anticipate all potential conflict situations, this policy enumerates certain areas where conflicts may typically arise.

SVA recognizes the importance of outside activities and interests to employees in their professional and personal lives. Employees must have the freedom in choosing outside activities and balancing their commitments between SVA and those outside activities.

Where conflicts of interest may exist, employees should give appropriate recognition and priority to their responsibilities to SVA.
SELF-INTEREST/FINANCIAL GAIN
Under no circumstances may an employee receive a financial incentive, kickback or gift of more than nominal value from any individual or entity doing business with SVA. Financial incentives may include cash, goods or services. This policy also applies to an employee’s family, friends or acquaintances in situations where an advantage may be gained by virtue of their relationship with the employee.

BUSINESS DECISIONS
If an employee is in a position to influence a decision on an SVA policy, purchase or other material matter (1) in which the employee (or the employee’s family member or business associate) may receive financial or other personal benefit, or (2) that may otherwise conflict with the employee’s personal, business or financial interests (or create the appearance of a conflict), that employee must fully disclose any relevant information to a senior member of SVA management or the department head or chair. Management will decide if the employee may continue participating in that decision or if they must recuse themselves. Disclosures should be made as soon as the potential conflict of interest is known, and before any decision involving the matter is made.

OUTSIDE BUSINESS ACTIVITIES
Many employees have regular business involvements outside SVA. In general, these do not present a conflict, provided that the activities (1) do not materially interfere with the employees’ performance of their duties at SVA, (2) do not involve more than incidental use of SVA facilities and resources without appropriate compensation to SVA, and (3) do not otherwise create a conflict by reason of a financial or other personal benefit flowing to the employee based on an SVA decision.

CONCLUSION
This policy relies on the judgment and ethics of employees to disclose potential conflicts. That being said, conflict identification can sometimes be difficult, and employees are therefore encouraged to communicate with their department head or chair about circumstances that may involve an actual or apparent conflict of interest so that potential conflicts can be dealt with in advance and be resolved in a way that appropriately balances the interests of everyone involved.
# SVA Essentials

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Debbie Millman, chair
Emily Weiland, director of operations

**BFA CARTOONING**
209 East 23rd Street, 2nd floor
Tel: 212.592.2165
Email: illuscart@sva.edu

Thomas Woodruff, chair
Carolyn Hinkson-Jenkins, director of operations
Jason Little, cartooning coordinator
Curtis Edwards, program coordinator
Arlyn Lebron, assistant to the chair
Paula Paylor, office assistant
Alida Beck LaRocca, academic advisor
Wayde McIntosh, academic advisor
Yolanda Powell, academic advisor
Gracie Nesin, academic advisor
Daniel Hewitt, academic advisor

**BFA COMPUTER ART, COMPUTER ANIMATION AND VISUAL EFFECTS**
133/141 West 21st Street, 2nd and 3rd floors
Tel: 212.592.2524
Fax: 212.592.2506
Email: svacomputerart@sva.edu

Jimmy Calhoun, chair
Brian Frey, director of operations
Mikaela Zwyer, assistant to the chair
Laura Nitz, project coordinator
Deanna Demaglie, administrative assistant
Mahtab Aslani, academic advisor
Richard Hagen, senior systems administrator
Darryl Wright, senior systems administrator
Raphael Ribot, network systems administrator
Joseph Mulvanerty, cross-platform systems administrator
Karis Oh, front office manager
Alexandra Barsky, front office manager
Gavin Slyman, front office manager
Eduardo Lytton, senior systems director

**MFA COMPUTER ARTS**
133/141 West 21st Street, 10th floor
Tel: 212.592.2778
Fax: 212.592.2509
Email: mfaca@sva.edu

Terrence Masson, chair
Bruce Wands, chair emeritus
Hsiang Chin Moe, director of operations
Angelica Vergel, assistant to the chair
India Lombardi-Bello, administrative assistant
Charlotte Allen, project coordinator
José Vargas, senior systems administrator
Milos Paripovic, systems administrator
Darren Santa Maria, systems administrator

**MA CRITICAL THEORY AND THE ARTS**
133/141 West 21st Street, 6th floor
Tel: 212.592.2172
Fax: 212.592.2168
Email: theoryart@sva.edu

Robert Hullot-Kentor, chair
Meghan Roe-Mesenbourg, assistant to the chair
Jeremy Cohan, director of operations

**MA CURATORIAL PRACTICE**
132 West 21st Street, 10th floor
Tel: 212.592.2274
Email: macp@sva.edu

Steven Henry Madoff, chair
Michael Severance, director of operations
Brian Wood, director of curatorial research
Deirdre Nolan, administrative assistant

**BFA DESIGN**
209 East 23rd Street, 2nd floor
Tel: 212.592.2160
Email: bfaadvdes@sva.edu

Richard Wilde, chair
Kevin O’Callaghan, chair, 3D Design
Carolyn Hinkson-Jenkins, director of operations
Ingrid Li, systems coordinator
Benita Raphan, projects coordinator
Ori Kleiner, motion graphics coordinator
Arlyn Lebron, assistant to the chair
Paula Paylor, office assistant
Kaori Sakai, studio manager, 3D Design
Christopher Zack, studio manager, 3D Design
Alida Beck LaRocca, academic advisor
Wayde McIntosh, academic advisor
Gracie Nesin, academic advisor
Yolanda Powell, academic advisor

MFA DESIGN
310 East 22nd Street, 5th floor
Tel: 212.592.2600
Fax: 212.592.2627
Email: mfadesign@sva.edu

Steven Heller, co-chair
Lita Talarico, co-chair
Veronika Golova, director of operations
Ronald Callahan, senior systems administrator

MFA DESIGN FOR SOCIAL INNOVATION
136 West 21st Street, 5th floor
Tel: 212.592.2205
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Check library.sva.edu for additional information, including hours and services.

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| New York, NY 10014 |
| 212.274.0986 |
| <strong>CHILDREN’S MUSEUM OF MANHATTAN</strong> |
| 212 West 83rd Street |
| New York, NY 10024 |
| 212.721.1223 |
| <strong>CHINA INSTITUTE IN AMERICA</strong> |
| 100 Washington Street |
| New York, NY 10006 |
| 212.744.8181 |
| <strong>CHRISTIE’S</strong> |
| 20 Rockefeller Plaza |
| New York, NY 10020 |
| 212.636.2000 |
| <strong>THE CITY RELIQUARY</strong> |
| 370 Metropolitan Avenue |
| Brooklyn, NY 11211 |
| 718.782.4842 |
| <strong>THE MET CLOISTERS</strong> |
| Fort Tryon Park |
| 99 Margaret Corbin Drive |
| New York, NY 10040 |
| 212.923.3700 |
| <strong>COOPER HEWITT, SMITHSONIAN DESIGN MUSEUM</strong> |
| 2 East 91st Street |
| New York, NY 10128 |
| 212.849.8400 |</p>
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<td>103 Orchard Street</td>
<td>212.982.8420</td>
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<td>MADAME TUSSAUDS NEW YORK</td>
<td>234 West 42nd Street</td>
<td>212.512.9600</td>
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<td>MERCHANT’S HOUSE MUSEUM</td>
<td>29 East 4th Street</td>
<td>212.777.1089</td>
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<td>THE METROPOLITAN MUSEUM OF ART</td>
<td>1000 Fifth Avenue</td>
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<td>MUSEUM OF ARTS AND DESIGN</td>
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<td>212.299.7777</td>
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<td>MUSEUM OF CHINESE IN AMERICA (MOCA)</td>
<td>215 Centre Street</td>
<td>855.955.6622</td>
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<td>212.534.1672</td>
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<td>THE MUSEUM AT FIT</td>
<td>Fashion Institute of Technology</td>
<td>212.217.4558</td>
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<td>MUSEUM OF JEWISH HERITAGE: A LIVING MEMORIAL TO THE HOLOCAUST</td>
<td>36 Battery Place</td>
<td>646.437.4202</td>
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<td>MUSEUM OF MODERN ART (MOMA)</td>
<td>11 West 53rd Street</td>
<td>212.708.9400</td>
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<td>NATIONAL ACADEMY OF DESIGN</td>
<td>5 East 89th Street</td>
<td>212.369.4880</td>
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<td>NATIONAL MUSEUM OF THE AMERICAN INDIAN</td>
<td>1 Bowling Green</td>
<td>212.514.3700</td>
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NATIONAL SEPTEMBER 11 MEMORIAL AND MUSEUM
180 Greenwich Street
New York, NY 10007
212.312.8800

NEUE GALERIE NEW YORK
1048 Fifth Avenue
New York, NY 10028
212.628.6200

NEW MUSEUM
235 Bowery
New York, NY 10002
212.219.1222

NEW YORK BOTANICAL GARDEN
2900 Southern Boulevard
Bronx, NY 10458
718.817.8700

NEW YORK CITY FIRE MUSEUM
278 Spring Street
New York, NY 10013
212.691.1303

NEW YORK HALL OF SCIENCE
Flushing Meadows–Corona Park
47-01 111th Street
Corona, NY 11368
718.699.0005

NEW-YORK HISTORICAL SOCIETY
170 Central Park West
New York, NY 10024
212.873.3400

NEW YORK TRANSIT MUSEUM
99 Schermerhorn Street
Brooklyn, NY 11201
718.694.1600

NICHOLAS ROERICH MUSEUM
319 West 107th Street
New York, NY 10025
212.864.7752

THE NOGUCHI MUSEUM
9-01 33rd Road
Long Island City, NY 11106
718.204.7088

THE PALEY CENTER FOR MEDIA
25 West 52nd Street
New York, NY 10019
212.621.6600

QUEENS HISTORICAL SOCIETY
Flushing Meadows–Corona Park
143-35 37th Avenue
Queens, NY 11354
718.939.0647

QUEENS MUSEUM OF ART
New York City Building
Flushing Meadows–Corona Park
Queens, NY 11368
718.592.9700

ROSE CENTER FOR EARTH AND SPACE AT THE AMERICAN MUSEUM OF NATURAL HISTORY
Central Park West and West 79th Street
New York, NY 10024
212.769.5100

ROSE MUSEUM AT CARNEGIE HALL
154 West 57th Street, 2nd floor
New York, NY 10019
212.247.7800

RUBIN MUSEUM OF ART
150 West 17th Street
New York, NY 10011
212.620.5000

SCHOMBURG CENTER FOR RESEARCH IN BLACK CULTURE
515 Malcolm X Boulevard
New York, NY 10037
917.275.6975

SCULPTURE CENTER
44-19 Purves Street
Long Island City, NY 11101
718.361.1750
SNUG HARBOR CULTURAL CENTER & BOTANICAL GARDEN
1000 Richmond Terrace
Staten Island, NY 10301
718.425.3504

SOCRATES SCULPTURE PARK
32-01 Vernon Boulevard
Long Island City, NY 11106
718.956.1819 (x105)

THE SOLOMON R. GUGGENHEIM MUSEUM
1071 Fifth Avenue
New York, NY 10128
212.423.3500

SOUTH STREET SEAPORT MUSEUM
12 Fulton Street
New York, NY 10038
212.748.8600

STATUE OF LIBERTY NATIONAL MONUMENT ELLIS ISLAND
NATIONAL MUSEUM OF IMMIGRATION
Liberty Island Ellis Island
New York, NY 10004
212.363.3200

THE STUDIO MUSEUM IN HARLEM
144 West 125th Street
New York, NY 10027
212.864.4500

THEODORE ROOSEVELT BIRTHPLACE
28 East 20th Street
New York, NY 10033
212.260.1616

THE UKRAINIAN MUSEUM
222 East 6th Street
New York, NY 10003
212.228.0110

WAVE HILL
675 West 252nd Street
Bronx, NY 10471
718.549.3200

WHITNEY MUSEUM OF AMERICAN ART
99 Gansevoort Street
New York, NY 10014
212.570.3600

YESHIVA UNIVERSITY MUSEUM
15 West 16th Street
New York, NY 10011
212.294.8330

ADDRESS LOCATOR
WEST SIDE: ABOVE 59TH STREET
1–99: Central Park West and Columbus Avenue
100–199: Columbus and Amsterdam avenues
200–299: Amsterdam and West End avenues
300–399: West End Avenue and Riverside Drive

WEST SIDE: BELOW 59TH STREET
1–99: Fifth and Sixth avenues
100–199: Sixth and Seventh avenues
200–299: Seventh and Eighth avenues
300–399: Eighth and Ninth avenues
400–499: Ninth and Tenth avenues
500–599: Tenth and Eleventh avenues

EAST SIDE
1–49: Fifth and Madison avenues
50–99: Madison and Park avenues
(Park is Fourth Avenue below 14th Street)
100–149: Park and Lexington avenues
150–199: Lexington and Third avenues
200–299: Third and Second avenues
300–399: Second and First avenues
400–499: First and York avenues/Avenue A
500–599: Avenue A and Avenue B
**AUGUST 2018**

Sunday, August 26 • Check-in SVA residence halls for new students
Monday–Friday, August 27–31 • Orientation for new students

**SEPTEMBER 2018**

Saturday, September 1 • Check-in SVA residence halls for returning students
Monday, September 3 • Labor Day; College closed
Tuesday, September 4 • Fall 2018 undergraduate and graduate classes begin
Tuesday, September 4–11 • Course adjustment period for Fall 2018 and Spring 2019 terms (departmental advisors' offices)
Tuesday, September 11 • Last day to register for Fall 2018 independent study courses
Friday, September 14 • Application deadline for SVA students wishing to participate in International Exchange for the Spring 2019 semester
Saturday, September 22 • Fall 2018 Pre-College program begins
Monday, September 24 • Fall 2018 Continuing Education program begins

**OCTOBER 2018**

Monday, October 1 • Early 2019–2020 FAFSA filing for new and returning students
Tuesday, October 2 • SVA-sponsored Student Health Insurance Fee waiver deadline for Fall 2018
Thursday, October 4 • SEVIS Registration deadline for all F/J International Students
Monday, October 8 • Columbus Day, no Continuing Education classes
Monday, October 15 • Spring and Summer 2019 online registration for students accepted for the Spring 2019 term begins
Monday, October 22 • Last day to officially drop Fall 2018 semester undergraduate and graduate courses without incurring a grade
Tuesday, October 23–Monday, December 3 • Students may be dropped from Fall 2018 undergraduate and graduate courses with a grade of “W.” International students must receive approval from the International Students Office to drop below full-time status.
Wednesday, October 24 • Administrative withdrawal for students without financial clearance for the Fall 2018 semester

**NOVEMBER 2018**

Monday–Wednesday, November 19–21 • Course adjustment period for Spring 2019 schedules (departmental advisors' offices)
Wednesday–Sunday, November 21–25 • No Continuing Education or Pre-College classes
Thursday–Sunday, November 22–25 • Thanksgiving recess; College closed
Friday, November 30  
• Online registration for Spring and Summer 2019 ends for students accepted for the Spring 2019 term  
• Deadline for OPT application and program extension requests for international students in their final semester of study

DECEMBER 2018

Saturday, December 1  
• Due date for Spring 2019 semester tuition for students not on a pre-approved payment plan  
• Spring 2019 Continuing Education program registration begins  
• Financial aid deadline for submitting all loan applications for students registered for Fall 2018 only  
• Fall 2018 Pre-College program ends  

Monday, December 3  
• Spring and Summer 2019 Registration for students accepted for the Spring 2019 term continues by appointment in departmental advisors’ offices  
• Last day to officially drop Fall 2018 undergraduate and graduate courses

Tuesday, December 11  
• Tuesday undergraduate and graduate classes end

Wednesday, December 12  
• Wednesday undergraduate and graduate classes end

Monday, December 17  
• Monday undergraduate and graduate classes end

Tuesday, December 18  
• Classes meet according to Thursday's schedule (last day of Thursday classes)

Wednesday, December 19  
• Classes meet according to a Friday/Saturday/Sunday schedule (last day of Friday/Saturday/Sunday classes)  
• Fall 2018 undergraduate and graduate classes end  
• Check-out SVA residence halls for non-returning students  
• Due date for Fall 2018 semester grades  
• Last day that the Registrar's office will accept grade changes for the Spring 2018 and Summer 2018 semesters

Thursday, December 20–Tuesday, January 1  
• Winter recess; College closed

JANUARY 2019

Wednesday, January 2  
• Due date for spring 2019 tuition for students on a preapproved payment plan

Wednesday, January 9  
• Check-in SVA residence halls for new students

Thursday–Friday, January 10–11  
• Orientation for new students accepted for the Spring 2019 term
Friday, January 11  •  Optimal filing date for submitting 2019–2020 FAFSA forms for early action for Fall 2019
Monday, January 14  •  Spring 2019 undergraduate and graduate classes begin
Monday–Tuesday, January 14–22  •  Course adjustment period for Spring and Summer 2019 schedules (departmental advisors’ offices)
Tuesday, January 15  •  Application deadline for some graduate programs. Refer to department-specific Graduate Catalog for dates.
Saturday, January 19  •  Spring 2019 Pre-College program begins
Monday, January 21  •  Martin Luther King, Jr., Day; College closed
Tuesday, January 22  •  Last day to register for Spring 2019 independent study courses
Monday, January 28  •  Spring 2019 Continuing Education program begins

FEBRUARY 2019
Friday, February 1  •  Optimal filing date for new students to submit financial aid FAFSA forms to central processor for 2019–2020 financial aid
Monday February 11  •  SVA-sponsored Student Health Insurance Fee waiver deadline for Spring 2019
Monday, February 4–11  •  Residence hall room selection for returning students
Wednesday, February 13  •  SEVIS Registration deadline for all F/J International Students

MARCH 2019
Friday, March 1  •  Optimal financial aid date for returning students to submit 2019–2020 FAFSA application
Monday–Sunday, March 4–10  •  Spring break, no classes
Monday, March 4  •  Last day to officially withdraw from Spring 2019 semester undergraduate and graduate courses without a grade
Tuesday, March 5–Monday, April 22  •  Students may be dropped from Spring 2019 undergraduate and graduate courses with a grade of “W.” International students must receive approval from the International Student Office to drop below full-time status
Friday, March 8  •  Staff holiday; College closed
Monday–Friday, March 11–22  •  Online registration for all currently enrolled undergraduate and graduate students for the 2019–2020 academic year, by appointment only with departmental advisors
Saturday, March 30  •  Spring 2019 Pre-College program ends
APRIL 2019

Friday, April 5 • Deadline for OPT application and program extension request for international students in their final semester of study

Monday, April 15 • Application deadline for SVA students wishing to participate in International Exchange for Fall 2019

Monday, April 15 • Financial aid deadline for submitting all loan applications for Fall/Spring or Spring only students

Friday–Saturday, April 19–20 • Passover, no Continuing Education classes

Monday, April 22 • Last day to officially drop Spring 2019 undergraduate and graduate courses

MAY 2019

Wednesday, May 1 • Due date for Summer 2019 tuition

Monday, May 6 • Undergraduate and graduate classes end
  • Last day that the Registrar’s Office will accept grade changes for the Fall 2018 semester
  • Due date for Spring 2019 grades

Tuesday, May 7 • Check-out SVA Residence Halls for non-graduating students
  • Summer 2019 Foundation program begins
  • Summer 2019 semester begins

Thursday, May 16 • (tentative) Commencement, Class of 2019

Friday, May 17 • (tentative) Check-out SVA residence halls for graduating students

Monday, May 27 • Memorial Day; College closed

JUNE 2019

Monday, June 3 • Summer 2019 Continuing Education program begins

Wednesday, June 12 • Summer 2019 English and the Visual Arts program housing check-in

Thursday–Friday, June 13–14 • Summer 2019 English and the Visual Arts program orientation and registration

Monday, June 17 • Summer 2019 English and the Visual Arts program begins

Sunday, June 30 • Financial aid deadline for submitting 2018–2019 FAFSA application
  • Financial aid deadline for submitting 2018–2019 TAP application

JULY 2019

Thursday–Sunday, July 4–7 • Independence Day holiday, College closed

Sunday, July 7 • Orientation and housing check-in for Summer 2019 Pre-College program students
Monday, July 8  •  Summer 2019 Culture, Graphic Design and Fine Arts in New York program begins. Summer 2019 Pre-College program begins
Friday, July 26  •  Summer 2019 Culture, Graphic Design and Fine Arts in New York program ends
•  Summer 2019 Pre-College program ends
Monday, July 29  •  Summer 2019 Foundation program ends

AUGUST 2019

Thursday, August 1  •  Due date for Fall 2019 semester tuition
Thursday–Friday, August 8–9  •  Course adjustment period for Fall 2019 and Spring 2020 terms (department advisors’ offices)
Friday, August 9  •  Summer 2019 English and the Visual Arts program ends
Sunday, August 25  •  Check-in SVA residence halls for new students
Monday, August 26  •  Summer 2019 semester ends
Monday–Friday, August 26–30  •  Orientation for new students accepted for the Fall 2019 term

SEPTEMBER 2019

Saturday, August 31  •  Check-in SVA residence halls for returning students
Monday, September 2  •  Labor Day; College closed
Tuesday, September 3  •  Fall 2019 undergraduate and graduate classes begin
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