



SVA HANDBOOK

CONTENTS

President's Letter	2
The College	3
Academic Information	7
Student Information	15
Faculty Information	34
General Information	39
Standards, Procedures, Policies and Regulations	53
SVA Essentials	71
Academic Calendar	94
Index	100

PRESIDENT'S LETTER

The SVA Handbook provides new students and faculty with an introduction to the College, its administration and the various processes, benefits and services available.

In addition, we hope to clarify general protocol and specific responsibilities. For returning students and current faculty it provides a reaffirmation of SVA's principles.

The outstanding education students receive at SVA and their record of achievement after graduation are due ultimately to the integrity and professionalism of the faculty. We look forward to continuing this fine record, with the realization that the faculty's integrity and commitment to their individual professions are basic premises of the College's philosophy.

None of us wishes to be immersed in details, but some policies are mandated by federal and state regulations and faculty and students should be aware of them. In this regard, I would especially like to call your attention to the sections on attendance (page 9), the Family Educational Rights and Privacy Act (FERPA) (page 65), and the SVA policy on alcohol (page 54).

We are fortunate to have a faculty whose enthusiasm for teaching and for their students is apparent in many ways, and a student body from 46 states and 66 countries, which reciprocates this enthusiasm. We are proud that our faculty teach because they want to and that our students have chosen us.

A handwritten signature in black ink that reads "David Rhodes". The signature is fluid and cursive, with a large initial "D" and "R".

David Rhodes

President

July 2012

Board of Directors	4
Accreditation	4
SVA Mission Statement	4
History of SVA	4
Academic Freedom	5
First Amendment Rights	5
SVA Student Profile	6

BOARD OF DIRECTORS

Milton Glaser, acting chairman

Janet A. Knox

Michelle Musler

Joseph F. Patterson

Anthony P. Rhodes

David Rhodes

Walter Rivera

Eileen Hedy Schultz

ACCREDITATION

The School of Visual Arts has been authorized by the New York State Board of Regents (higher.nysed.gov) to confer the degree of Bachelor of Fine Arts on graduates of four-year programs in Advertising and Graphic Design; Computer Art, Computer Animation and Visual Effects; Film, Video and Animation; Fine Arts; Illustration and Cartooning; Interior Design; Photography; Visual and Critical Studies; and to confer the degree of Master of Arts on graduates of the one-year program in Critical Theory and the Arts; and to confer the degree of Master of Fine Arts on graduates of two-year programs in Art Criticism and Writing; Computer Art; Design; Design Criticism; Design for Social Innovation; Fine Arts; Illustration as Visual Essay; Interaction Design; Photography, Video and Related Media; Products of Design; Social Documentary Film; and to confer the degree of Master of Fine Arts on graduates of the three-year programs in Art Practice; Visual Narrative; and to confer the degree of Master of Professional Studies on graduates of the two-year program in Art Therapy and the one year programs in Branding, Digital Photography, Fashion Photography, Live Action Short Film; and to confer the degree of Master of Arts in Teaching on graduates of the program in Art Education. 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.

The School of Visual Arts is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools (msche.org), 3624 Market Street, Philadelphia, PA 19104, 215.662.5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council on Higher Education Accreditation.

The School of Visual Arts is an 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), 746 Monroe Center NW, Suite 1318, Grand Rapids, MI 49503-2822.

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 Master of Arts in Teaching in Art Education program is accredited by the New York State Regents Accreditation of Teacher Education (RATE).

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.

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 video and animation, computer art, computer animation and visual effects, interior design and visual and critical studies as well.

In the 1980s, SVA began its Master of Fine Arts (MFA) degree programs in computer art, fine arts, illustration and photography. The success of these programs and the need for unique and innovative advanced

studies has led to MFA programs in Art Criticism and Writing, Art Practice, Design, Design Criticism, Design for Social Innovation, Interaction Design, Products of Design, Social Documentary Film and Visual Narrative. The College also offers the Master of Arts in Teaching (MAT) in Art Education, and the Master of Professional Studies (MPS) in Art Therapy, Branding, Digital Photography, Fashion Photography, and Live Action Short Film. A Master of Arts (MA) in Critical Theory and the Arts, begins in Fall 2012.

The SVA student body today consists of over 3,690 undergraduate students, 606 graduate students, and 2,200 continuing education students from almost every state in the U.S., as well as 66 countries throughout the world. 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, stated above, assures both freedom of religion, speech and the press, and rights of assemblage 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, 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 any individual because of his or her 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

SVA Students—Who Are They?

Undergraduate admissions and enrollment statistics, 2011

TOTAL DEGREE-SEEKING POPULATION, FULL- AND PART-TIME

Undergraduate students	3,690
Graduate students	606

UNDERGRADUATE APPLICATIONS

First-time freshmen	3,331
Undergraduate acceptance rate	74%

ENTERING CLASS SIZE AND CHARACTERISTICS

First-time freshmen	664
Transfer students	333
% Male	39
% Female	61
Combined SAT Score	1,038
Combined ACT Score	24
Secondary school GPA	3.14
Average age	18

CHARACTERISTICS OF UNDERGRADUATE POPULATION

% Male	41
% Female	59
States represented	46
% Out-of-state	37.8
Countries represented	66
Average age	21

RACE/ETHNICITY OF UNDERGRADUATE POPULATION

Nonresident alien	21.5%
Black, non-Hispanic	3.5%
Native American	0.5%
Asian	12.9%
Hispanic	10.7%
White, non-Hispanic	41.7%
Other or unknown	9.2%

Academic Affairs Office	8
Academic Integrity Policy	8
Academic Progress	9
Attendance	9
Auditing	9
Class Schedules	9
Course Adjustment Periods	10
Dean's List	10
Grade Appeals	10
Grading Information	10
Human Subject Research	11
Independent Study	11
Interruption of Studies	11
Lateness	12
Leave of Absence for Medical Reasons	12
Matriculation Time Limitation	12
Probation and Exclusion	12
Proficiency Examination	12
Semester Credit Hours	12
Study Abroad	13
Supply Costs for Students	13
Transcript Requests	13
Transfer Credits	13

ACADEMIC AFFAIRS OFFICE

The Office of Academic Affairs oversees most academic matters including curriculum development, academic policy and procedures, academic integrity, program reviews, 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, the Academic Judicial Committee will meet to consider evidence and testimony. The five-member committee consists of:

- The Provost, committee chair
- Coordinator of Academic Advisement, committee secretary
- Two undergraduate department chairs, term of two years
- One graduate department chair, term of two years

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 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 or director. 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 on his or her behalf.

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 23 Street, New York, New York 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 PROGRESS

Students must maintain a 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 minimum requirements are placed on academic probation and have their work monitored for progress by their academic advisor. They also receive a letter specifying the terms of the probation. Any student on academic probation who gets an unsatisfactory mid-semester report must meet with the coordinator of academic advisement to remedy the situation. Students who remain on probation require a transcript review and written permission from their department chair before they can register for courses in the upcoming year. Two semesters on academic probation, or not fulfilling the conditions of the probation letter, may result in dismissal from SVA.

Most of the graduate departments at SVA require students to maintain a minimum GPA of 3.0 in order to remain in good academic standing. A graduate department may, at its discretion, adapt a policy which accepts only those courses completed with a grade of B- or higher toward the degree, or a pass/fail philosophy. However, each graduate department must make the grading policy clear in departmental literature.

Students receiving any form of federal, state or institutional financial aid are required to maintain a GPA of at least 2.0 in order to continue receiving aid. The undergraduate and graduate catalogs have specific guidelines relating to academic progress and financial aid.

STUDENT RESPONSIBILITY FOR ACADEMIC PROGRESS

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. 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. Students should go to SVA WebAdvisor at <http://wa.sva.edu> or MySVA at <http://my.sva.edu> to view their academic history. All general degree and major departmental requirements are stated in the *Registration Book*.

ATTENDANCE

Since the School of Visual Arts is a professional art college dedicated to teaching and learning, attendance is required in all classes. There is no system of "free cuts." The individual instructor determines the number of acceptable absences, if any, and has the final word regarding this matter.

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.

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 (www.sva.edu).

COURSE ADJUSTMENT PERIODS

Students may drop or add a course during the scheduled course adjustment period. To add a course, written permission is needed from the course instructor. A \$100 fee is charged for each course dropped or added after the close of the course adjustment period, and written approval from the academic advisor is required as well.

A course may be dropped without academic penalty through the eighth week of the semester. Individual course and equipment fees are nonrefundable after the drop/add periods, and refunds for extra-credit tuition charges will be prorated based on the College refund policy.

DEAN'S LIST

At the end of each fall and spring semester the Office of the Provost issues the Dean's List. To be placed on the Dean's List a student must be a matriculated undergraduate student who has completed 12 credits of course work without any grades of incomplete, and has received a semester grade point average of at least 3.50. Each Dean's List recipient receives a letter from the Provost. The Dean's List status is recorded on the student's official transcript.

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 his/her participation in the class.

Once the committee receives the request, the instructor will be asked to provide a written statement concerning the reasons for the grade submitted. The committee will also review attendance records, completed class assignments, participation in class discussions, and/or critiques.

If the committee feels the request is justified, a hearing will be scheduled. The student will be notified by mail of the committee's decision as to whether or not a hearing will be held. If a hearing is held, the following will be present:

- The instructor involved
- The appropriate academic advisor and/or department chair
- The Coordinator of Academic Advisement or his designee.

After the hearing, the Coordinator of Academic Advisement will notify the student, in writing, of the decision. If the student is not satisfied with the committee's decision, a written appeal can be made to the Provost. Although the Office of the Provost or his designee need not hold a hearing, a written response in all cases will be issued. Grade appeals must be made within the first eight weeks of the succeeding semester.

GRADING INFORMATION

Grade	Quality Point	Explanation
A+	4.00	
A	4.00	Excellent
A-	3.67	
B+	3.33	
B	3.00	Above average
B-	2.67	
C+	2.33	
C	2.00	Average
C-	1.67	
D+	1.33	
D	1.00	
D-	0.67	Lowest passing grade
F	0.00	Failing

I	0.00	Incomplete, becomes failure if not made up. Faculty may specify due dates for work as long as they fall within the following parameters: fall semester, work is due no later than the last day of the spring semester; spring/summer semesters, work is due no later than the last day of the fall semester.
J	0.00	Withdrawal for excessive absences with failure. Course must be retaken and successfully completed before graduation.
NS	—	Grade not submitted (administrative).
P	—	Pass (pass/fail course).
R	0.00	Failing Course must be retaken and successfully completed before graduation.
S	—	Satisfactory (applicable first-semester thesis courses).
T	0.00	Failure/Administrative.
U	—	Unsatisfactory (applicable first-semester thesis courses).
W	—	Administrative withdrawal.
X+	—	Withdrawal for excessive absences.
X	0.00	Withdrawal for excessive absences with failure.
AU	—	Audit

Grade Point Average (GPA). The grade point average is determined by dividing the total number of quality points achieved by the total number of credits attempted. This includes grades of incomplete and failure but not "P," "S," "U," "AU," or "X+."

HUMAN SUBJECT RESEARCH

Any student, faculty member or staff member wishing to conduct research involving any member of the SVA community (e.g., surveys and questionnaires) and/or research that utilizes any of the resources of SVA must first seek approval from the Office of Academic Affairs. Those wishing to conduct such research will be asked to detail, in writing, the purpose, goals, and scope of the research, as well as how the confidentiality of respondents, and the security of the data will be assured. Questions concerning this policy and research proposals may be directed to: The Office Academic Affairs by e-mailing: 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 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.

INTERRUPTION OF STUDIES

Situations may arise that prompt students to consider interrupting their studies before earning their degree. Depending on the circumstances, a leave of absence for one semester may be considered. If the student will not be attending classes for more than one semester, or does not plan to return to the College, a voluntary withdrawal would be the appropriate procedure.

Students should talk with their advisor, an instructor, a financial aid counselor or an administrator in the Office of Student Affairs who may be able to suggest alternative solutions to the situation. If a student decides to take a leave of absence or to withdraw, the academic advisor must be contacted to formalize the decision.

LATENESS

Lateness to class is disrespectful to both the instructor and fellow students. Faculty members have the right to exclude students from class or to mark them absent if they are late.

LEAVE OF ABSENCE FOR MEDICAL REASONS

If a student intends to return to SVA following a leave of absence for medical reasons, the student must complete the Certificate of Readiness to Return form which will be sent to them from the Office of Student Affairs after their leave is approved. The form must be received by the Office of Student Health and Counseling Services before the student can register for classes.

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.

PROBATION AND EXCLUSION

Students who do not make satisfactory progress and/or do not maintain at least a 2.0 GPA, will be placed on academic probation and informed of such status in a letter specifying the terms of the probation. Failure to comply with these terms may result in dismissal from SVA. Students on academic probation are not permitted to participate in extracurricular College activities. Students who are dismissed from SVA for academic reasons may appeal their dismissal by writing to the Committee for Academic Appeals, addressed to the Coordinator of Academic Advisement.

PROFICIENCY EXAMINATION

All matriculated SVA students are required to pass the Proficiency Examination (PE) during their first semester at SVA. A Bachelor of Fine Arts degree requirement, the exam 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 will 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 (formerly HCD 1010) who have not passed the PE will be allowed to take HCD-1025 (formerly HCD 1020), Literature and Writing 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 sample dates and tests, visit the website of the Writing Resource Center (www.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, 212.592.2575.

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.

The Arts Abroad Program offers summer programs in cities in China, France, Italy, Puerto Rico, Spain and Turkey. Please visit www.sva.edu/artsabroad for further information.

The International Exchange Program (IEP) offers third-year students in Advertising, Film and Video, Fine Arts, Graphic Design, Interior Design, Photography, Visual and Critical Studies and fourth-year Illustration students the opportunity to study abroad at an affiliated exchange partner institution. Most programs commence in the spring. Students can study in countries like Finland, France, Germany, Israel, Italy, Mexico, The Netherlands, Norway, Portugal, Spain, Sweden, Switzerland or the United Kingdom. Course offerings can be taken for credit. Please visit www.sva.edu/exchange for further information.

The Arts Abroad Program and International Exchange 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.

SUPPLY COSTS FOR STUDENTS

Faculty members make every effort to advise students regarding ways to economize and to require only those expenditures that are necessary. Depending on the specific major department of study, students should budget between \$1,050 and \$3,150 for art supplies each year. Film and photography costs are higher, especially in the fourth year. Also, some courses carry additional fees, which are noted in the *Registration Book* and *Continuing Education Bulletin*.

TRANSCRIPT REQUESTS

Requests for official transcripts sent directly from SVA to another institution may be made by going to MySVA (my.sva.edu) and then selecting WebAdvisor from the Quick Links section; by writing to the College, Attention: Registrar's Office; or in person at the Registrar's Office, 205 East 23 Street, 1st floor, Monday through Friday, 9:00 AM–4:00 PM.

Students may view their transcripts at any time via the Internet by going to MySVA (my.sva.edu) and then selecting WebAdvisor from the Quick Links section.

TRANSFER CREDITS

The following guidelines are used to determine the transfer of credits allowable for undergraduate freshmen, sophomores, and juniors. In all cases, the number of total credits that can be transferred may not exceed 60. Transfer credits for course work completed prior to matriculation at SVA, which was not reviewed or awarded at the point of admission, will not be reviewed or awarded once a student completes his/her first semester of study at SVA.

One-for-one transfer of credits for humanities course work, to a maximum of 30 credits, if the student has earned grades of C or higher. Pass grades will be accepted if letter grades are not given by the institution from which credits are being transferred.

One-for-one transfer of art history credits, to a maximum of 9 credits, if the student has earned grades of C or higher, and to a maximum of 12 credits if 3 credits are in the history of the student's major discipline. Pass grades will be accepted if letter grades are not

given by the institution from which credits are being transferred.

The transfer of studio credits is based on an evaluation of the student's portfolio, to a maximum of 45 credits.

Undergraduate students, currently or previously matriculated, need approval from the Office of Academic Advisement and the appropriate departmental chair to study at another accredited institution. SVA students who request, and are given such permission, may transfer back to SVA up to 15 credits, including no more than 6 credits of humanities and sciences and art history course work if the work has earned a grade of C or higher. Transfer of credits will not be entertained after the first semester of the student's return to SVA and the transfer of studio credits will be granted on the basis of an evaluation of the work. In no case may the total of credits transferred to SVA exceed the 60-credit limit.

Academic Advisement	16	Student Exhibitions	28
Directory Information	16	Student Health and Counseling Services	29
Disability Services	16	Supply Costs and Course Fees	29
Employment for Students	17	SVA Yearbook	30
English As A Second Language (ESL)	18	Tuition and Billing Information	30
Financial Aid	18	VASA (Visual Arts Student Association)	32
Intellectual Property Rights of Students	19	Veteran Students	32
International Student Office	19	Visitors	32
Personal Property	20	<i>Visual Opinion</i> Magazine	33
Reproduction of Student Work	20	Writing Resource Center	33
Residence Life	20	WSVA–SVA Radio Station	33
Student Activities	28		
Student Affairs	28		
Student Center	28		

ACADEMIC ADVISEMENT

133/141 West 21 Street, 7th floor

Hours: Monday–Friday, 9:00 AM–5:00 PM

Tel: 212.592.2540 Fax: 212.592.2545

E-mail: lcheckley@sva.edu

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.

DIRECTORY INFORMATION

Directory information includes each student's name, address, telephone number, e-mail address, major, dates of attendance, degree(s) conferred and current enrollment status. Students have the right to prevent disclosure of directory information. 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. The "Opt-out" form is available at the Registrar's Office, individual advisors' offices and on MySVA.

DISABILITY SERVICES

George Washington Residence

23 Lexington Avenue, mezzanine

Hours: Monday–Friday, 9:00 AM–5:00 PM

Tel: 212.592.2396 Fax: 212.592.2899

E-mail: disabilityservices@sva.edu

Mission Statement:

The Office of Disability Services (ODS) 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, ODS works to promote students' independence, self-advocacy and development, and also ensures that they are recognized for their abilities—not their disabilities.

Disability Laws that Apply to Higher Education Institutions:

Higher education institutions adhere to different disability laws than high schools. At the college level, accommodations are only provided when the student has self-identified as having a functional impairment that substantially limits major life functioning and has supplied the ODS with disability documentation. Students attending high school are protected by IDEA (Individuals with Disabilities Education Act) which allows schools to make curricular changes for students with disabilities. At the college level, all students with disabilities must be "otherwise qualified"; therefore, they are required to meet the academic and technical skills for their respective program. It is important that all students understand that SVA will not modify exams or curriculum, and standards for grading are determined by the instructor.

Registering with ODS:

Students who are interested in receiving accommodations for their disability must register with the ODS. For more information on the ODS registration process, please refer to <http://sva.edu/student-life/student-affairs/disabilityservices>.

Reasonable Academic Accommodations that Permit Equal Access:

Disabilities vary on how they impact a person's major life functions. Due to the varying differences in disabilities, ODS can only determine academic accommodations based on the respective documentation from the qualified professional who diagnosed the condition and the student's self-report. There must always be a nexus between the impact of the disability and the requested accommodation. Accommodations are adjustments, changes or alterations to a program, service, activity or policy, in order to permit equal access.

Generally, students registered with ODS can receive one or more of the following academic accommodations:

- Exam accommodations
- Reduced course load
- Notetaker
- Digital recorder
- Sign language interpreters
- CART services
- Preferential seating in class
- Audio books and players
- Early access to course reading lists
- Residential accommodations

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.

Arranging Accommodations:

Once students have completed the registration process, they are responsible for working collaboratively with ODS in coordinating their accommodations i.e., delivering the Accommodation Verification Letter to instructors, submitting forms for exam accommodations, etc.

EMPLOYMENT FOR STUDENTS**THE OFFICE OF CAREER DEVELOPMENT**

136 West 21 Street, 6th floor

Hours: Monday–Friday, 9:00 AM–5:00 PM

Tel: 212.592.2370; Fax: 212.206.6434;

E-mail: cd@sva.edu.

The Office of 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 art-related job leads through an online career site, on-campus recruiting sessions and the Internship for Credit program.

COMPUTER LAB ASSISTANTS are employed by each of SVA's 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 the Office of Financial Aid 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 are maintaining 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 are paid on an hourly basis. SVA policy restricts on-campus employment to 20 hours per week during holiday breaks for all students. Students who are maintaining a valid J-1 visa status must contact the ISO before accepting any on-campus employment. Off-campus employment for all international students must be authorized through the U.S. Citizenship and Immigration Services as well as the ISO.

SOCIAL SECURITY NUMBERS 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.

CURRICULAR PRACTICAL TRAINING (CPT) is authorization for students who are maintaining a valid F-1 visa status, 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 which 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 to register for an internship for course credit from their department. The application for CPT is processed by the International Student Office after the internship is approved by the Office of Career Development and/or the academic department for graduate students.

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 the U.S. Citizenship and Immigration Services. Careful planning is required since it normally takes up to two to three months for the U.S. Citizenship and Immigration Services to process the application.

Any type of employment, including non-paid positions, requires the above-mentioned authorization.

ENGLISH AS A SECOND LANGUAGE (ESL) SUPPORT SERVICES

International students 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 the ESL coordinator at 212.592.2621 for more information.

PEER-TUTORING PROGRAM

The peer-tutoring program offers one-hour sessions to international students 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 the peer-tutoring coordinator at 212.592.2066.

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

FINANCIAL AID OFFICE

209 East 23 Street, 1st floor
Hours: Monday–Thursday, 9:00 AM–6:00 PM
Friday, 9:00 AM–5:00 PM
Tel: 212.592.2030; Fax: 212.592.2029;
E-mail: fa@sva.edu.
Website: www.sva.edu/fa

The Financial Aid Office administers all forms of financial aid available to SVA students, including scholarships, grants, loans and work-study awards. The undergraduate admissions catalog, graduate programs catalog and the *Financial Aid Guide* describe the various types of aid. Any student requesting information concerning financial aid, application deadlines, work-study programs or anything relating to these matters, should contact the Financial Aid Office.

In addition to federal and state monies, SVA awards over \$9 million each year in gift aid. The College is acutely aware of the financial challenges many of its students face and makes every effort to equitably administer the limited gift aid funds it can provide as a non-endowed institution.

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)

George Washington Residence
23 Lexington Avenue, mezzanine
Hours: Monday–Friday, 9:00 AM–5:00 PM
Tel: 212.592.2236; Fax: 212.592.2241;
E-mail: iso@sva.edu.

The International Student Office (ISO) provides services and information to international students and exchange visitors concerning student visas and immigration regulations, as well as help with cultural adjustment through orientation programs, information sessions, activities and individual advisement. Some situations may require assistance from an immigration attorney for legal advisement. ISO also administers the College's F-1 student and J-1 exchange visitor records, helps students comply with federal regulations, provides assistance to students who are on other types of visas, as well as students who are considering a change of status in their visas. Advisors are available to meet with students by appointment and on a walk-in basis.

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 the SEVP. The ISO's student advisors are the Designated School Officials who enter and maintain biographic, contact and academic information 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 (ISO). 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.

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 should notify their academic advisor and an ISO advisor. They are required to continue full-time status until their request for a reduced course load is approved in SEVIS.

PROGRAM EXTENSION REQUIREMENT

International students and exchange visitors who are not able to finish 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 end date. They must be maintaining a valid immigration status and making acceptable academic progress in order to extend their program.

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 forms endorsed by the ISO at some point within the preceding 12 months in order to gain reentry into the U.S. International students and exchange visitors are required to keep their passport valid at all times, and carry a valid I-94 card, the Arrival-Departure-Record inside their passport.

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.

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

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 interested in having their work or likeness published in these materials should sign the artwork and model release form, available from their academic advisor during each registration period. New students have the opportunity to complete this form at Orientation.

RESIDENCE LIFE

George Washington Residence
23 Lexington Avenue, mezzanine
Hours: Monday–Friday, 9:00 AM–5:00 PM
Tel: 212.592.2140; Fax: 212.592.2086;
E-mail: reslife@sva.edu.

RESIDENCE LIFE STAFF

The Office of Residence Life staff consists of an Associate Director, Residence Hall Directors, and Resident Assistants.

Associate Director

The Associate Director of Residence Life is a professional staff member who serves on the senior staff Student Affairs team. The Associate Director is responsible for administration of the Residence Life program throughout SVA's five residence halls, and manages housing assignments, room selection, housing security deposits, and room changes. The Associate Director is the direct supervisor of the Residence Hall Directors.

Residence Hall Directors (RHDs)

The residence hall directors assist in promoting the academic and personal growth of resident students. RHDs supervise the resident assistants and set behavioral standards. They help maintain an environment that fosters community spirit and development.

Resident Assistants (RAs)

Resident Assistants facilitate educational and social programs, address student concerns, provide academic information and make appropriate referrals. They serve as peer counselors and administrators, and maintain behavioral standards set by the Office of 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

New student check-in is the weekend of August 25, 2012. Returning student check-in is September 1, 2012. All students should check in to housing no later than the first Friday of classes. Students who check in after the designated check in days or throughout the academic year must first check in with security, and then complete their check-in with a resident assistant during RA duty hours.

CHECKOUT

Student checkout for spring 2013 will be Monday April 29, 2013. Students checking out during the regular academic year should contact their RA about specific checkout procedures. RAs will ensure that all belongings have been removed from the room including checking all drawers, closets, and appliances. The RA

will then complete paperwork with the resident and collect all issued keys. After checkout the RHD will assess the room for any damages that are the responsibility of the resident and deduct the cost from the housing security deposit if necessary.

MAILING ADDRESSES FOR THE RESIDENCE HALLS ARE AS FOLLOWS:

George Washington Residence

Resident name
23 Lexington Avenue
Room #
New York, NY 10010

Gramercy Women's Residence

Resident name
17 Gramercy Park South
Apartment #
New York, NY 10003

New Residence

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

Ludlow Residence

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

Tenth Street Residence

Resident Name
101 East 10 Street
Apartment #
New York, NY 10003

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 2012–2013 ACADEMIC YEAR
(September through April):**

■ **George Washington Residence**

- Small Single \$10,600
- Renovated Small Single \$11,900
- Single \$12,100
- Renovated Single \$13,400
- Double \$10,100
- Renovated Double \$11,400

■ **Gramercy Women's Residence**

- Double \$12,950
- Shared Studio \$14,050

■ **New Residence**

- Double \$14,000
- Triple \$9,750

■ **Tenth Street Residence**

- Double \$14,650

■ **Ludlow Residence**

- Double \$13,450
- Single \$14,050

CANCELLATION POLICY

All residents electronically agree to the residence hall contract for the full academic year. 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 year transfer students, and first year graduate students. This section outlines the terms of the housing cancellation policy.

Students who decide not to live in on-campus housing should cancel their housing agreement and be aware of the following timeline:

First year students who cancel housing:

- After May 1, 2012 the \$300 housing placement fee is non-refundable.
- Prior to August 1, 2012, forfeit the housing placement fee and receive a refund of the housing security deposit.
- After August 1, 2012, forfeit the housing placement fee and the housing security deposit.
- After August 15, 2012, forfeit the housing placement fee, the housing security deposit, and are charged a \$500 housing cancellation fee.
- After August 30, 2012, forfeit the housing placement fee, the housing security deposit, are charged a \$500 housing cancellation fee, and are responsible for 10% of annual housing costs.
- After September 7, 2012, forfeit the housing placement fee, the housing security deposit, and will be responsible for the full cost of housing for the 2012-2013 academic year.

Returning students who cancel housing:

- Prior to August 15, 2012, forfeit the housing placement fee (\$300), and the housing security deposit (\$500).
- After August 15, 2012, forfeit the housing placement fee, the housing security deposit, and are charged a \$500 housing cancellation fee.
- After August 30, 2012, forfeit the housing placement fee, the housing security deposit, are charged a \$500 housing cancellation fee, and are responsible for 10% of annual housing costs.
- After September 7, 2012, forfeit the housing placement fee, the housing security deposit, and will be responsible for the full cost of housing for the 2012-2013 academic year.

Students who withdraw or take a leave from SVA will have their housing fees prorated based on the College's refund schedule.

COMMON AREA DAMAGE AND PROPERTY

No students are permitted to take, damage or deface (with graffiti markers, paints or other means) 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 whoever is responsible. The person(s) responsible will also face disciplinary action.

The furniture and other facilities of the residence halls must be kept in good condition. Damage to common areas of the residence halls is assessed at the end of each semester. If the individual or group responsible for the damage is not identified, the cost of the damage will be divided among the total resident population, and deducted from their housing security deposits.

Multiple Liability: If two or more people occupy the same room or apartment and responsibility for damage cannot be determined, the charges will be split equally among all residents assigned to the space.

Personal (student) Property: Even though 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 he/she is staying in the residence halls. Family homeowner or renter's insurance policies may cover the student while he/she is at college, or renters insurance is available through most insurance vendors.

DELIVERIES

Any student that 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.

EXTERMINATION/PEST CONTROL SERVICES

Exterminators make monthly visits to the residence halls. To request pest control services, fill out a work order online using the TMA system. Exterminators will be escorted to all rooms by security or by a member of the Residence Life staff.

FIRE ALARM EVACUATION PROCEDURES

Evacuation plans 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 consult 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 host visitors in a responsible manner. Maximum occupancy follows established fire codes and allows no more than two guests per resident student. All 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 11:00 pm, unless prior approval to stay overnight has been granted. If a visitor stays past 11:00 pm, security or a Residence Life staff member will escort him or her off the premises. Failure to follow the guest policy will result in loss of guest privileges and disciplinary action.

GUEST RESPONSIBILITY

Every guest must have a host and be accompanied by the host while in the residence halls or apartments. Guests may not have residence keys at any time. Guests are expected to comply with all College policies and regulations as well as federal and state laws. Students 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, the Residence Hall Director, Associate Director of Residence Life, Director of Student Affairs or designee may deny a guest permission to be on the premises.

OVERNIGHT GUEST PRIVILEGE

All overnight passes must be signed by a security officer before 11:00 PM of the day of an overnight visit. Students wishing to sign in a guest under 17 to stay overnight in the residence halls require 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 days 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. A request-to-stay-overnight form must be submitted to the RHD at least one business day in advance. Students may pick up approval forms from the security desk or the Office of Residence Life prior to their guest's arrival.

HOUSING PLACEMENT FEES AND DEPOSIT

The housing placement fee is a non-refundable \$300 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 a student breaks his/her 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 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.

KEYS

Resident students must keep their keys with them at all times. If a student is locked out of his/her room, security may provide the student access. Lost keys must be immediately reported to the Office of 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, Federal Express and other such services are left with security in the residence halls. Lost mailbox keys should be reported to the Office of Residence Life. The cost for replacement is \$25.

MAINTENANCE REQUESTS

If a room is in need of repair, the student should fill out a maintenance request form on MySVA, using the TMA service request system which can be accessed online at <http://tma.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 contract is for the entire academic year. Canceling housing during the year will result in the automatic forfeiture of the student's housing security deposit. Housing fees for the semester will also be prorated, based on the College's tuition refund schedule. Exceptions are sometimes made for leaves-of-absence or for withdrawal from SVA.

ROOM CHANGES

No room changes are permitted the first or after the last two weeks of the semester unless it is an emergency. After the first week, an updated list of vacant rooms will be posted on the Residence Life page of MySVA on Fridays at 5:00 pm. Students may request a room change by submitting an online room change request form to the Office of Residence Life, no later than Monday at 10:00 am. Priority for a room change is based on how many semesters a student has lived on campus.

Students wishing to change into a posted double room must meet with potential roommates before signing up for the space. 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 the Office of 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 or triple 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 \$300 and go through the room selection process. 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. The Office of 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

Smoking is prohibited in all residence halls.

WINTER BREAK AND SUMMER VACATION 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 the student stays through winter break, and then checks out, he/she will incur a charge for the winter break.

Summer housing, at a separate cost, is available at the George Washington and Ludlow Residences. Applications for Sumer Housing are available in March.

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 paragraphs. This process does not follow the rules of procedure used in court proceedings, and legal representation is not permitted in any hearing. (Please see the section of this handbook entitled "Differences Between College Procedures and Civil and Criminal Procedures" on page 58 for further discussion of this subject.) Additional policies may be communicated to students by written notices posted in the residence halls.

SVA Residence Hall Violations

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 he/she did not actively participate in the offense. Prohibited items described in this section will be confiscated.

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 George Washington and Ludlow Residences, including, but not limited to heating coils, hot plates, microwave ovens, open-faced electrical appliances, space heaters and toaster ovens.
5. Possession and/or use of spray paint, spray adhesive and spray glue.
6. Possession of unauthorized furniture.
7. Possession of weapons, including, but not limited to knives, mace, explosives, fireworks, firearms or ammunition.
8. Possession or storage of a gas engine or any form of combustible fuel in the residence halls.
9. Keeping pets or animals in any residence hall.
10. 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.
11. Possession, use or distribution of an illegal or controlled substance and/or related paraphernalia.
12. Smoking in the residence halls, or possession of smoking devices such as bongos and hookahs.
13. Throwing or allowing to fall from residence hall windows, doors, terraces, ledges, roofs or other areas, any object or substance.
14. Unauthorized solicitation or recruitment of any kind.
15. 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.
16. 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.
17. Any harassment or abusive behavior toward another individual.
18. Physical violence, actual or threatened, against any individual or group of persons.
19. Engaging in, or threatening to engage in, any behavior that endangers the health or safety of another person, property or oneself.
20. 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.
21. Violation of the SVA Residence Life Guest Policy.
22. 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.
23. Theft, vandalism or damage to another resident's property or SVA property.
24. Excessive noise as defined by any New York City ordinance or a residence hall policy on noise.
25. 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.
26. Unauthorized possession, use or duplication of a residence hall room key.
27. Unauthorized residence hall room change or room occupancy violation.

28. Installing an unauthorized lock on a bedroom, bathroom or suite door.
29. Failure to lock room doors.
30. 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).
31. Failure to comply with an administrative request from an SVA staff member.
32. 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 the Office of Residence Life, 23 Lexington Avenue, Mezzanine, or to any residence hall director (RHD), or through the completion of a voluntary statement that can be obtained from any security desk.

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 he/she 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 resident 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
- Probation
- Restitution to the College
- Educational project or research
- Counseling and/or mandatory clinical evaluation
- Residence hall or room reassignment
- Restriction of privileges
- Residence hall entry restriction
- 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 that issued the sanction. However, if the student wishes to have the matter reviewed by another administrator, the student must submit a written request to the Office of Residence Life within three business days after a copy of the written determination has been delivered to his or her room in the residence hall. The request form is available on the Office of Residence Life section of MySVA. A paper copy of the form is also available at the Office of Residence Life, 23 Lexington Avenue, Mezzanine.

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, but not necessarily granted, 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 choose to hold a review hearing, or consider additional information, in his or her absolute discretion. The reviewer may determine to uphold the findings and sanctions of the initial hearing, or to modify any part of those findings and sanctions. The reviewer also may impose additional sanctions in light of new information discovered during the review process. Any decision by the reviewer is made in his or her absolute discretion, and is final and not subject to further review.

STUDENT ACTIVITIES

George Washington Residence
23 Lexington Avenue, mezzanine
Hours: Monday–Friday 9:00 AM–5:00 PM
Tel: 212.592.2141 Fax: 212.592.2086
E-mail: activities@sva.edu.

New York City is SVA's campus. When students are not in class or the studio, there are many ways to take advantage of all the City has to offer. Student Activities plans on and off-campus events, which offer SVA students a time to connect with each other and the City around them.

Student Activities also offers a variety of discount tickets. Students may purchase tickets to Broadway and off-Broadway shows, AMC movie theaters, sporting events and film screenings at reduced prices. In addition, organized museum and gallery trips are regular events, as well as opportunities to participate in community service projects.

STUDENT AFFAIRS

George Washington Residence
23 Lexington Avenue, mezzanine
Hours: Monday–Friday 9:00 AM–5:00 PM
Tel: 212.592.2214 Fax: 212.592.2086
E-mail: studentaffairs@sva.edu.

The Department of Student Affairs includes the offices of Student Health and Counseling Services, Residence Life, Disability Services and Student Activities. Student Affairs provides a multitude of services to SVA students that include: student housing, short-term counseling, information on local health care providers, and equal

access to all programs, services and facilities to SVA students with disabilities. Student Affairs also promotes student involvement within the College and beyond. Starting with Orientation week, Student Affairs aims to create the kind of co-curricular experience that is both relevant and exciting for the student body to participate in; all the while utilizing the infinite opportunities New York City has to offer.

STUDENT CENTER

217 East 23 Street, 1st floor
Hours: Monday–Friday 10:00 AM–10:00 PM
Saturday–Sunday 12:00 PM–6:00 PM
Tel: 212.592.2154 Fax: 212.592.2086
E-mail: activities@sva.edu.

The Student Center provides SVA students with a place to meet, check their e-mail, watch television, 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 is available to display student artwork. Please contact the Student Activities office for more information.

STUDENT EXHIBITIONS

601 West 26 Street, 15th floor
Hours: Monday–Friday 9:00 AM–5:00 PM
Tel: 212.592.2145 Fax: 646.638.2110
E-mail: 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 real gallery setting. SVA's commitment to this objective is second to none. We employ a full-time staff of gallery professionals to mount over 50 exhibitions a year in three exhibition spaces. There are two galleries on campus and one off campus. The latter, which also houses the Office of Student Galleries, comprises four new and fully equipped exhibition spaces 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 a department show, organized by their department chair or a guest curator, or by applying to the Office of Student Galleries for a juried exhibition. For every student exhibition held at SVA, the College hosts 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 practice. Artists such as Renée Cox, Keith Haring, Joseph Kosuth, Elizabeth Peyton, Lorna Simpson and Sarah Sze held some of their first exhibitions as students at SVA.

STUDENT HEALTH AND COUNSELING SERVICES

George Washington Residence

23 Lexington Avenue, room 302

Hours: Monday–Friday, 9:00 AM–5:00 PM

Tel: 212.592.2246 Fax: 212.592.2216

E-mail: health@sva.edu.

Services are provided free-of-charge in a non-judgmental environment and are confidential. A registered nurse is available for health education. Students can call or stop by the office to set up an appointment.

Medical services are not available on-site. The office helps students access community based health care providers. Information about providers and other resources can be found on the Student Health and Counseling Services page under the Department Links section of MySVA. An option for same day medical care is Beth Israel Medical Group which has walk-in clinics located at 202 West 23 Street at Seventh Avenue and 55 East 34 Street (between Park and Madison Avenues). The 23rd Street office is open 24 hours a day and can be reached at 212.352.2600. Another option for same-day medical care is Manhattan's Physician Group, a walk-in clinic for non-emergency care, 21 East 22nd Street between Park Avenue and Broadway.

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.

COUNSELING

Licensed therapists and a psychiatrist provide short term psychotherapy for a variety of mental health issues. Students can call or stop by the office to set up an appointment.

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.

INSURANCE

Students are automatically enrolled in the SVA-sponsored sickness and accident insurance plan unless they have health insurance that can be used in the New York City area and do not wish to have the SVA-sponsored insurance. In these instances, students must complete the online waiver at www.sva.edu/uhp by the applicable deadline each academic year: October 4, 2012 for the fall semester and February 6, 2013 for the spring semester. Failure to complete this online form will result in automatic enrollment in the SVA plan at the current rate. There are no refunds of the Health Insurance Fee after the semester deadline date.

For questions about the insurance, please call 800.437.6448.

SUPPLY COSTS AND COURSE FEES

Students are expected to purchase the supplies required for all courses in which they enroll. A full-time student needs approximately \$1,050–\$3,150 a year for art supplies, although the figure may vary according to the student's major.

Film students should estimate an additional \$2,000 a year in their fourth year. Some courses carry lab and/or materials fees, which are noted in the undergraduate admissions catalog, graduate programs catalog and *Registration Book*.

SVA YEARBOOK

214 East 21 Street, lower level

Hours: Monday–Friday 9:00 AM–5:00 PM

Tel: 212.592.2315 Fax: 212.592.2086

E-mail: yearbook@sva.edu

The BFA Advertising and Graphic Design Department oversees the production of the SVA Yearbook. Any currently enrolled SVA student can sign up to work on the book. For more information on how to get involved with the Yearbook, contact the Yearbook Office.

TUITION AND BILLING INFORMATION

Office of Student Accounts

209 East 23 Street, 2nd floor

Hours: Monday–Friday 9:00 AM–5:00 PM

Tel: 212.592.2080 Fax: 212.592.2088

E-mail: studentaccounts@sva.edu

Tuition and fees should be paid to the Office of Student Accounts. Payments can be made online, via bank transfer, via mail or in person. A registered student's semester bill, including total payment due and due date, will be mailed at least 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 the director 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, and a minimum late fee of \$200 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 webpage.

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:

Undergraduate

- 0% if withdrawal occurs prior to the start of classes
- 10% if withdrawal occurs during the first and second week of the semester
- 50% if withdrawal occurs during the third and fourth week of the semester
- 75% if withdrawal occurs during the fifth through eighth week of the semester
- 100% if withdrawal occurs after the eighth week.

No refund will be made for withdrawal occurring after the eighth week of the semester.

Graduate

Fall and Spring

- 0 percent if withdrawal occurs prior to the start of classes
- 10 percent if withdrawal occurs during the first and second week of the semester
- 50 percent if withdrawal occurs during the third and fourth week of the semester
- 75 percent if withdrawal occurs during the fifth through eighth week of the semester
- 100 percent if withdrawal occurs after the eighth week

No refund will be made for withdrawal occurring after the eighth week of the semester.

Summer

Please note that the length of the summer program varies by department. This information is located on the webpage of each individual department.

Programs 12 weeks and over:

- 0 percent if withdrawal occurs prior to the start of classes
- 10 percent if withdrawal occurs during the first and second week of the semester
- 50 percent if withdrawal occurs during the third and fourth week of the semester
- 75 percent if withdrawal occurs during the fifth through eighth week of the semester
- 100 percent if withdrawal occurs after the eighth week

No refund will be made for withdrawal occurring after the eighth week of the program.

Programs 9-11 weeks:

- 0 percent if withdrawal occurs prior to the first day of class
- 25 percent if withdrawal occurs during first or second week of the program
- 50 percent if withdrawal occurs during the third and fourth week of the program
- 75 percent if withdrawal occurs during the fifth week of the program
- 100 percent if withdrawal occurs after the fifth week of the program

No refund will be made for withdrawal occurring after the fifth week of the program.

Programs up to and including 8 weeks:

- 0 percent if withdrawal occurs prior to the first day of class
- 25 percent if withdrawal occurs during the first week of the program
- 50 percent if the withdrawal occurs during the second week of the program
- 75 percent if the withdrawal occurs during the third week of the program
- 100 percent if the withdrawal occurs after the third week of the program

No refund will be made for withdrawal occurring after the third week of the program.

Important: The effective date of withdrawal is the date when the leave of absence or withdrawal form has been properly completed, signed and received by the student's academic advisor.

VASA (VISUAL ARTS STUDENT ASSOCIATION)

George Washington Residence
23 Lexington Avenue, mezzanine
Hours: Monday–Friday 9:30 AM–5:00 PM
Tel: 212.592.2130 Fax: 212.592.2086
E-mail: vasa@sva.edu

VASA is the student government at the School of Visual Arts and serves as the liaison between the student body, faculty and the administration. VASA organizes many on-campus events throughout the year, such as performances, competitions and social gatherings; as well as off-campus events including the SVA Halloween party and Senior Week. VASA is a great launching point on the path to getting involved.

The elected VASA officers for the 2012-2013 academic year are:

Justin Melillo, president
Chen Longo, vice president
Matthew Hoerl, treasurer

VASA CLUBS

By getting involved in VASA clubs, students can take an active role in the SVA community. Clubs vary depending on what students are interested in. They range from students interested exploring different types of food, to getting additional peer feedback on their artwork. All clubs are organized by students and are supported by the elected VASA officers and student staff. To find out more about VASA clubs, attend the *Club Fair* held at the beginning of the fall semester. Applications to start your own club are also available in the VASA Office.

VETERAN STUDENTS

205 East 23 Street, 1st floor
Hours: Monday–Friday 9:00 AM–4:00 PM
Tel: 212.592.2201 Fax: 212.592.2069
E-mail: veterans@sva.edu

The School of Visual Arts is approved for veteran training under several authorizations established by the federal government. Students enrolling under veterans' benefits must see the veterans' counselor in the Office of the Registrar 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 MAGAZINE (VO)

23 Lexington Avenue, mezzanine
 Hours: Monday–Friday, 9:30 AM–5:30 PM
 Tel: 212.592.2280 Fax: 212.592.2086
 E-mail: vo@sva.edu

Published six times a year, the Visual Opinion magazine is designed, operated and organized by SVA students under the advisement of a Student Affairs staff member. VO showcases SVA student artwork from all departments and covers a diverse set of visual narratives and themes; from the Postcard issue to the Grad issue at the end of the academic year.

For more information, or to submit work for publication consideration, contact the Visual Opinion office.

WRITING RESOURCE CENTER

133/141 West 21 Street, room 014C (lower level)
 Monday–Friday, 8:00 AM–10:00 PM
 Saturday, 10:00 AM–5:00 PM
 Tel: 212.592.2575
 E-mail: nfreidland@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 present for 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, www.writingresourcecenter.com.

WSVA RADIO STATION

214 East 21 Street, 7th floor
 Monday–Friday, 8:00 AM–10:00 PM
 Saturday, 10:00 AM–5:00 PM
 Tel: 212.592.2346
 E-mail: wsva@sva.edu

WSVA is the college radio station at the School of Visual Arts. 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, contact WSVA via phone or visit the office.

FACULTY INFORMATION

Attendance Rosters	35
Audio Visual Equipment	35
Change of Address	35
Classroom Procedures	35
Credentials for College Catalogs and Publications	35
Employing Students	35
Faculty and Staff Scholarship Fund	36
Grades	36
Independent Study	36
Intellectual Property Rights of Faculty	37
Lateness	37
Leave of Absence	37
Mailboxes	37
Making up a Class	37
Model Registry	37
Personnel Files	37
Reimbursement for Professional Meetings	37
Sabbaticals	38
Standards of Classroom Behavior	38
Syllabi	38

ATTENDANCE ROSTERS

The attendance rosters are an essential part of the College's records. They are retained by the Registrar's Office throughout the academic year, and many departments frequently refer back to them to verify the attendance of current and former students. They are also used to determine financial aid compliance during the annual audit. Thus, they are an integral component of the academic system at SVA. Faculty must return the rosters to the Registrar's Office with final grades at the end of the last class session.

Please call (212.592.2540) the Office of Academic Advisement if you have students on your roster who are accumulating an unacceptable number of absences. Excessive absences are often an indication that a student is experiencing difficulties and should be in contact with his or her academic advisor.

AUDIO VISUAL EQUIPMENT

The Audio Visual Services Office (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. Due to the high volume of requests, the AVS office does not normally confirm receipt of the request.

Requests can be made by phone, 212.592.2400 (select option #2); or by e-mail, av@sva.edu, and should include the faculty member's name and phone number, the course number, class day and time, and classroom number and location. The 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 delivery, pickup and technical assistance. Equipment available for classroom use includes: portable Macintosh computer presentation stations with supplied data projectors; standard 35mm slide projectors (in limited supply), overhead and opaque projectors; video playback carts complete with VHS (in limited supplies) and DVD players; portable stereos – compact disc

players with iPod dock or Ipod connection. Updated copies of equipment inventories are available from the individual audio visual areas, the academic departments and via e-mail.

CHANGE OF ADDRESS

The College should have on file the current address, e-mail 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, in academic department offices and the Human Resources Office. When completed, a copy of the form should be given to the appropriate academic department and the payroll supervisor. For more information, call 212.592.2654; or e-mail, vrobinson@sva.edu.

CLASSROOM PROCEDURES

Faculty members should begin classes promptly and record attendance accurately on the class rosters provided. 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

Brief, up-to-date outlines of faculty members' credentials are used for College catalogs, publications and evaluations by state, regional and federal agencies. These "bios," unlike the standard resume, must be succinct, yet include all educational credentials and accurate, pertinent professional information. Faculty members should notify their department office of any additions or changes in their bios.

EMPLOYING STUDENTS CAREER DEVELOPMENT OFFICE

136 West 21 Street, 6th floor
Monday–Friday, 9:00 AM–5:00 PM
Tel: 212.592.2370 Fax: 212.206.6434
E-mail: cd@sva.edu

The Office of Career Development staff is available to assist faculty members in filling vacancies at their studios or businesses. Faculty members who receive

direct requests from employers for student referrals should contact the Office of Career Development with their recommendations. In this way, any illegal or unethical issues can be avoided.

In the event faculty members 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 the Office of 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 the U.S. Citizenship and Immigration Services as well as the 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 Faculty and Staff Scholarship Fund welcomes all contributions from faculty and staff. Tax-deductible donations can be made through payroll deductions or as an annual gift. A faculty and staff committee reviews student applications and determines recipients. These grants, based on artistic merit and financial need, are made annually. For more information contact The Visual Arts Foundation at 212.592.2227.

GRADES

Grades are due at the end of each semester by the date indicated on the grading sheet. Grade Drop Boxes are available on the 8th floor of the 380 Second Avenue building, 1st floor of the 133/141 West 21 Street building, 1st floor of the 214 East 21 Street building or the Registrar's Office at 205 East 23 Street. Grades can also be entered via WebAdvisor located on MySVA (my.sva.edu).

Every student on the grading sheet must receive a grade even if he or she never attended. Faculty will be contacted if a student does not have a grade recorded.

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. 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.

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, the Registrar's Office should be notified by phone, 212.592.2200; or e-mail, registrar@sva.edu.

LEAVE OF ABSENCE

Faculty members who wish to take a leave of absence should speak to their department chair to make the necessary arrangements.

MAILBOXES

Faculty mailboxes are located in the Registrar's Office, 205 East 23 Street, 1st floor; near individual departmental offices at; 380 Second Avenue, 8th floor; and 133/141 West 21 Street, ground floor. Class rosters, faculty mail, College notices, messages and other matters of importance are placed in these mailboxes. Faculty should check with the roster coordinator in the Registrar's Office to ascertain the location of their mailbox.

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 and the appropriate academic department.

MODEL REGISTRY

132 West 21 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

E-mail: modelregistry@sva.edu

The Model Registry Office offers a diverse group of figure, costume, and fashion models to meet the needs of faculty and students. Please call or e-mail for more information on the policies and procedures of the Model Registry, or to arrange a model for a class. All model assignments are arranged through the Model Registry office. Faculty should contact the office as far in advance as possible and at least one week prior to the desired date to arrange for model assignments. Faculty members are welcome to contact the Model Registry Office to set up an appointment to view the model database. Faculty should contact their department for the model allotment for their class.

PERSONNEL FILES

Faculty members must have a valid I-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.

REIMBURSEMENT FOR PROFESSIONAL MEETINGS

Faculty members who are presenting papers or sitting as committee 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 at least six months prior to the beginning of the proposed sabbatical. 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 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 major department chair, should be informed as soon as possible.

SYLLABI

Every member of the faculty must prepare a course 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 creation and distribution of course syllabi is mandated by the New York State Department of Education. Each syllabus must contain the following elements:

- Instructor's name and contact information
- Course title and course description, as it appears in the *Registration Book*
- A statement of course and learning objectives
- Instructor's attendance policy
- A list of major assignments and their due dates
- The method by which students' final course grade will be calculated

Campus News	40
Campus Transportation	40
CAVA-SVA's Computer Store	40
College Closings – Unscheduled	40
Development and Alumni Affairs	41
Digital Imaging Center (DIC)	41
Emergency Medical Facilities	43
Emergency Preparedness and Notification	43
Emergency Procedures on Campus	43
Fire Drills	44
Guest Artist Exhibitions	44
Holidays	45
Identification Cards	45
Libraries	46
Lockers	50
Lost and Found	51
MySVA	51
Parking	51
Personal Property	51
Photographs and Tape Recordings	51
Tours of Campus Facilities and Classrooms	51
Visitors	52
Visual Arts Press, Ltd.	52

CAMPUS NEWS

Matters of general interest and importance are posted on bulletin boards located in prominent places throughout College buildings. Departments maintain display areas and bulletin boards for information and work relevant to their students and faculty. The Visual Arts Library bulletin board highlights new acquisitions, special collections and exhibitions of particular interest to students.

Several SVA buildings on both the East Side and West Side have computer information screens, generally located near the security stations that continuously display upcoming events on campus.

SVA Close Up is the College's blog, featuring daily posts about alumni, faculty and student projects, events, exhibitions, honors and accomplishments. The *SVA Briefs* e-newsletter is sent via e-mail every Friday afternoon to faculty, staff and students. It is also accessible on SVA's Web site at www.sva.edu.

CAMPUS TRANSPORTATION

The SVA Shuttle bus operates between the east and west side campus buildings every hour. The first run begins at 8:25am. For the most up-to-date route and schedule, please visit www.sva.edu/shuttlebus or email studentaffairs@sva.edu.

CAVA—SVA'S COMPUTER STORE

207 East 23 Street
New York, NY 10010
Tel: 212.592.2900 Fax: 212.592.2914
Hours: Monday–Friday, 11:00 AM–7:00 PM
E-mail: cava@sva.edu
Website: www.sva.edu/cava

Having exclusively served the SVA community for over 10 years, CAVA (COMPUTERS AT VISUAL ARTS) provides computer hardware, software, peripherals and related equipment including scanners, printers, cameras, TVs, bags and other accessories at specially discounted prices.

CAVA also offers Apple gurus who can technically consult and provide tutorial services and can help you choose the hardware and software bundle that best meet your needs.

CAVA is also your one stop shop for all College swag! Get your SVA Logo products here; wear your school with pride.

COLLEGE CLOSINGS—UNSCHEDULED

During the winter months, it is sometimes necessary for the College to suspend classes temporarily on short notice. Severe weather can create hazardous travel conditions throughout the region that make it difficult or impossible for members of the SVA community to get to and from the campus safely. 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, Metro North, Long Island Railroad and New Jersey 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 one day at a time.

Be Prepared

Because it can be difficult to predict the severity of a storm even 24 hours before it hits, SVA may make the determination to close the College just a few hours in advance of the closing. This is one of the many good reasons to sign up for SVAAlert, the College's electronic notification system. It takes just a moment to register at <https://my.sva.edu>. Once you are registered, you will be contacted via phone, e-mail and/or text message in the event SVA closes due to weather. Periodically log in and check your information to be sure it is current. Note that only current students, faculty and administrative staff have access to SVAAlert.

Stay Informed

To find out if SVA is closing:

- Check SVA's Web site, www.sva.edu
- Call SVA's main phone number, 212.592.2000
- Tune in to television and radio news:
Channels 1, 2, 4, 5 and 11 and WCBS 880 AM

All of the above are reliable sources of information after 6 AM on the day severe weather hits.

DEVELOPMENT AND ALUMNI AFFAIRS

136 West 21 Street, 6th floor
Hours: Monday–Friday 9:00 AM–5:00 PM
Tel: 212.592.2300 Fax: 212.929.0325
E-mail: alumi@sva.edu
Website: www.sva.edu/alumni

The Office of Development and Alumni Affairs 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: student and alumni networking events, Distinguished Alumni Lecture series, and free admission with student ID to MoMA, PS1 and the Whitney Museum of American Art.

The office also houses The Alumni Society of the School of Visual Arts, an independent non-profit 501(c)(3) corporation, which exists to raise funds for student scholarships. Alumni Scholarship Awards are

given primarily to fourth-year undergraduates and final year graduate students to aid in the completion of their final thesis/portfolio project. Please visit www.sva.edu/alumnisociety for a complete listing of scholarships and information on how to apply.

DIGITAL IMAGING CENTER (DIC)

209 East 23 Street, room 5a
Hours: Monday–Friday, 8:30 AM–12:30 AM
Saturday, 10:00 AM–9:30 PM
Sunday, 12:00 NOON–9:30 PM
Tel: 212.592.2150 Fax: 212.592.2024
E-mail: dic@sva.edu

The Digital Imaging Center is a treasury of technological resources assembled in one location, serving full-time, matriculated undergraduate students majoring in advertising and graphic design as well as students registered in classes held in the DIC.

THE DIC SIXTH FLOOR MEDIA WORKSHOP

209 East 23 Street, 6th floor, room 602
Hours: Monday–Friday, 8:30 AM–12:30 PM
Saturday, 10:00 AM–9:30 PM
Sunday, 12:00 NOON–9:30 PM
Tel: 212.592.2152 Fax: 212.592.2024
E-mail: dic@sva.edu

Part of the creative process is the final output and execution of work. The industry-standard printers and copiers of the DIC provide the electronic and manual tools to bring projects to life.

The DIC 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 the summer Lab fee in order to use the Lab during the summer.

All currently enrolled SVA students must have a valid SVA Student ID Card with current stickers to enter all of SVA's buildings. A DIC sticker is also required upon

entering the Digital Imaging Center. Students may obtain an ID card/stickers at the Registrar's office, located at 209 E. 23rd Street. Students should get their ID as soon as possible. The Security Guards on duty may ask to see your ID at any time and may not let you in the buildings if you cannot provide a valid SVA ID. Keep your SVA ID card with you at all times!

DIC Lab Rules

Following Lab rules ensures a healthy, safe and productive environment for all of SVA's students, faculty and staff.

- Food and drinks are not permitted on computer desks at any time including bottled water.
- 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 in accordance with New York State law anywhere in the building. This includes the stairwells and bathrooms. Students must go outside 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. Please note you can 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. Back up early and back up often. 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.

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 and valid form of identification.

EMERGENCY MEDICAL FACILITIES/ URGENT CARE NEAR THE COLLEGE

East Side

- Bellevue Hospital Center, 26 Street and First Avenue
- Beth Israel Medical Center, 16 Street and First Avenue
- Beth Israel Medical Group, a walk-in clinic for non-emergency care, 34 Street between Park and Madison Avenues
- Manhattan's Physician Group, a walk-in clinic for non-emergency care, 21 East 22 Street between Park Avenue and Broadway
- NYU Langone Medical Center, First Avenue between 32 and 33 Streets
- NYU Dental Clinic, 25 Street and First Avenue

West Side

- Beth Israel Medical Group, a walk-in clinic for non-emergency care, 23 Street and Seventh Avenue
- LIJ Medical Group, a walk-in clinic for non-emergency care, 20 Street between Sixth and Seventh Avenues

EMERGENCY PREPAREDNESS AND NOTIFICATION

SVA has a standing committee comprised of officials from various offices at the College that is dedicated to ensuring the health and safety of the SVA community and the continuity and/or recovery of critical operations in an emergency. The committee meets regularly to review, allocate and coordinate resources; seek guidance from the New York Police Department, New York City Office of Emergency Management and other local authorities; and put in place written response plans. SVA transmits critical information to the College community using the following methods:

- www.sva.edu—Emergency notices, including unscheduled closings and facilities evacuations, are posted to the College's Web site. Status updates will be 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 primary published telephone number.

- All Concerned e-mail—Bulk e-mail messages directed to current students, faculty and administrative staff at their SVA e-mail addresses are used to provide more detailed information in an emergency.
- SVAAlert—SVA has contracted with Blackboard Connect to provide an electronic notification system that allows members of the campus community to receive messages directly to a designated cell phone (as text or voice message), e-mail address and/or land-line phone. Registration for SVAAlert is available to current students, faculty and administrative staff 24 hours a day, 7 days a week through MySVA, the College's Intranet.
- In the event that either the College's Web site or the main telephone line are temporarily out of service, the College community will be directed to an alternate web site and telephone number via All Concerned e-mail and SVAAlert.

In addition to the methods listed above, 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, you should **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?
- Who are you? (your name)

Do not hang up until 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 the Office of 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.

- 10th Street Residence 212.592.2768
- 132/136 West 21 Street 212.592.2754
- 133/141 West 21 Street 212.592.2581
- 209 East 23 Street 212.592.2001
- 214 East 21 Street 212.592.2320
- 380 Second Avenue 212.592.2602
- 335 West 16 Street 212.592.2741
- George Washington Residence 212.592.2248
- Gramercy Women's Residence 212.592.2278
- Ludlow Residence 212.592.2713
- New Residence 212.592.2441
- SVA Theatre 212.592.2025
- Security Command Center,
209 East 23 Street, 212.592.2025
(24 hours a day)

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.

GUEST ARTIST EXHIBITIONS

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 Willem de Kooning, Sol Lewitt, Roy Lichtenstein, Robert Motherwell, Robert Rauschenberg, Saul Steinberg, Mark Di Suvero, Cy Twombly 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.

The latest honoree in the series is James McMullan. After working with Milton Glaser and Seymour Chwast at the legendary design firm Push Pin Studios in the 1960s, McMullan was part of the core group of artists at New York magazine who contributed to the publication's singular graphic personality when it launched. McMullan went on to create the posters for over 40 landmark productions at Lincoln Center Theater and illustrate numerous book jackets and children's books. After decades teaching drawing, he continues to inspire through his popular column, Line By Line, which appears in the New York Times online.

Exhibitions at SVA are also meant to engage students in understanding art-making in varied contexts as it occurs today. For instance, *Life & Death*, an exhibition of new and seldom-seen classic works of video art engaging notions of life and death, that will be presented at the Visual Arts Gallery in late October of this year. Curated by David A. Ross, chair of the MFA Art Practice Department, "Life & Death" will include major video works by Dara Birnbaum, Peter Campus, Frank Gillette and Bill Viola. Ross, who was formerly director of the San Francisco Museum of Modern Art, the Whitney Museum of American Art and the Institute of Contemporary Art in Boston, started his museum career in 1971 at the Everson Museum of Art where he was the world's first curator of video art.

SVA Gallery

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

SVA Westside Gallery

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

Visual Arts Gallery

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

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

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 sticker and can be replaced, if lost, by first paying a \$20 replacement fee to the Office of Student Accounts, 209 East 23 Street, 2nd floor.

The Registrar's Office is located at 205 East 23 Street, 1st floor; tel: 212.592.2200. Hours: Monday–Thursday, 9:00 AM–7:00 PM; Friday, 9:00 AM–5:00 PM.

LIBRARIES

THE VISUAL ARTS LIBRARY

380 Second Avenue, 2nd floor

Tel: 212.592.2660 Fax: 212.592.2655

E-mail: library@sva.edu

Website: www.sva.edu/library

Library Hours

Fall and Spring Semesters:

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

Intersession: Monday–Friday, 9:00 AM–6:00 PM

May: Monday–Friday, 9:00 AM–7:00 PM

June–August: Monday–Thursday,
9:00 AM–7:00 PM; Friday, 9:00 AM–4:00 PM

The Library is closed on major holidays.

Of all the excellent libraries in New York City, only the Visual Arts Library has a collection designed to support the creative research, work and academic needs of students, faculty and alumni of the School of Visual Arts. The Visual Arts Library, which is particularly rich in the areas of art and design, also offers a diverse collection in the humanities and social sciences. In addition to the collection of over 80,000 books and 460 current periodical titles, there are extensive collections of other materials, including DVDs/videos games, comic books, film scripts, pictures, and digital images.

Most library materials can be searched using VISION, SVA's online library catalog (<http://vision.schoolofvisualarts.edu>). The Visual Arts Library staff is proud to be at the heart of SVA's academic life and is committed to helping students, faculty and alumni make the most of the resources offered.

Reference Services

The Visual Arts Library offers the expertise of professional art librarians to provide assistance with research or other related academic matters. Please visit the reference desk for help with VISION, online resources and any services available in the library. See the library's website on how to contact a librarian by phone or e-mail.

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 such introductory courses as art, photography, film and animation history 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.

Using the Library and Finding Materials

VISION—the online library catalog, <http://vision.schoolofvisualarts.edu> allows patrons to search for desired books, DVDs/videos, periodicals and other special collection items. Records give the location of items within the collection, and also indicate whether an item has been checked out by a patron.

Electronic Resources

The Visual Arts Library subscribes to more than thirty online indexes and databases. These include periodical indexes that allow users to search for magazine and journal articles owned by the library and to access full-text information from over 13,500 periodicals not found in the library's physical collection. Other resources include image databases and online encyclopedias. See the library website at www.sva.edu/library for specifics of each index or database.

A sample of indexes and databases:

- Art Full Text & Retrospective
- Art Bibliographies Modern
- ARTstor via the Visual Arts Foundation
- AP Images
- Design and Applied Arts Index
- Oxford Art Online
- Ebsco Academic Search Elite
- JSTOR

The Visual Resources Collection

The Visual Resources Collection (VRC) currently offers 50,000 digital images of art historical and architectural significance available to faculty and students through our in-house database (MDID) which can be accessed from the Library tab on MySVA (<https://my.sva.edu>). The Visual Resources staff is available weekdays to provide training for research, access, and presentation of digital images using our collection database, as well as for ARTstor which is available through the Library's Electronic Resources page. The VRC also maintains a collection of over 150,000 35mm transparencies covering most areas of visual arts and art history.

Visual Resources Collection Hours

Students: Monday–Friday, 9:00 AM–4:30 PM

Faculty: all regular library hours

For more information, please call 212-592-2666.

Picture Collection

The picture collection contains more than 150,000 current and historical images clipped from magazines and books. The images are organized alphabetically by subject and are continually updated. A patron may borrow up to 50 pictures at one time. Files of Artists' works are also available.

The Milton Glaser Design Study Center and Archives/School of Visual Arts Archives

The Glaser Archives is 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. The Archives holds the work of Milton Glaser, Ivan Chermayeff & Tom Geismar, Henry Wolf, George Tscherny, Tony Palladino, Steven Heller, Heinz Edelmann, Seymour Chwast, James McMullan, Ed McCabe, and others. Among the media held by the Archives are posters, works of art on paper, printed samples and ephemera, photographs, audio and videotapes, publications, slides, and personal papers.

The School of Visual Arts Archives serves as the final repository for the historical records of SVA and serves to document the College's rich history. The Archives are open to students but visits must be scheduled in advance by calling 212.592.2636 or e-mailing bkleber@visualartsfoundation.org. Check our websites for more information and collection samples:

- www.glaserarchives.org
- www.svaarchives.org

Computers, Copiers and Printers

There is WI-FI accessibility throughout the Library.

The Library also maintains an iMac computer lab as a service to SVA students, faculty, alumni and staff. The computer lab functions to facilitate general SVA coursework. Therefore its computers variously run Microsoft Office, Adobe Design Premium, and Final Cut Studio. All Library computers are Internet accessible and all are equipped with USB/Firewire ports and Bluetooth (cables are not provided). Tabloid and flatbed/slide scanners are also available. WACOM tablets and MacBooks may be borrowed for use in the Library.

Black and white printing is offered free of charge. Black and white copies are 10 cents per copy. Color printing and color copies are 75 cents per copy.

Please refer to the Writing Resource Center (141 West 21st Street; 212.592.2575) for more word processing computers and the Digital Imaging Center (209 East 23rd Street, 6th floor; 212.592.2152) for additional copy/print facilities.

Metro Passes Since the library is a member of the Metropolitan New York Library Council, reference librarians at SVA may issue METRO Referral Cards to patrons, allowing limited access to libraries otherwise closed to the public.

Research Tools The Research Tools section of the library website links to numerous resources including tutorials on website evaluation, plagiarism and copyright. Information about citation formats, research methods, primary vs. secondary sources and other topics is available as well.

Library Policies The following is an overview of some of the policies in effect at the Visual Arts Library. For a complete listing see our website (www.sva.edu/library).

The Visual Arts 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. Alumni must present their alumni card and a valid photo ID. Continuing Education students must present their course registration and valid photo ID.

Loan periods vary, depending on the type of circulating material: books, 21 days; videos, 7 days; circulating books may be renewed once. See our website or ask at the circulation desk for information on other materials.

Reserve materials are items (books, photocopies, media, slides) 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 designated materials that do not leave the library such as reserves, reference books, periodicals and rare books deemed too valuable to be circulated. Please see our website for a complete list.

Overdue Fines Fines vary by type of material.

The following are examples of fines; see website for a complete list.

- Circulating books: 20 cents per day; \$10 maximum.
- Circulating media: \$1 per day; \$10 per maximum.
- Reserve books: \$1 per hour; \$50 maximum.

If outstanding fines are not paid, these sanctions may apply:

- Loss of the right to check out additional materials.
- Inability to register for classes or graduate.
- Transcripts may be held.

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

NEW YORK CITY LIBRARY LISTING

Ask the reference librarian for information about access to the following libraries or collections in the area. METRO passes are needed for entrance to some academic libraries.

NYC PUBLIC LIBRARY LISTING

A New York Public Library (NYPL) card can be obtained from any branch.

Art and Architecture Collection

Fifth Avenue and 42 Street, room 300
Tel: 212.930.0835
www.nypl.org/locations/schwarzman/art-architecture-collection

NYPL Branch Libraries: Circulating

Mid-Manhattan Library

455 Fifth Avenue at 40 Street
Tel: 212.340.0833
Art collection: 212.340.0871
Picture collection: 212.340.0878
www.nypl.org/locations/mid-manhattan-library

Epiphany Branch Library

(between Second and Third Avenues)
228 East 23 Street
Tel: 212.697.2645

NYPL for the Performing Arts

40 Lincoln Center Plaza at 64 Street
Tel: 212.870.1630
www.nypl.org/locations/lpa

NYPL Research Divisions: Noncirculating

Schomburg Center for Research in Black Culture

515 Malcolm X Boulevard at 136 Street
Tel: 212.491.2200
www.nypl.org/locations/schomburg

Science, Industry, and Business Library

188 Madison Avenue at 40 Street
Tel: 212.592.7000
www.nypl.org/locations/sibl

Stephen A. Schwarzman Building

Fifth Avenue and 42 Street
Tel: 917-ASK-NYPL
www.nypl.org/locations/schwarzman

OTHER NYC LIBRARIES

Anthology Film Archives

32 Second Avenue at Second Street
Tel: 212.505.5181
www.anthologyfilmarchives.org

Cooper-Hewitt, National Design Museum Library

2 East 91 Street
Tel: 212.849.8400
www.cooperhewitt.org/collections/library

Foundation Center

79 Fifth Avenue at 16 Street
Tel: 212.620.4230
www.foundationcenter.org/newyork/

International Center of Photography Library

1114 Avenue of the Americas at 43 Street
Tel: 212.857.0004
www.icp.org/research-center/library

The Metropolitan Museum of Art Libraries

Thomas J. Watson Library
1000 Fifth Avenue at 81 Street
Tel: 212.650.2225
<http://libmma.org/portal/>

Robert Goldwater Library for the Arts of Africa,
Oceania and the Americas
1000 Fifth Avenue at 81 Street
Tel: 212.570.3707
<http://libmma.org/portal/>

Museum of Modern Art Libraries

11 West 53 Street
Tel: 212.708.9433
<http://www.moma.org/learn/resources/library/>

Drawings Study Center

11 West 53 Street
dsc@moma.org

Film Study Center

11 West 53 Street
Tel: 212.708.9433
<http://www.moma.org/learn/resources/filmstudycenter>

Photography Study Center

11 West 53 Street, Manhattan
45-20 33 Street, Long Island City, Queens
Tel: 212.708.9626
psc@moma.org

New York Historical Society Library

170 Central Park West at 77 Street, 2nd floor
Tel: 212.873.3400, x225 and 226
www.nyhistory.org/library

LOCKERS

Locker space is provided for current SVA students in two buildings: 214 East 21st Street, lower level, 3rd, 4th and 7th floors; and 133/141 West 21 Street, lower level. In addition, some departments have locker space for their students.

Students and staff who need to use a locker in the 214 East 21 Street building should contact the Photo Cage on the 6th floor. Students and staff who would like to use a locker in the 133/144 West 21st Street buildings should e-mail activities@sva.edu with their name, ID number, major or department, phone number and locker number. Student and staff locker registration must be completed between September 10th, 2012 and September 28th, 2012.

Students who do not register their lockers will have their lock clipped, locker contents removed and all rights to that locker forfeited. Any tampering with or removal of locks should be immediately reported to SVA Security and the Office of Student Affairs.

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

A lost and found is maintained in the Office of Student Affairs at the George Washington Residence, 23 Lexington Avenue, mezzanine level; tel: 212.592.2214; e-mail: studentaffairs@sva.edu.

MYSVA

MySVA is the School of Visual Arts' online portal, keeping students connected to the SVA campus 24 hours a day, seven days a week. Features of the system include:

- Individual @sva.edu e-mail accounts
- Online access to grades, transcripts, schedules and up-to-the-minute registration information through WebAdvisor
- Downloadable forms and information from most SVA offices, including the Office of Financial Aid, the Registrar, the Office of Career Development and the Visual Arts Library
- Campus news, announcements, event and exhibition information

SVA automatically provides each student with a free MySVA e-mail account and access to the system. The account is created when the student first registers for classes. He or she may then log in to MySVA by going to <http://my.sva.edu> and entering his or her user name and password. If the student does not know the user name, he or she should click on the "Not sure what your user name is?" link to find out. The first time the student logs on, the password is the student's ID number. For additional help, e-mail mysva@sva.edu or call 212.592.2200. MySVA is available 24 hours a day, seven days a week from any computer with Internet access.

Note: Because MySVA is a feature-rich, customized system, access over a high-speed connection is recommended. Users who try to log in to MySVA on a dial-up modem connection may not be able to use the system successfully. Your computer must also be running a properly updated browser: PC users are encouraged to use Internet Explorer 8, Firefox 11.0 or Chrome 18.0. Mac users should use Safari 5.13 or Chrome 18.0.1.

PARKING

The College makes no provision for parking, which is both difficult and expensive in Manhattan. All members of the College community should make their own arrangements with garages or lots in the immediate area of the College.

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 TAPE 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 taping is allowed unless permission is granted by the faculty or staff member in charge.

TOURS OF CAMPUS FACILITIES AND CLASSROOMS

The Office of Admissions conducts tours of SVA facilities during class hours on a regular basis. Tour schedules are available online at www.sva.edu/visit. SVA Student Ambassadors assigned by the Office of Admissions will accompany all tours. Campus tours are an effective and necessary component of recruitment. The College apologizes for any inconvenience these tours may cause.

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 the SVA Security Department. Guest passes take 24 hours to process.

The Registrar's Office should be informed beforehand of any invited guests so that the appropriate building security guard has the guest's name, the date and approximate time of arrival on campus.

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.

The most visible and highly regarded creations from the press throughout the past 50 years are the SVA 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, Paul Davis, Louise Fili, Milton Glaser, Marvin Mattleson, James McMullan, Jerry Moriarty, Tony Palladino, Paula Scher, George Tscherny and Robert Weaver.

The Visual Arts Press offers several design internships each year. Student interns are selected based on qualifications and a portfolio review. Please contact the Director of Design and Digital Media, Michael Walsh, for more information (mjwalsh@sva.edu).

Alcohol and Drug Policy	54
Smoking Regulations	55
Assault, including Sexual Assault, Domestic Violence and Stalking	56
Discrimination and Harassment Including Sexual Discrimination and Harassment	56
Grievance Procedures	57
Differences Between College Procedures and Civil and Criminal Procedures	58
Disruptive and Disturbing Student Behavior	58
Student Code of Conduct	59
Sexual Relationships Between Faculty and Students	63
Building Security Procedures	64
Damages	64
Equal Employment Opportunity Policy	64
Hazardous and/or Dangerous Materials Policy	64
Family Education Rights and Privacy Act (FERPA)	65
Internet Policies and Procedures/ SVA Electronic Communications	68
Facilities Maintenance and Repair Procedures	69
Missing Student Policy and Procedure	69
Plagiarism	70

ALCOHOL AND DRUG POLICY

The School of Visual Arts expects all members of the College community to assist in maintaining a drug-free environment. The possession, unlawful manufacture, distribution, dispensing or use of a controlled substance (illicit drugs, alcohol, etc.) or being under its influence on College premises, including residence halls, is prohibited and grounds for administrative action.

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.

Students cannot drink or possess alcoholic beverages of any kind on SVA property including the residence halls. Functions for the College, including graduate programs, where alcoholic beverages are served require pre-approval of the Provost or his designee.

Possible Disciplinary Sanctions And Penalties

Any employee or student found to be in violation of this policy will be subject to sanctions, including, but not limited to, mandatory referral for counseling and/or treatment, and termination of employment or enrollment. For a list of specific disciplinary consequences for students that violate this policy, see "Student Code of Conduct Sanctions", p. 62.

Possible Legal Sanctions And Penalties

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and mandatory community service.

The Federal Controlled Substances Act, 21 U.S.C. 844, et seq., provides penalties of up to 15 years imprisonment and fines up to \$25,000 for unlawful distribution or possession of a controlled substance. Notably, any person found to have unlawfully distributed such substances to a person under 21 may be punished by up to twice the term of imprisonment and twice the fines. The same applies to distribution of drugs in or within 1,000 feet of a college or school.

Federal penalties and sanctions for illegal drug possession of a controlled substance include but are not limited, to the following:

- First conviction: Up to one-year imprisonment and a fine of at least \$1,000.
 - After one prior drug conviction: At least 15 days in prison, and a fine of at least \$2,500.
 - After two or more prior drug convictions: At least 90 days in prison, and a fine of at least \$5,000.
- Federal trafficking penalties range from 5 years to life in prison, and fines of up to \$5 million. For a schedule of penalties, see <http://www.justice.gov/dea/agency/penalties.pdf>.

Additional penalties may apply under various New York State drug and alcohol laws. With respect to penalties, the New York State Penal Law defines a misdemeanor as a crime punishable by imprisonment for more than 15 days but no more than one year. A felony is a crime punishable by imprisonment for more than one year. Felonies carry varying degrees of minimum and maximum sentences. Class A felonies carry the longest jail sentences, while class E felonies carry the shortest. Below are some of the sanctions provided for by the Penal Law.

- Sale of a controlled substance on or near school grounds, or to a person less than 21 years of age is a Class B felony.
- Possession of a hypodermic instrument without a doctor's prescription is a Class A misdemeanor.
- Injection of another person with a narcotic drug, with consent of that person is a Class E felony.
- The Penal Law bans possession or sale of drug paraphernalia—a wide category of items that are considered commercial drug preparation materials. Such possession is a Class A misdemeanor.

New York law also addresses the illegal sale or possession of alcohol. Below is a list of some offenses and penalties.

- Procuring alcohol for a person under the age of 21 carries a penalty of up to five days imprisonment and a \$200 fine.
- Driving while intoxicated (by either drugs or alcohol) is a misdemeanor punishable by up to a year imprisonment and a fine of up to \$1000.
- "Driving While Ability Impaired" by alcohol (based on one's blood alcohol content level) is punishable by up

to 15 days imprisonment and a fine of up to \$500, as well as a 90 day license revocation for a first offense.

- Possession of alcohol by persons under 21 carries a \$50 fine per offense.
- Any person who sells alcoholic beverages or unlawfully assists an intoxicated person to procure alcoholic beverages is liable for any damages caused by that person while under the influence.
- It is in violation of state law for a person under the age of 21 years to present false evidence of age to procure alcoholic beverages. The penalty may include probation up to a year and a fine of up to \$200.

The above lists include 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.

Health Risks Associated With AOD Abuse

Even "recreational" drug use or "social" drinking may be toxic to your body. Further, if abused, drugs and alcohol can have catastrophic consequences on your health, including damage to the heart, lungs, brain, liver, gastrointestinal track, and other major organs and systems. Alcohol-related accidents are the number one cause of death among people ages 15 to 24, while highly potent drugs such as crack cocaine can be fatal even upon a first, experimental use.

The College is well aware that substance abuse is one of the most pervasive medical and social problems of our time and will make every effort to treat a student or employee's problem with confidentiality and compassion. However, the mission of the College requires a drug-free environment and all appropriate measures will be taken to ensure that it remains so. The College encourages individuals with alcohol or other drug-related problems to seek assistance.

Students seeking assistance are encouraged to speak with a staff member at the College's Student Health and Counseling Services (23 Lexington Avenue, room 302, 212.592.2246, M-F 9-5) for support. Short term confidential services are provided free of charge.

Referrals to community based clinicians and treatment organizations can also be provided. Community based resources include:

- Alcoholics Anonymous
www.aa.org, 212.870.3400
- Alcoholics Anonymous of New York
www.nyintergroup.org, 212.647.1680
- Narcotics Anonymous
www.na.org, 212.929.6262
- The Addiction Institute of New York
www.addictioninstitute.ny.org, 212.523.6491

SMOKING REGULATIONS

The School of Visual Arts prohibits smoking in any part of its buildings, including private offices, private rooms, hallways and all residence halls.

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 his or her rights under this policy. Any person who feels he or she has 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, shall 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 the Office of Student Affairs, (tel: 212.592.2214; e-mail: studentaffairs@sva.edu) or the Office of Human Resources, (tel: 212.592.2645; e-mail: hr@sva.edu).

ASSAULT, INCLUDING SEXUAL ASSAULT, DOMESTIC VIOLENCE AND STALKING

The safety and well-being of every member of the College is of primary importance. If any student or member of the faculty or staff is assaulted on College property or is a victim of domestic violence or stalking, the College provides resources to help.

There are multiple avenues for reporting instances of sexual assault, domestic violence or stalking. For those occurring on campus, the individual should report the incident to the nearest security officer. The security officer will immediately notify his or her supervisor and the Director of Student Affairs or her designee. The Associate Director of Student Health and Counseling Services will also be notified. If medical services are warranted, 911 will be called. If not, the individual will be made aware of options such as filing a report with the New York City Police Department and/or being relocated to a safe space.

An SVA staff member will be available to accompany the individual to the appropriate police department office to file a formal complaint. Every possible effort will be made to preserve confidentiality and to protect the rights of all involved. In addition, the New York City Police Department has a sex crimes unit, which can be reached at 212.374.5076 for information about reporting sex crimes.

Support Resources for Students

Support systems are in place to help any student who feels he or she is a victim of sexual assault, domestic violence or stalking. Student Health and Counseling Services can offer referral services and counseling if necessary. The Office of Student Affairs also offers programming in the fall and spring semester for incoming and returning students in order to educate the student population on prevention, the current laws, and the College's policy.

DISCRIMINATION AND HARASSMENT, INCLUDING SEXUAL DISCRIMINATION AND HARASSMENT

The School of Visual Arts does not discriminate on the basis of gender, race, color, creed, disability, age, sexual orientation, marital status, national origin or other legally protected status, and 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 (including sexual discrimination and harassment) will be subject to appropriate disciplinary action, including immediate expulsion from the College or termination of employment.

Harassment based on someone's race, ethnicity, age, religion, sexual orientation or other legally protected characteristic is also strictly prohibited and shall be subject to the same disciplinary standards and procedures as sexual harassment.

Sexual harassment is defined as words or actions of a sexual nature that have the intent or effect of interfering with an individual's educational or work performance or creating an intimidating, hostile or offensive environment. Specifically, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment whenever:

- Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in any college activity.
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting that individual.
- Such conduct has the purpose or effect of interfering with an individual's performance by creating an intimidating, hostile or offensive environment.

Sexual violence including rape, assault, sexual battery and sexual coercion, is a form of sexual harassment under Title IX and refers to physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent due to his or her use of drugs, alcohol or physical or mental disabilities.

Support Resources

Support systems and grievance procedures are in place to help anyone who feels he or she has been discriminated against or harassed. Since discrimination and sexual harassment can take many forms and occur in a wide range of settings and behaviors, individuals may feel uncertain whether or not an experience is harassment or discrimination. Nonetheless, anyone who feels he or she may be the victim of harassment or discrimination by a member of the SVA community should take immediate action. The individual may choose to speak directly with the alleged offender. In many cases, this approach can be the most effective way of confronting harassment or bias. Ambiguous behavior or words can be clarified, misunderstandings addressed and the injured party's feelings made clear. The individual may also have to address the conduct through other avenues which follow.

Frank Agosta, Director of Human Resources, is SVA's Title IX Coordinator. He works closely with the Director of Student Affairs. Together, they oversee the counseling and investigation of all matters, issues and problems relating to allegations of harassment and discrimination involving students. In each case, every effort will be made to preserve confidentiality and to protect the rights of all involved.

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. The Title IX Coordinator's office is on the 8th floor of the 380 Second Avenue building. He may be reached at 212.592.2812 or titleix@sva.edu.

If faculty or staff members have questions regarding procedures or any other matter that may be relevant to Title IX issues, the Title IX coordinator should be contacted.

Members of the SVA community who meet with the Title IX Coordinator, Director of Student Affairs, or another member of the support system may:

- Bring a friend, advisor or someone they trust to the meeting.
- Discuss the experience or situation without naming the person they feel is harassing them. However, in such an instance, no action or inquiry into a specific complaint can be made, and in such circumstances remedial action may be impossible.
- Ask any questions about making a formal complaint or what is involved in a hearing.
- Decline to make a formal complaint.
- Decide to give permission with a written request that a formal complaint be brought before the grievance committee.

The procedures for bringing formal or informal complaints are fully outlined in the Student Code of Conduct section. Any attempt by anyone to penalize or retaliate against an individual who files a complaint will be treated as a separate violation, which should be reported immediately.

GRIEVANCE PROCEDURES

In the event a faculty or administrative staff member feels he or she has been subjected to discrimination or harassment of any kind, including sexual harassment, immediate action should be taken. The individual should speak directly with the person(s) initiating the harassment in an effort to prevent future similar offensive or unwanted conduct. If that is not a viable option or the discussion does not bring an end to the conduct, then the faculty or staff member is encouraged to contact the Director of Human Resources at 212.592.2620, 380 Second Avenue, 8th floor.

SVA strictly prohibits retaliating against faculty or staff members and others who use or participate in the grievance procedures. Individuals violating this anti-retaliation provision will be subject to disciplinary action up to and including the termination of employment or dismissal from the College.

DIFFERENCES BETWEEN COLLEGE PROCEDURES AND CIVIL AND CRIMINAL PROCEDURES

While conduct prohibited by College policy is sometimes also unlawful (sexual harassment, for example), the College's procedures, both formal and informal, are not substitutes for the courts. College action does not follow the same rigid rules of formal legal proceedings, often includes counseling for those involved, and aspires to resolve the problem with a concern for the dignity of all. If disciplinary measures are deemed appropriate, they will be taken.

Legal representation for either the individual accused of policy violations or the grievant is not permitted in College fact-finding proceedings. Hearings are informal in nature and do not necessarily involve formal rules of evidence.

College disciplinary proceedings are conducted privately and are not open to the public. Every effort is made to preserve the confidentiality of both informal and formal proceedings, and the records produced by them.

The involvement of an individual on either a formal or informal basis in proceedings described in this policy (i.e., with the College), is neither an invitation to institute more formal proceedings outside the institution nor does it prevent an individual from doing so. The College has no control over these actions and is not bound or influenced by any actions of this nature.

DISRUPTIVE AND DISTURBING STUDENT BEHAVIOR

Staff and faculty may encounter disruptive or disturbing behavior when working with students. If any such situations occur, the issues or behavior should be addressed using the following guidelines and procedures.

The Students at Risk Committee

The Students at Risk Committee was formed to assess students of concern and review reports regarding student behavior provided by SVA faculty, staff and students. Committee members include the Director of Student Affairs, the Associate Director of Student Health and Counseling Services, the Associate Director of Disability Services, the Associate Director of Residence Life, the SVA psychiatrist, the Director of the International Services Office and academic advisors.

If anyone at the College is concerned about an individual student, the Students at Risk Committee should be emailed at star@sva.edu with the details or the Director of Student Affairs should be contacted. If the issue needs immediate attention, please use the guidelines which follow.

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.
- If the behavior continues, ask the student to leave.
- If the student refuses to leave, contact SVA Security (212.592.2025) to assist in having the student removed.
- Following the resolution of the incident (i.e., the student stops the disruptive behavior, leaves the class/office or is removed by Security) fill out a Witness Statement form with Security, e-mail star@sva.edu and call the Director of Student Affairs at 212.592.2212.

How Can I Offer Support to a Student Who Appears to be in Distress?

- Meet with the student privately and gather as much relevant information as possible including the student's ID number, contact information, place of residence, etc.
- Assure the student that while you are not a therapist or counselor, you are there to help and offer support.
- Use first person, "I", to address the specific concerns and behavior (e.g.: "I've noticed that... I'm concerned that...") you have observed.
- Listen to the student carefully, without judgment.
- If a student speaks about being depressed to the extent that he or she is expressing life threatening behavior to him or herself or to others and needs immediate emergency evaluation, do not hesitate to call 911 and follow the College emergency procedures.
- 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 the Office of Student Health and Counseling Services on the 3rd floor of the George Washington Residence, 23 Lexington Avenue. The office is open from 9:00 AM to 5:00 PM, Monday through Friday.
- After your initial meeting, follow up with the student a few days later to see how he/she is doing. Confidentiality standards prevent the Student Health and Counseling staff from providing information about a student who is in treatment. However, it is appropriate for you to follow up with the student privately and inquire if he/she is seeing a therapist or receiving other professional assistance.
- If you remain concerned about a student's behavior after speaking with the student, please e-mail the concern to star@sva.edu so that the committee can be made aware and update you if they have any further information. You may also want to talk with the student's department chair, academic advisor or Director of Student Affairs.

- The question of confidentiality is difficult when talking with a troubled student. A student may ask you to promise that you will not tell anyone about the conversation and may even refuse to talk with you if you do not agree to complete confidentiality. However, you should try to explain to the student that you will only share the information being discussed with staff who can offer assistance. If the situation is so dire that it is potentially life threatening to the student or others, it is an emergency, and you should call 911.
- All incidents of concern should be reported immediately after the event via e-mail to star@sva.edu and the Director of Student Affairs. You should include the name (and ID number if you know it) of the student, a factual account of the situation and your contact information.

Student Help Referrals

- The Samaritans, a 24 Hour Crisis Response Hotline offers free confidential emotional support: 212.673.3000.
- Security Command Center: 212.592.2025
- Staff can e-mail star@sva.edu. Students should be referred to counseling or the Director of Student Affairs 212.592.2212.

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. Each student must practice an ethic that includes fostering personal and professional integrity and trust, and being responsible for his or her 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.

- Damage, destruction or removal of another student's work or property.
- Intentionally and/or knowingly providing false information, testimony or evidence.
- Unauthorized entry or misuse of College property, or contributing to such unauthorized entry of another individual.
- Vandalism or damage to personal or SVA property.
- Use of spray paint, spray adhesive and spray glue in any SVA building, including but not limited to classrooms, studios, offices, residence halls, common spaces and stairwells.
- Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health or welfare of a member of the SVA community or the regular operation of the College.
- Engaging in, or threatening to engage in, any behavior that endangers the health or safety of another person, property or oneself.
- Physical violence, actual or threatened, against any individual or group of persons.
- Violation of the College policy on discrimination and harassment.
- Violation of the College policy on sexual assault, nonconsensual sexual contact, domestic violence, or stalking.
- Use, possession or storage of any weapon, dangerous chemical, fireworks or explosives, regardless of the presence of a state or federal license to possess same.
- Possession, use or distribution of alcohol, narcotics and other controlled substances on College grounds, including residences.
- Violation of the College alcohol, drug, or smoking policy.

- Theft of services or property, including failure to report knowledge of possession of stolen property.
- Disrespect to any member of the SVA community, including models, and/or failure to comply with the lawful directions of College faculty or staff.
- Failure or refusal to testify as a witness at a disciplinary hearing.
- Attempting to commit an act that violates the Student Code of Conduct.
- Assisting another student to commit an act that violates the Student Code of Conduct.

Conduct Violations Requiring Counseling and/or Medical Care

Behavior that may jeopardize the physical/mental health or safety of a student or members of the SVA community may warrant additional action by the College. Students of concern may be required to meet with a clinician from Student Health and Counseling Services for assessment sessions.

Based on this evaluation, 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 is 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 her or his clinician to discuss pertinent issues with clinicians from Student Health and Counseling Services is required.

Students who cannot appropriately function at SVA may be suspended, and in those cases, responsibility for future treatment remains with the student and his or her family. Reinstatement is on a case-by-case basis and is also contingent upon the requirements of the Medical Leave of Absence policy.

The affected 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.

Student Disciplinary Procedures

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. Any such report or complaint must be made in writing and submitted to the Director of Student Affairs.

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 violations, and whether a disciplinary committee hearing will be held.

A student who has allegedly violated the Student Code of Conduct must meet with the Director of Student Affairs or her designee concerning the alleged violation. The Director may convene a Student Code of Conduct Disciplinary Committee Hearing or determine that a hearing is not necessary and will impose sanctions appropriate for the violation. The student may accept the sanctions or request a hearing before the Student Code of Conduct Disciplinary Committee.

A student who requests a hearing must submit a written request to the Director of Student Affairs within five business days after the Director of Student Affairs or her designee's written determination has been received by the student in his or her residence hall or off campus address.

Please note: In the event of a severe infraction of the Student Code of Conduct, the Director of Student Affairs may decide to immediately schedule a Student Code of Conduct Disciplinary Committee Hearing.

Student Code of Conduct Disciplinary Committee Hearing

The Student Code of Conduct Disciplinary Committee* will consist of:

- Director of Student Affairs or her 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 VASA (Visual Arts Student Association) members or their student designees
- Title IX Coordinator if a Title IX complaint

*If the complaint involves one of the committee members, an alternate will be chosen.

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 her 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 disciplinary committee are effective immediately unless specifically stated otherwise in the written determination.

The student is required to attend the disciplinary committee hearing, whether it was called at the student's request or by the Director of Student Affairs. If the student does not attend the hearing, the hearing nonetheless will take place in the student's absence, and the student will be deemed to have withdrawn from the College pending the outcome of the hearing. 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 her designee, or the Student Code of Conduct Disciplinary Committee, as the case may be. A notation of a Student Code of Conduct sanction may be made on the student's transcript.

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.

Restitution:

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

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 her 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 himself, herself, others or property. In such cases, the suspended student will be given the opportunity to meet with the Director of Student Affairs or her designee within two business days after the student has been notified of such interim suspension in order to discuss the following issues only:

- The nature of the charges, including the identity of the person or persons making the complaint.
- The reason why the conduct indicates that the continued presence of the student on College premises poses a substantial and immediate threat to himself or herself, 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 or networks
- Prohibition from attending a particular class, workshop or event. A student prohibited from attending an event that is pre-paid will not receive a refund.

Civil or Criminal Proceedings

Regardless of any other actions taken or sanctions imposed by the Director of Student Affairs or her 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 in its absolute discretion.

Appeals

The decision of the Student Code of Conduct Disciplinary Committee may be appealed. A request for an appeal must be made in writing and must include the reasons or circumstances why the student believes that the Disciplinary Committee's decision should be reevaluated. The request for an appeal must be submitted, within five business days after a copy of the Committee's written decision has been delivered to the student's room in the residence hall or to the student's off campus address. The appeal should be addressed to: Office of the Provost, School of Visual Arts, 209 East 23rd Street, New York, New York 10010.

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 Disciplinary Committee will remain in effect. The Director of Student Affairs will inform the student of the decision regarding his/her appeal.

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.

SEXUAL RELATIONSHIPS BETWEEN FACULTY AND STUDENTS

The integrity of the teacher-student relationship is the foundation of the SVA educational mission. As mentor, educator and evaluator, the teacher is entrusted with considerable, and disproportionate, power. This can heighten the vulnerability of the student, and the potential for coercion. Whenever a teacher is responsible for directly supervising a student, a sexual relationship between them is inappropriate. Any such relationship jeopardizes the integrity of the educational process by creating a conflict of interest, and may lead to an environment not conducive to learning. Therefore, College policy prohibits any teacher from having a sexual relationship with a student over whom he or she has direct supervisory responsibilities, regardless of whether the relationship is consensual. Faculty members must avoid sexual relationships with their students, including those for whom they are likely to have future supervisory responsibility. Likewise, they must not directly supervise any student with whom they have or have had a sexual relationship. Violations of, or failure to correct violations of these conflict-of-interest principles by the teacher, will be grounds for disciplinary action.

For purposes of this policy, "direct supervision" includes the following activities (on or off campus): course teaching; evaluations; grading; advising for a formal project such as a thesis or research; recommending for employment, fellowship or awards. "Teachers" include faculty members as well as graduate and professional students serving as teaching fellows or in similar institutional roles. "Students" refer to those enrolled in any and all programs of the College.

We live in a litigious society and educational institutions are not exempt from harassment charges and countercharges. Individual rights, First Amendment rights, confidentiality and academic freedom are sometimes in conflict with one another. Faculty members should be cognizant of the possible misinterpretation of their actions and/or the consequences of socializing with students.

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 on Saturdays and Sundays.

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 whoever is responsible. Students who fail to make payment in a timely manner may be withdrawn from classes.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of the School of Visual Arts to recruit, hire, promote, compensate and administer all employment practices and benefit programs without regard to race, color, gender, sexual orientation, religion, national origin, age, marital status, veteran status, the presence of a non-job-related medical condition, disability, handicap or any other status protected by law.

SVA's policies regarding employment discrimination, including sexual and other unlawful 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 confidentiality if possible and to ensure that retaliation does not occur when rights under this policy are exercised.

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 Environmental, Health and Safety Office at 212.592.2551

The use of spray paint, spray adhesive and spray glue 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Known by its acronym, FERPA, this important legislation guarantees students certain rights regarding education records—information such as academic transcripts, financial aid records and student accounts records.

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 see. SVA will make arrangements for access and notify you of where to go and when to inspect your records within a reasonable time.
- The right to request the amendment of your education records to ensure that they are accurate and not in violation of your privacy or rights. 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 of its decision and advise you of your right to a hearing.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures of the School of Visual Arts to comply with the requirements of FERPA. The name and address of the FERPA office is:

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

- The right to agree to disclosures of personally identifiable information 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 College officials with legitimate educational interests. A "College official" is a person employed by the School of Visual Arts in an administrative, supervisory, academic/research/support staff position (including law enforcement unit personnel and health staff); a person or company with whom SVA has contracted (such as an attorney, auditor or collection agent); a person serving on the board of directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her duties. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory Information

"Directory Information" is defined by SVA as: student name, address, telephone number, e-mail address, major field of study, enrollment status (undergraduate or graduate, full- or part-time), dates of attendance, degree(s) conferred (including dates).

SVA may disclose certain basic "Directory Information" that is generally not considered harmful or an invasion of privacy without your consent, to outside third-party organizations. Such outside organizations include, but are not limited to, federal and state agencies offering jobs and educational benefits, potential employers, insurance agencies and financial institutions. In addition, two federal laws require SVA to provide military recruiters, upon request, with your name, address(es) and telephone number, unless you have advised us that you do not want your information disclosed without prior written consent.

The College will honor a request to withhold these items of information but cannot assume responsibility to contact a student for subsequent permission to release the information. Regardless of the effect, the College assumes no liability for honoring instructions that such information be withheld.

Disclosure Policy

The School of Visual Arts will disclose information from a student's education records only with the written consent of the student, except:

- To school officials who have a legitimate educational interest in the records. School officials may not release any information to a third party without the written consent of the student, except as specified below.
- Letters of recommendation, which are made from the recommender's personal observation or knowledge, do not require a written release from the student who is the subject of the recommendation. However, if the student wishes the recommender to include personally identifiable information from a student's education record (such as grades, GPA, etc.), the student must provide the school official with a signed release. The signed release is to be placed in the student's file, which holds the education record.
- To officials of another school, upon request, in which a student seeks or intends to enroll. The School of Visual Arts will make a reasonable attempt to inform the student before the disclosure, unless the student initiated the request.
- To certain officials of the U.S. Department of Education, the comptroller general of the United States, the attorney general of the United States, and state and local educational authorities, in connection with certain state or federally supported education programs.
- To persons or organizations providing financial aid to students or determining financial aid decisions, on the condition that the information is necessary to: 1) determine eligibility for the aid; 2) determine the amount of the aid; 3) determine the conditions for the aid; or 4) enforce the terms and conditions of the aid.
- If required by a state law requiring disclosure that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of the School of Visual Arts to develop, validate and administer predictive tests; to administer student aid programs; or to improve instruction.
- To accrediting organizations to carry out their functions.
- To the parents or guardians of an eligible student who claimed the student as a dependent on their most recent income tax return, provided the parents 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. The School of Visual Arts 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, who requests the final results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
- To parent(s) or guardian(s) regarding the student's second or subsequent violation of any federal, state or local law, or of any institutional policy or rule governing the use of alcohol or a controlled substance, if: 1) the student is under the age of 21 and not emancipated at the time of the disclosure; and 2) the institution has determined that the student committed a disciplinary violation with respect to that use or possession.

- To the parent(s) or guardian(s) regarding the student's attendance and/or academic performance.
- To Veterans Administration officials, the Department of Homeland Security, the Federal Bureau of Investigation, military recruiters, or the Internal Revenue Service, under certain conditions.

A student's consent to release information from his/her education record to a third party, when required, must be submitted in writing to the custodian of the record, or to the Registrar. Such written consent must: 1) specify the records to be released; 2) state the purpose of the disclosure; 3) identify the party or class of parties to whom disclosure may be made; and 4) be signed and dated by the student. The written request may be submitted by fax but not by e-mail.

When a student authorizes the release of information, the School of Visual Arts will notify the third party that they are not permitted to disclose the information to others without the additional written consent of the student.

Names of any other student(s) involved, including a victim or witness, may not be disclosed without written consent of the other student(s).

Records of Deceased Students

From the date of death of a student or former student, records previously available only to that student or with the student's consent may, within the first 25 years following the student's death, be released to the following:

- The personal representative of the student's estate.
- The parents or next of kin of the student.
- Upon the closing of the student's probate estate or two years after the student's death. If no probate estate has been opened, the student's next of kin or the caretakers of the student's residuary estate under his or her last will or will equivalent.

Following the 25th anniversary of the student's death, the records of the student may be released upon good cause shown, in the sole discretion of the school administration.

Any written statement by the student before death or in the student's last will to the contrary may supersede the above rules.

How to Prevent Consent Disclosure

The disclosure form, which is available at the Registrar's Office and online at MySVA, allows students to instruct SVA to do the following:

- Prevent disclosure of directory information to members of the School of Visual Arts community except to the extent that the FERPA authorizes disclosure without consent.
- Allow disclosure of both directory information and education records to parents of nondependent students.

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 licensed hardware and software, voicemail communications, and the content of all electronic data created and stored.

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. SVA has the right to retrieve and review any message or file composed, sent, or received utilizing SVA equipment or technologies. Although access to SVA networks and e-mail accounts allow for the use of passwords for security, be advised that confidentiality should not be assumed and ultimate privacy should not be expected.

All accounts are issued for the sole use of students, faculty or staff. Each user is responsible for all actions on the account issued to him/her and should take the proper precautions to safeguard its usage.

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

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, or video is illegal and expressly forbidden by SVA policy.

Users cannot delete, examine, copy or modify files and/or any other data belonging to other students or faculty/staff/administration without prior consent. Users will not attempt to spread computer viruses, Trojan horses, worms, or any program designed to violate security, interfere with the proper operation of any computer system or destroy another person's data. Users are not permitted to install any unauthorized software on any SVA-owned computer system.

Users should not expect confidentiality on the SVA network. Systems and network administrators have the legal right to read files and e-mail being transmitted over SVA networks. Whenever electronic mail is sent, your name and user ID are included with the message. The user is responsible for all electronic mail originating from his/her 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 SVA 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 employee. 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 age, gender, sexual orientation, religious or political beliefs, race, national origin or disability status. Users that 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 the Colleague system 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 access control and video surveillance devices is also strictly prohibited. Tampering with wiring inside SVA facilities, including telephone and network wiring, is strictly prohibited.

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. It is the responsibility of each user in the SVA community to stay informed of current policy.

FACILITIES MAINTENANCE AND REPAIR PROCEDURES

If a studio, room or common area is in need of repair, the student, faculty or staff member should fill out a maintenance request form on MySVA, using the TMA service request system.

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 TMA service request system. This is to ensure that the problem is documented and follow up measures are taken. You can also e-mail a physical plant staff member at physicalplant@sva.edu.

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 that 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 confidential emergency contact.

In the event that the missing student is under 18 and not emancipated, the institution must notify a custodial parent or guardian no later than 24 hours after the student is determined missing. The legislation also requires that SVA includes procedures for official notification of appropriate individuals at the institution that such student has been missing for more than 24 hours and requires that any official missing person report relating to such student be referred immediately to the institution's police or campus security department.

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.

Upon receiving a report of a suspected missing student, 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 that the student designated.

If the missing student is under 18 and not emancipated, the institution must notify a custodial parent or guardian no later than 24 hours after the student is determined to be missing. The emergency contact will be notified by the Director of Student Affairs or her designee.

Anyone who suspects that a student may be missing should immediately call the Director of Student Affairs in the Office 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. (See also the Academic Integrity Policy on page 8.)

Directory of Personnel, Departments and Offices	72
Near and Necessary	84
NYC Museum Listing	88
Address Locator	93

DIRECTORY OF PERSONNEL, DEPARTMENTS AND OFFICES

ACADEMIC ADVISEMENT OFFICE

133/141 West 21 Street, room 704c
Tel: 212.592.2540 Fax: 212.592.2545
E-mail: lcheckley@sva.edu

A.-Lucky Checkley Jr., coordinator
Blake Smith, assistant to the coordinator
Bibi Bacchus-Khan, administrative assistant
Rosa Paulino, receptionist

ACADEMIC AFFAIRS

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Jeffrey Nesin, provost
Emily Ross, assistant provost
Lani Mysak, assistant to the provost
Jennifer Philips, director of educational technology
Jerold Davis, director, institutional research
Bradley Crumb, multimedia technician
Deborah Hussey, curriculum coordinator
Rebecca Rubenstein, catalog production assistant
Jeremy Gordon, instructional designer
Emily Olman, editorial assistant

ADMINISTRATIVE COMPUTING

136 West 21 Street, 8th floor
Tel: 212.592.2265 Fax: 212.592.2262
E-mail: mpaulino@sva.edu

Cosmin Tomescu, chief information officer
Maria Paulino, assistant to chief information officer
Serena Orteca, senior system administrator

ADMINISTRATIVE NETWORK SERVICES

209 East 23 Street, mezzanine
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E-mail: helpdesk@sva.edu

Brian Nakahara, director
Ian Hill, network manager
Lois Greene-Hernandez, webmaster
Edward Duffy, senior technical support specialist
Fisbel Erps, network engineer

Brandon Keevan, assistant network engineer
Daniel Nepomnyaschy, technical support specialist
Kenneth Luguya, enterprise system engineer
Gary Markalov, technical support specialist
Kevin Chan, windows systems administrator
Evan Rabinowitz, help desk operator
Helen Jorgensen, switchboard operator

ADMISSIONS OFFICE

209 East 23 Street, 1st floor
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E-mail: admissions@sva.edu

Javier Vega, executive director
Adam Rogers, director
Cynthia Davis, associate director
Jaime Garcia, associate director, admissions and special programs
Quinn Dukes, assistant director, visitor services
Yoi Tanaka Gayler, manager, graduate and undergraduate admissions
Christopher Jessick, manager, transfer admissions
Sophie Holland, assistant manager, undergraduate admissions
Jessica Hull, assistant manager, graduate admissions
Renyi Hu, international regional coordinator
Mathew Farina, counselor
Danielle Goldsmith, counselor
Brenda Hung, counselor
Jonathan Nutting, counselor
Curtis Edwards, coordinator, undergraduate admissions
Jessica Jorge, coordinator, undergraduate admissions
Emily Steinfeld, coordinator, undergraduate admissions
Douglas Salati, coordinator, graduate admissions
Nicholas Smith, coordinator, graduate admissions
Mary Kirk Leonard, coordinator, visitors services
Melinda Richardson, assistant to the executive director
Jennifer Choung, receptionist, visitor services

ADVERTISING DEPARTMENT (BFA)

209 East 23 Street, room 205
Tel: 212.592.2160 Fax: 212.592.2014
E-mail: rwilde@sva.edu

Richard Wilde, chair
Kevin O'Callaghan, chair, 3D design
Carolyn Hinkson-Jenkins, curriculum coordinator
Sasha Agarwal, academic advisor
Alida Beck LaRocca, academic advisor
Yolanda Powell, academic advisor
Kristine Wilson, academic advisor
Adria Ingegneri, assistant to the chair, 3D design
Ingrid Li, systems coordinator
Benita Raphan, projects coordinator
Ori Kleiner, motion graphics coordinator
Shaun Killman, studio manager, 3D design
Arlyn Lebron, assistant to the chair
Paula Paylor, receptionist

ART CRITICISM AND WRITING DEPARTMENT (MFA)

132 West 21 Street, 6th floor
Tel: 212.592.2408 Fax: 212.592.2596
E-mail: artcrit@sva.edu

David Levi Strauss, chair
Annette Wehrhahn, assistant to the chair

ART EDUCATION DEPARTMENT (MAT)

132 West 21 Street, 4th floor
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E-mail: matarted@sva.edu

Rose Viggiano, chair
Christina Mazzalupo, assistant to the chair
Barbara Salander, thesis director
Michael Filan, student teaching supervisor
Anna Roman, secretary

ART HISTORY DEPARTMENT

133/141 West 21 Street, 5th floor
Tel: 212.592.2510 Fax: 212.592.2564
E-mail: thuhn@sva.edu

Tom Huhn, chair
Bret Schneider, assistant to the chair

ART PRACTICE DEPARTMENT (MFA)

335 West 16 Street, 5th floor
Tel: 212.592.2781 Fax: 212.592.2245
E-mail: artpractice@sva.edu

David Ross, chair
Jacquelyn Strycker, director of operations
Allison Hewitt-Ward, departmental assistant

ART THERAPY DEPARTMENT (MPS)

132 West 21 Street, 3rd floor
Tel: 212.592.2610 Fax: 917.606.0461
E-mail: arttherapy@sva.edu

Deborah Farber, chair
Aaron Cockle, director of operations
Alison Stephen, assistant to the chair
Valerie Sereno, special programs and projects coordinator
Elizabeth Dellicarpini, internship coordinator

ARTS ABROAD

133/141 West 21 Street, 7th floor
Tel: 212.592.2543 Fax: 212.592.2545
E-mail: studyabroad@sva.edu

Dora Riomayor, director
Michelle Mercurio, associate director

AUDIO VISUAL SERVICES

380 Second Avenue, 8th floor
Tel: 212.592.2400, option #2 for AV;
AV Help Right Away Line: 212.592. 2617
Fax: 212.592.2262
E-mail: av@sva.edu

Robert Barton, manager
Peter Ross, assistant manager
Charles Gibbs, lead AV technician
Earl Barrett-Holloway, AV coordinator
Micah Welner, AV computer and event specialist
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BRANDING DEPARTMENT (MPS)

132 West 21 Street, 11th floor
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J'aimie Cohen, director of operations

CAREER DEVELOPMENT OFFICE

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Angie Wojak, director
Rhonda Schaller, assistant director
Katrina Chamberlin, coordinator

CAVA-SVA'S COMPUTER STORE

207 East 23 Street
Tel: 212.592.2900 Fax: 212.592.2914
Hours: Monday–Thursday, 11:00 AM–7:00 PM
Friday, 10:00 AM–5:00 PM
E-mail: cava@sva.edu
Website: www.sva.edu/cava

Aarathi Srinidhi, director
Bennett Yee, store manager
Watson Dutton, senior sales and technical consultant
Eugene Hill, customer support and cashier
Jonathan Flaxman, purchasing coordinator
Terry Hurley, inventory coordinator

CHAIRMAN OF THE BOARD'S OFFICE

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Milton Glaser, acting chairman
Carla Tscherny, executive assistant to the acting chairman

COLLEAGUE COMPUTING SERVICES

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Elena Vasilenko-Blank, director
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Roman Stanula, systems/database administrator
Patricia Richards, systems analyst/programmer

COMMUNICATION OFFICE

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COMPUTER ART DEPARTMENT (MFA)

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Jose Vargas, senior systems administrator
Jarryd Lowder, systems administrator
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COMPUTER ART, COMPUTER ANIMATION AND VISUAL EFFECTS DEPARTMENT (BFA)

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Darryl Wright, MAC systems administrator
Richard Hagen, PC systems administrator
Raphael Ribot, network systems administrator

David Phillips, DV systems administrator
Damon Dixon, desktop support manager
Alexander Bequez, front office manager
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CONTINUING EDUCATION DIVISION

209 East 23 Street, 1st floor
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Sarah Grass, course advisor
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CRITICAL THEORY AND THE ARTS

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Lita Talarico, co-chair
Esther Ro-Schofield, director of operations
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DESIGN CRITICISM DEPARTMENT (MFA)

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DEVELOPMENT AND ALUMNI AFFAIRS OFFICE

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Jane Nuzzo, development manager
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DIGITAL IMAGING CENTER

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Angel Ibanez, assistant studio manager
Jason Ng, evening assistant studio manager
Viveca Diaz, lab assistant coordinator
Alexandra Sullivan, evening systems administrator
Andrew Gaska, weekend supervisor
Chris Lane, production coordinator

DIGITAL PHOTOGRAPHY DEPARTMENT (MPS)

132 West 21 Street, 2nd floor
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Katrin Eismann, chair
Thomas P. Ashe, associate chair

DISABILITY SERVICES OFFICE

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Brad Soucy, coordinator of disability services

ENGLISH AS A SECOND LANGUAGE

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ENVIRONMENTAL HEALTH AND SAFETY

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John DeLuca, director

EXECUTIVE VICE PRESIDENT'S OFFICE

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Anthony P. Rhodes, executive vice president
Michelle Mercurio, assistant to the executive vice president
Toni-Ann Agay, administrative assistant

EXTERNAL RELATIONS

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Dan Halm, project manager

FASHION PHOTOGRAPHY

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Jimmy Moffat, co-chair
Christopher Labzda, director of operations

FILM, VIDEO AND ANIMATION

DEPARTMENT (BFA)

Animation Facilities
380 Second Avenue, 5th floor
Tel: 212.592.2693, 2693 Fax: 212.592.2688
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Film and Video Facilities

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Salvatore Petrosino, director of operations
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Elvera Vilson, academic advisor, film and video
Michael DelVecchio, film production manager
Jason Gambrell, digital technologies manager
Mark Minning, animation manager
Luis Negron, repair manager, film and video
Tien-Li Wu, systems administrator
Kamil Dobrowolski, systems administrator, final cut pro
Angel Beltre, film repair assistant
Joe Faria, studio supervisor
Gabriella Iljeska, assistant animation manager
Sean Ruch, production office evening supervisor
Kris Lindenmuth, reservations coordinator
John Roemer, production office day technician
Zachary Hall, production office day technician
Marco Chierichella, production assistant
Courtney Smith, front office coordinator

FINANCE

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Michael Campbell, controller
Kevin Chea, assistant controller, budgeting
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Jean Saint Juste, senior accountant
Tianna Bogle, senior accountant
Mario Cosentino, accounting manager
Victor Davila, accounting manager
Dennis Mayer, accounting manager
Wanda Reece, accounts payable manager
Margaret Herndon, accounts payable coordinator
Sharon Victory, accounts payable coordinator
Kenneth Rodriguez, accounts payable supervisor
Jody Christopherson, executive assistant to the
chief financial officer

FINANCIAL AID OFFICE

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Gary Hayes, associate director, data management
Jose Rodriguez, loan coordinator
Wai Nei Kwan, advisor
Lisandra Quiles, advisor
Michelle Yates, advisor
Patricia Melendez, office manager
Frank Quirindongo, clerk
Jasmin Quirsola, receptionist

FINE ARTS DEPARTMENT (BFA)

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Suzanne Anker, chair
Jeanne Siegel, chair emeritus
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Kari Lorensen, studio manager

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133/141 West 21 Street, 5th floor
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E-mail: drapone@sva.edu

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Sculpture Department

335 West 16 Street, 1st floor, lower level
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Sung Jin Choi, sculpture center technical advisor
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E-mail: jforrest@sva.edu

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E-mail: rwilde@sva.edu

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E-mail: hr@sva.edu

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E-mail: ljohanning@sva.edu

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E-mail: twoodruff@sva.edu

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136 West 21 Street, 12th floor

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Fax: 212.366.1675

E-mail: mfaillustration@sva.edu

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Angelique Cordero, coordinator

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132 West 21 Street, 8th floor
Tel: 212.592.2705 Fax: 212.592.0518
E-mail: mpsfilm@sva.edu

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Andre Charles, mail processing senior assistant
Charles Davis, mail processing/office services assistant
Daniel Arthurs, mail processing/office services assistant
Alexander McRae, mail processing/office services assistant

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E-mail: modelregistry@sva.edu

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Destiny Lilly, morning model registrar assistant
Curtis Confer, afternoon model registrar assistant

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Dennis Gillyard, office services assistant
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E-mail: bfaphotography@sva.edu

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E-mail: mfaphoto@sva.edu

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Seth Lambert, systems support specialist

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E-mail: physicalplant@sva.edu

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E-mail: productsofdesign@sva.edu

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Tel: 212.592.2075

Website: www.writingresourcecenter.com

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Tel: 212.592.2238 Fax: 212.592.2241
E-mail: opis@sva.edu

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Sarah Richardson, coordinator

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Tel: 212.592.2346 Fax: 212.592.2347
E-mail: wsva@sva.edu

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Albert Grier, assistant, data manager
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E-mail: purchasing@sva.edu

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Lisa Brown, buyer
Allene La Spina-Uhlendorf, buyer
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E-mail: securityservices@sva.edu

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Brian Smith, supervisor
Latanya Grier, administrative assistant

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209 East 23 Street	212.592.2001
215 East 23 Street	212.592.2441
214 East 21 Street	212.592.2320
132 West 21 Street	646.336.6252
132/136 West 21 Street	646.336.2754
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217 East 23 Street, 1st floor
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Navah Steiner, therapist
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**VISUAL AND CRITICAL STUDIES
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220 East 23 Street, Suite 609
Tel: 212.592.2227 Fax: 212.725.9789
E-mail: president@sva.edu

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Tel: 212.592.2145 Fax: 646.638.2110
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Jessica Hale, administrative manager
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VISUAL OPINION MAGAZINE (VO)

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Domestic Violence Hotline

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Gay Men's Health Crisis

212.367.1000

HIV testing

(David Geffen Center) 212.367.1100

New York City STD Hotline

212.427.5120

New York State Crime

Victims Board 800.247.8035

New York State Smoker's

Quitline 866.697.8487

NYC Poison Control Center

800.222.1222

Planned Parenthood

800.230.PLAN

212.965.7000

Rape, Crisis Program,

St. Vincent's Hospital

212.604.8068

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(Student memberships may be available)

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72 Spring Street, 11th floor	212.439.8700
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Volunteer Lawyers for the Arts	
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The Samaritans	
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Training Institute for Mental Health	
115 West 27 Street	212.627.8181

■ **New York Foundation for the Arts**

20 Jay Street, Suite 740	
Brooklyn, NY 11201	212.366.6900
Website: www.nyfa.org	

■ **New York Foundation for the Arts Artist Hot Line**

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Staten Island, NY 10305 718.816.4506

American Folk Art Museum

2 Lincoln Square
New York, NY 10023 212.595.9533

American Museum of Natural History

79 Street and Central Park West
New York, NY 10024 212.769.5000

American Numismatic Society

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New York, NY 10013 212.571.4470

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New York, NY 10021 212.288.6400

Bronx Museum of the Arts

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Bronx, NY 10456 718.681.6000

The Brooklyn Botanic Garden

1000 Washington Avenue
Brooklyn, NY 11225 718.623.7200

Brooklyn Children's Museum

145 Brooklyn Avenue
Brooklyn, NY 11213 718.735.4400

The Brooklyn Historical Society

128 Pierrepont Street
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Brooklyn Museum of Art

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370 Metropolitan Avenue
Brooklyn, NY 11211 718.782.4842

**The Cloisters Museum and Gardens
(Metropolitan Museum of Art branch)**

Fort Tryon Park, 99 Margaret Corbin Drive
New York, NY 10040 212.923.3700

Cooper-Hewitt, National Design Museum

(SVA students, faculty and staff receive
free admission.)
2 East 91 Street
New York, NY 10128 212.849.8400

The Drawing Center

35 Wooster Street
New York, NY 10013 212.219.2166

Dyckman Farmhouse Museum

4881 Broadway
New York, NY 10034 212.304.9422

**Eva and Morris Feld Gallery
(American Folk Art Museum branch)**

2 Lincoln Square
New York, NY 10023 212.595.9533

Federal Hall National Memorial

26 Wall Street
New York, NY 10005 212.825.6990

The Forbes Galleries

62 Fifth Avenue
New York, NY 10011 212.206.5548

Fraunces Tavern Museum

54 Pearl Street
New York, NY 10004 212.425.1778

Frick Collection

1 East 70 Street
New York, NY 10021 212.288.0700

Garibaldi-Meucci Museum

420 Tompkins Avenue
Staten Island, NY 10305 718.442.1608

General Grant National Memorial

West 122 Street and Riverside Drive
New York, NY 10027 212.666.1640

Goethe-Institut

72 Spring Street, 11th floor
New York, NY 10012 212.439.8700

Grey Art Gallery

Silver Building, New York University
100 Washington Square Park East
New York, NY 10003 212.998.6780

Hispanic Society of America

613 West 155 Street
New York, NY 10032 212.926.2234

Hoboken Historical Museum

1301 Hudson Street
Hoboken, NJ 07030 201.656.2240

International Center of Photography
1133 Avenue of the Americas
New York, NY 10036 212.857.0000

Isamu Noguchi Garden Museum
9-01 33 Road (at Vernon Boulevard)
Long Island City, NY 11106 718.204.7088

Jacques Marchais Museum of Tibetan Art
338 Lighthouse Avenue
Staten Island, NY 10306 718.987.3500

Japan Society
333 East 47 Street
New York, NY 10017 212.832.1155

The Jewish Museum
1109 Fifth Avenue
New York, NY 10128 212.423.3200

King Manor Museum
King Park, 153 Street and Jamaica Avenue
Jamaica, NY 11432 718.206.0545

LaGuardia and Wagner Archives
Fiorello H. LaGuardia Community College/CUNY
31-10 Thomson Avenue, Room E-238
Long Island City, NY 11101 718.482.5065

Louis Armstrong House Museum
34-56 107 Street
Corona, NY 11368 718.478.8297

The Lower East Side Tenement Museum
108 Orchard Street
New York, NY 10002 212.982.8420

Madame Tussauds New York
234 West 42 Street
New York, NY 10036 866.841.3505

Merchant's House Museum
29 East 4 Street
New York, NY 10003 212.777.1089

The Metropolitan Museum of Art
1000 Fifth Avenue
New York, NY 10028 212.535.7710

The Morgan Library and Museum
225 Madison Avenue
New York, NY 10016 212.685.0008

Morris-Jumel Mansion
65 Jumel Terrace
New York, NY 10032 212.923.8008

Mount Vernon Hotel Museum
421 East 61 Street
New York, NY 10065 212.838.6878

El Museo del Barrio
1230 Fifth Avenue
New York, NY 10029 212.831.7272

The Museum at FIT
The Fashion Institute of Technology
Seventh Avenue and 27 Street
New York, NY 10001 212.217.4558

Museum for African Art

36-01 43rd Avenue
 Long Island City, NY 11101 718.784.7700

Museum of American Finance

48 Wall Street
 New York, NY 10005 212.908.4110

Museum of Arts and Design

2 Columbus Circle
 New York, NY 10019 212.299.7777

Museum of Chinese in America (MOCA)

215 Centre Street
 New York, NY 10013 212.619.4785

Museum of the City of New York

1220 Fifth Avenue
 New York, NY 10029 212.534.1672

Museum of Jewish Heritage:**A Living Memorial to the Holocaust**

36 Battery Place
 New York, NY 10280 646.437.4202

Museum of Modern Art (MoMA)

(SVA students, faculty and staff receive
 free admission.)

11 West 53 Street
 New York, NY 10019 212.708.9400

National Academy Museum

1083 Fifth Avenue
 New York, NY 10128 212.369.4880

National Museum of the American Indian

Alexander Hamilton U.S. Custom House
 1 Bowling Green
 New York, NY 10004 212.514.3700

National September 11 Memorial and Museum

World Trade Center, One Liberty Plaza
 New York, NY 10006 212.266.5211

Neue Galerie New York

1048 Fifth Avenue
 New York, NY 10028 212.628.6200

New Museum of Contemporary Art

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

The New York City Police Museum

100 Old Slip
 New York, NY 10005 212.480.3100

New York Hall of Science

Flushing Meadows Corona Park
 47-01 111 Street
 Queens, NY 11368 718.699.0005

New York Historical Society

170 Central Park West
 New York, NY 10024 212.873.3400

New York Transit Museum

(Located in former subway station)
 Boerum Place and Schermerhorn Street
 Brooklyn, NY 11201 718.694.1600

Nicholas Roerich Museum

319 West 107 Street
New York, NY 10025 212.864.7752

The Noguchi Museum

9-01 33 Road
Long Island City, NY 11106 718.204.7088

The Paley Center for Media

25 West 52 Street
New York, NY 10019 212.621.6600

**P.S.1 Contemporary Art Center
(Museum of Modern Art Affiliate)**

22-25 Jackson Avenue
Long Island City, NY 11101 718.784.2084

Queens Historical Society

Weeping Beech Park
143-135 37 Avenue
Flushing, 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**

81 Street and Central Park West
New York, NY 10024 212.769.5100

Rose Museum at Carnegie Hall

154 West 57 Street, 2nd Floor
New York, NY 10019 212.903.9629

Rubin Museum of Art

150 West 17 Street
New York, NY 10011 212.620.5000

**Schomburg Center for Research
in Black Culture**

515 Malcolm X Boulevard at 135 Street
New York, NY 10037-1801 212.491.2200

Sculpture Center

44-19 Purves Street
Long Island City, NY 11101 718.361.1750

**Snug Harbor Cultural Center
and Botanical Garden**

1000 Richmond Terrace
Staten Island, NY 10301 718.448.2500

Socrates Sculpture Park

32-01 Vernon Boulevard
Long Island City, NY 11106 718.956.1819

The Solomon R. Guggenheim Museum

1071 Fifth Avenue
New York, NY 10128 212.423.3500

Sony Wonder Technology Lab

550 Madison Avenue
New York, NY 10022 212.833.8100

South Street Seaport Museum

12 Fulton Street
New York, NY 10038 212.748.8725

Statue of Liberty National Monument and Ellis Island Immigration Museum

Liberty Island, New York,
NY 10004 212.363.3200

Studio Museum in Harlem

144 West 125 Street
New York, NY 10027 212.864.4500

Theodore Roosevelt Birthplace

28 East 20 Street
New York, NY 10033 212.260.1616

The Ukrainian Museum

222 East 6 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

(SVA students, staff and faculty receive free admission)
945 Madison Avenue
New York, NY 10021 212.570.3600

Yeshiva University Museum

15 West 16 Street
New York, NY 10011 212.294.8330

ADDRESS LOCATOR**West Side: Above 59th Street**

1-99	Central Park West and Columbus
100-199	Columbus and Amsterdam
200-299	Amsterdam and West End
300-399	West End and Riverside Drive

West Side: Below 59th Street

1-99	5th and 6th Avenues
100-199	6th and 7th Avenues
200-299	7th and 8th Avenues
300-399	8th and 9th Avenues
400-499	9th and 10th Avenues
500-599	10th and 11th Avenues

East Side

1-49	5th and Madison Avenues
50-99	Madison and Park Avenues (Park is 4th Avenue below 14th Street)
100-149	Park and Lexington Avenues
150-199	Lexington and 3rd Avenues
200-299	3rd and 2nd Avenues
300-399	2nd and 1st Avenues
400-499	1st and York Avenues (York is Avenue A below 14th Street)
500-599	Avenue A and Avenue B

2012–2013 ACADEMIC CALENDAR

JUNE 2012

Monday, June 4

- Summer 2012 Continuing Education program begins

Thursday, June 28

- Financial aid deadline for submitting 2013-2014 TAP and FAFSA applications

Friday, June 29

- Financial aid deadline for submitting 2011-2012 TAP and FAFSA application

JULY 2012

Tuesday and Wednesday, July 3 – 4

- No continuing education classes

Wednesday, July 4

- Independence Day holiday, College closed

Monday, July 23

- Summer 2012 foundation program ends

AUGUST 2012

Wednesday, August 1

- Due date for fall 2012 semester tuition

Thursday and Friday, August 9 – 10

- Course adjustment period fall 2012 and spring 2013 semesters (departmental advisors' offices)

Saturday, August 11

- Summer session ends
- Check-out SVA residence halls for summer 2012 semester students

Sunday, August 26

- Check-in SVA residence halls for new students

Monday – Friday, August 27 – 31

- Orientation for new students

SEPTEMBER 2012

Saturday, September 1

- Check-in SVA residence halls for returning students

Monday, September 3

- Labor Day, College closed

Tuesday, September 4

- Undergraduate and graduate classes begin

Thursday – Tuesday, September 6 – 18

- Course adjustment period fall 2012 and spring 2013 semesters (departmental advisors' offices)

Monday, September 17

- Fall 2012 Continuing Education program begins

Tuesday, September 18

- Last day to register for fall 2012 independent study courses

Tuesday and Wednesday, September 25 – 26

- Yom Kippur, no continuing education classes

OCTOBER 2012

- Monday, October 1
 - Administrative withdrawal for students without financial clearance for fall 2012 semester
- Wednesday, October 3
 - SEVIS registration deadline for international students
- Thursday, October 4
 - SVA-sponsored student health insurance waiver deadline for fall 2012
- Tuesday, October 30
 - Last day to officially withdraw from fall 2012 semester undergraduate and graduate courses without incurring a failing grade

NOVEMBER 2012

- Wednesday – Sunday, November 21 – 25
 - No continuing education classes
- Thursday – Sunday, November 22 – 25
 - Thanksgiving recess, College closed
- Monday, November 26
 - Registration for 2013 spring and summer semesters
- Wednesday – Friday, November 28 – 30
 - Course adjustment period (departmental advisors' offices)
- Friday, November 30
 - Financial aid deadline for submitting all loan applications for students registered for fall 2012 semester only

DECEMBER 2012

- Saturday, December 1
 - Due date for spring 2013 semester tuition
- Friday, December 7
 - OPT application and program extension request deadline for international students in their final semester of study
- Saturday, December 15
 - Continuing Education program ends
- Monday, December 17
 - Last day to register for spring 2013 independent study courses
- Wednesday, December 19
 - Undergraduate and graduate classes end; last day Registrar's Office will accept grade changes for spring 2012 and summer 2012 semesters
 - Check-out SVA residence halls for nonreturning students
 - Due date for all fall 2012 semester grades
- Thursday – Tuesday, December 20 – January 1
 - Staff holiday, College closed

JANUARY 2013

Wednesday, January 2

- Late registration for spring 2013 and second-semester foundation summer 2013 program (by appointment with departmental advisors)
- Check-in SVA residence halls for new students

Thursday and Friday, January 3 – 4

- Orientation for new students

Monday, January 7

- Undergraduate and graduate classes begin

Wednesday – Tuesday, January 9 – 22

- Course adjustment period (departmental advisors' offices)

Friday, January 11

- Optimal financial aid deadline for submitting FAFSA forms for early decision for fall 2013

Monday, January 21

- Martin Luther King, Jr. Day; College closed

Tuesday, January 22

- Last day to register for spring 2013 independent study courses

Monday, January 28

- Winter/spring 2013 Continuing Education program begins

FEBRUARY 2013

Friday, February 1

- Administrative withdrawal for students without financial clearance for spring 2013 semester
- Optimal filing deadline for new students to submit FAFSA forms to central processor for 2013-2014 financial aid

Wednesday, February 6

- SVA-sponsored student health insurance waiver deadline for spring 2013
- SEVIS registration deadline for international students

Tuesday – Wednesday, February 19 – 27

- Residence hall room selection for returning students

Monday, February 25

- Last day to officially withdraw from spring 2013 semester undergraduate and graduate courses without incurring a failing grade

MARCH 2013

- Friday, March 1
 - Optimal financial aid date for returning students to submit 2013-2014 FAFSA application
- Monday – Sunday, March 4 – 10
 - Spring break, no classes
- Friday, March 8
 - Staff holiday, College closed
- Monday – Friday, March 18 – 29
 - Registration for all currently enrolled undergraduate and graduate students for 2013-2014 academic year (by appointment only with departmental advisors)
- Monday and Tuesday, March 25 – 26
 - Passover, no continuing education classes

APRIL 2013

- Friday, April 5
 - OPT application and program extension request deadline for international students in their final semester of study
- Monday, April 15
 - Financial aid deadline for submitting all loan applications for fall/spring or spring only students
- Monday, April 29
 - Undergraduate and graduate classes end; last day Registrar's Office will accept grade changes for fall 2012 semester
 - Due date for all spring 2013 semester grades
- Tuesday, April 30
 - Summer 2013 semester begins
 - Check-out SVA residence halls for nongraduating students

MAY 2013

- Wednesday, May 1
- Due date for summer 2013 foundation program tuition
- Friday, May 10
- Tentative date for commencement, class of 2013
- Saturday, May 11
- Check-out SVA residence halls for graduating students
- Monday, May 27
- Memorial Day, College closed

JUNE 2013

- Monday, June 3
- Summer 2013 Continuing Education program begins

JULY 2013

- Wednesday – Friday, July 3 – 5
- No continuing education classes
- Thursday and Friday, July 4 – 5
- Independence Day holiday, College closed
- Monday, July 22
- Summer 2013 foundation program ends

AUGUST 2013

- Thursday, August 1
- Due date for fall 2013 tuition
- Saturday, August 17
- Check-out SVA residence halls for summer 2013 students
 - Summer session ends

INDEX

A

Academic Advisement	16, 72
Academic Affairs Office	8, 72
Academic Calendar	94
Academic Freedom	5
Academic Integrity Policy	8
Academic Progress	9
Accreditation	4
Address Locator	93
Alcohol and Drug Policy	54-55
Alumni Affairs	41, 75
Art Supplies	29, 84
Assault, including Sexual Assault; Domestic Violence and Stalking	56
Attendance	9
Attendance Rosters	35
Audio Visual Equipment	35, 73
Auditing	9

B

Board of Directors	4
Building Security Procedures	64

C

Campus News	40
Campus Transportation	40
Career Development Office	17, 35, 74
CAVA (Computers at Visual Arts)	40, 74
Change of Address	35
Class Makeup	37
Class Schedules	9
Classroom Behavior	38
Classroom Procedures	35
College Closings—Unscheduled	40
Computer Lab Assistants	17
Counseling Students	29
Course Adjustment Periods	10
Credentials for College Catalogs and Publications	35

D

Damages	64
Dean's List	10
Development and Alumni Affairs	41
Differences Between College Procedures and Civil and Criminal Procedures	58
Digital Imaging Center (DIC) and Sixth Floor Studio	41-42
Directory Information	16, 65
Directory of Personnel, Departments and Offices	72
Disability Services	16-17, 76
Disclosure Policy	66-67
Discrimination and Harassment	56-57
Disruptive and Disturbing Student Behavior	58-59
Drug-Free Workplace	54-55

E

Electronic Communications Code of Conduct	68-69
Emergency Medical Facilities	43, inside front cover
Emergency Procedures on Campus	43-44
Employment for Students	17, 35
English as a Second Language (ESL) Support Services	18
Equal Employment Opportunity Policy	64

F

Facilities Maintenance and Repair Procedures	69
Faculty and Staff Scholarship Fund	36
Family Educational Rights and Privacy Act (FERPA)	65-67
Federal Work Study	17
Financial Aid	18-19
Fire Drills	44
First Amendment Rights	5

G

Grade Appeals	10
Grading Information	10-11, 36
Grievance Procedures	57-58
Guest Artist Exhibitions	44-45
Guest Policy	23

H

Hazardous and/or Dangerous Materials Policy	64-65
History of SVA	4-5
Holidays	45
Housing	20-28
Human Subject Research	11

I

Identification Cards	45
Independent Study	11, 36
Insurance	29
Intellectual Property Rights of Faculty	37
Intellectual Property Rights of Students	19
International Student Office	19-20
Internet Policies and Procedures	68-69
Interruption of Studies	11

L

Lateness	12, 37
Learning Disabilities	16-17
Leave of Absence for Medical Reasons	12, 37
Libraries	46-50
Lockers	50
Lost and Found	51

M

Mailboxes	24,37
Mailing Addresses for Residence Halls	21
Making Up a Class	37
Matriculation Time Limitation	12
Medical Facilities	29, 43 and inside front cover
Mental Health	29, 86
Milton Glaser Design Study Center and Archives	47
Missing Student Policy and Procedure	69
Model Registry	37, 79
MySVA	51
Museum Listing	88-93

N

"Near and Necessary"	84
Non-Discrimination Statement	inside back cover

P

Parking	51
Peer-Tutoring Program	18
Personal Property	20, 51
Personnel Files	37
Photographs and Tape Recordings	51
Plagiarism	70
Probation and Exclusion	12
Proficiency Examination	12

R

Radio Station (WSVA)	33
Refunds	24, 30-31
Reimbursement for Professional Meetings	37
Reproduction of Student Work	20
Residence Life	20-28
Resources that are "Near and Necessary"	84

S

Sabbaticals	38
Security Locations	44
Semester Credit Hours	12
SEVIS	19
Sexual Discrimination and Harassment	56-67
Sexual Relationships Between Faculty and Students	63-64
Smoking Regulations	55
Stalking	56
Standards of Classroom Behavior	38
Student Activities	28
Student Affairs	28
Student Center	28
Student Code of Conduct	59-63
Student Exhibitions	28
Student Health and Counseling Services	29, 82
Students at Risk Committee	58
Study Abroad	13
Substance Abuse	54-55
Supply Costs for Students	13, 29
SVA Electronic Communications	68
SVA Mission Statement	4
SVA Student Profile	6
Syllabi	38

T

Title IX	57, 82
Tours of Campus Facilities and Classrooms	51
Transcript Requests	13
Transfer Credits	13-14
Tuition and Billing Information	30-31

V

VASA (Visual Arts Student Association)	32
Veteran Students	32
Visitors	32, 52
Visual Arts Foundation	82
Visual Arts Gallery	45
Visual Arts Library	46-49
Visual Arts Press, Ltd.	52
<i>Visual Opinion</i> (VO) Magazine	33, 83

W

Writing Resource Center	33
-------------------------	----

Y

Yearbook	30, 83
----------	--------

