

The  
**2022**  
**2023**  
**SVA**  
**Handbook**



**CONTENTS**

President’s Letter	3
The College	4
Academic Information	9
Student Information	25
Faculty Information	50
General Information	62
Standards, Procedures, Policies and Regulations	76
SVA Essentials	104
2022–2023 Academic Calendar	126
Index	131

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

In addition, the Handbook contains policies mandated by federal and state regulations, which all faculty, students and administrative staff need be aware of. In this regard, I would especially like to call your attention to the sections on attendance (pages 12 and 51), the Family Educational Rights and Privacy Act (FERPA) (page 95), Helping a Student in Distress (page 81), Title IX procedures and the SVA policy on alcohol and drugs (page 77).

We look forward to the 2022–2023 academic year. Our students, this year from 46 states, Puerto Rico and 58 countries, will once again pursue their studies with the focused guidance of our renowned professional faculty.

**DAVID RHODES**

President  
July 2022

# The College

Board of Directors	5
Accreditation	5
SVA Mission Statement	5
SVA Core Values	6
History of SVA	6
Academic Freedom	7
First Amendment Rights	7
SVA Student Profile	8

## **BOARD OF DIRECTORS**

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Lawrence Rodman, chair

Brian Palmer

Joseph F. Patterson

Anthony P. Rhodes

David Rhodes

Nisha Atre Richardson

Eileen Hedy Schultz

## **ACCREDITATION**

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The School of Visual Arts has been authorized by the New York State Board of Regents ([higher.ed.nysed.gov](http://higher.ed.nysed.gov)) to confer the degree of Bachelor of Fine Arts on graduates of programs in Advertising; Animation; Comics; Computer Art, Computer Animation and Visual Effects; Design; Film; Fine Arts; Illustration; Interior Design; Photography and Video; Visual and Critical Studies; and to confer the degree of Master of Arts on graduates of programs in Art Education; Curatorial Practice; Design Research, Writing and Criticism; and to confer the degree of Master of Arts in Teaching on graduates of the program in Art Education; and to confer the degree of Master of Fine Arts on graduates of programs in Art Practice; Computer Arts; Design; Design for Social Innovation; Fine Arts; Illustration as Visual Essay; Interaction Design; Photography, Video and Related Media; Products of Design; Social Documentary Film; Visual Narrative; and to confer the degree of Master of Professional Studies on graduates of programs in Art Therapy; Branding; Digital Photography; Directing; Fashion Photography.

The School of Visual Arts is accredited by the Middle States Commission on Higher Education ([msche.org](http://msche.org)), 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801, 267.284.5011. 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 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](http://accredit-id.org)), 206 Grandville Avenue, Suite 350, Grand Rapids, MI 49503-4014.

The School of Visual Arts' Department of Art Education is a member in good standing of the Association for Advancing Quality in Educator Preparation (AAQEP), a national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA). The School of Visual Arts' Department of Art Education is currently pursuing accreditation of its educator preparation programs under the AAQEP standards with an anticipated quality assurance review in fall 2023. Pursuant to Section 52.21 of the Regulations of the Commissioner of Education, the educator preparation programs offered by the School of Visual Arts are therefore considered to be continuously accredited for purposes of meeting the New York State requirement that all such programs maintain continuous accreditation. The School of Visual Arts' Master of Arts in Teaching in Art Education program was previously accredited by the Council for the Accreditation of Educator Preparation (CAEP).

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

## **SVA MISSION STATEMENT**

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The mission of the College is to educate future generations of global creative citizens to foster cultural and social change that

promotes our core values through the pursuit and achievement of their professional goals.

## **SVA CORE VALUES**

### **PARTICIPATION IN THE GLOBAL CREATIVE COMMUNITY**

Creative citizenship extends far beyond the borders of any one country. We believe citizenship demands participating in the exchange of ideas with integrity in one's community and the world at large. We must recognize our common humanity, listen to our fellow global citizens, respect a multiplicity of perspectives and experiences, and we must have the clarity of purpose to speak out against injustice. At SVA, creative citizens then encompass all of these ideals through their artistic practice.

### **DIVERSITY AND INCLUSION**

We are a diverse community that voices a deep commitment to equality and accessibility. We strive to create an atmosphere of openness and inclusion.

### **FREEDOM OF EXPRESSION**

The College has always protected the rights of members of its community to share their views in a receptive space and to enjoy the autonomy necessary for risk-taking and innovation. SVA provides an environment where both new ideas and contested ideas are welcomed and explored.

### **PROFESSIONALISM AND INTEGRITY**

SVA's faculty of working professionals are actively engaged in the fields that they teach. They hold students to a professional standard in terms of their craft, focus and general comportment; the curriculum of each major is built on a foundation of specialization and expertise. Professionalism at SVA encompasses not just excellence,

but also accountability, intellectual rigor, leadership and, above all, integrity.

## **HISTORY OF SVA**

The School of Visual Arts was founded in 1947 as a single-purpose trade school with 35 students and three instructors. Known as the Cartoonists and Illustrators School, it offered instruction in the techniques essential to the pursuit of careers in cartooning and illustration. Since that time, it has seen continual growth. The advertising and graphic design departments were added first, followed in the 1960s by fine arts, photography, art history, humanities and film. There are now more than 1,200 on the faculty.

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

In the 1980s, SVA began its Master of Fine Arts (MFA) degree programs in Computer Arts, Fine Arts, Illustration as Visual Essay and Photography, Video and Related Media. The success of these programs and the need for unique and innovative advanced studies has led to MFA programs in Art Practice, Design, 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, Directing and Fashion Photography. A Master of Arts (MA) in

Curatorial Practice and a Master of Arts (MA) in Design Research, Writing and Criticism began in fall 2014.

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**

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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**

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“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 the government. The First Amendment assures both freedom of religion, speech and the press, and the 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 and cultural events on campus as well as all other educational programs and activities. The discussion of ideas, which some may find distasteful or offensive, is protected if the discussion is germane to the subject matter being taught.

The College will take very seriously any action that infringes on the free speech of others, or that harasses individuals because of their ideas or beliefs. Harassment of any kind will not be tolerated, and those who violate the freedom of speech and expression of another may face severe penalties.

The College cannot censor or restrict “public” speech that may offend or cause discomfort to others in the community, either by accident or by intent. Comments or language used in public situations that may be termed “hate speech” are certainly an abhorrence to the College community, even though they technically may be protected by law. However, even when First Amendment rights protect the expression of opinions that some may consider derogatory, the College can take steps to denounce

those opinions and ensure that opposing views are heard. Therefore, it is absolutely essential that we all work to maintain an atmosphere of respect for every individual who exercises freedom of speech in a responsible way, and without intent to harm or defame others.

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

## **SVA STUDENT PROFILE**

Undergraduate Admissions and Enrollment Statistics, 2021-2022

### **TOTAL UNDERGRADUATE POPULATION, FULL AND PART-TIME**

Undergraduate students	3,529
Graduate students	582

### **UNDERGRADUATE APPLICATIONS**

First-time freshmen	4,251
Undergraduate acceptance rate	70.6%

### **ENTERING CLASS SIZE AND CHARACTERISTICS**

First-time freshmen	771
Transfer students	165
Percent male	30.1%
Percent female	69.9%
Average secondary school GPA	3.37
Average age	18.6 years

### **CHARACTERISTICS OF UNDERGRADUATE POPULATION**

Percent male	27.4%
Percent female	72.6%
States represented	48
Percent out-of-state	26.7%
Countries represented	51
Average age	21 years

### **RACE/ETHNICITY OF UNDERGRADUATE POPULATION**

Nonresident alien	53.1%
Black, non-Hispanic	3.2%
Asian	15.5%
Hispanic	9.2%
White, non-Hispanic	17.2%
Other or unknown	1.9%

## **Academic Information**

Academic Affairs	10
Academic Integrity Policy	10
Attendance	12
Auditing	13
Change of Major	14
Class Schedules	14
Course Adjustment Periods	14
Course Withdrawals	14
Credit by Examination	15
Grade Appeals	15
Grading Information	15
Graduation and Degree Conferral	16
Human Subject Research/Institutional Review Board (IRB)	17
Independent Study	17
Interruption of Studies	17
Lateness	19
Matriculation Time Limitation	19
Online Course Access	19
Proficiency Examination	19
Registration	19
Repeating Courses	21
Semester Credit Hours	21
Study Abroad	21
Term Honors	22
Transcript Requests	22
Transfer Credits	23

## **ACADEMIC AFFAIRS**

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

## **ACADEMIC INTEGRITY POLICY**

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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 (including the misappropriation of still and moving images, art works, recordings and any other creative works not in the public domain), 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 and possible sanction. The final disposition of any academic integrity policy violation is at the sole discretion of the Provost (or designee), except in the rare instance where an adverse finding in an academic integrity case is appealed to the College's president.

### **POLICY VIOLATION PROCEDURES**

A first offense of plagiarism, cheating or lying should be handled at the departmental level, with penalties ranging from failure for the assignment to failure for the course. If the department determines that the offense warrants a more severe penalty, the Provost should be notified immediately. Under

no circumstances should an instructor fail a student for academic dishonesty without first consulting the chair of the department offering the course. Any infraction resulting in a course failure should be reported by the chair, in writing, to the Provost.

A first offense of falsifying official student records, or a second offense of plagiarism, cheating or lying will automatically be reported to the Provost in writing, by the department chair. The Provost will collect and review all of the evidence associated with the case to determine what, if any, sanction will be imposed. In such cases, the accused will have the opportunity to make a written statement and provide evidence in their defense. If deemed appropriate, the Provost may hold an in-person meeting.

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

Penalties resulting in suspension or dismissal will take effect immediately following the 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 by email, within five days of the receipt of the Provost's decision, to: The Office of the President, School of Visual Arts, 209 East 23 Street, New York, NY 10010.

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

## **ACADEMIC STANDING AND PROBATION**

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

Students are not considered to be in good academic standing if they meet any of the following criteria:

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

Students not in good academic standing will receive correspondence from the Registrar's Office indicating their status. The student's academic advisor will specify the terms of hold and/or probation and will monitor the student's work for progress. Students on probation are not permitted to participate in extracurricular College activities and may require a transcript review

before they may register for courses in the upcoming year. Students who are not in good academic standing for two consecutive semesters will be dismissed from SVA.

Matriculated graduate students must maintain a minimum cumulative grade point average (GPA) of 3.0 to remain in good academic standing.

Only course grades of B- or higher will be applied towards the degree. Students who receive a grade below B- may have to repeat the course (or an equivalent course that satisfies a degree requirement). Grades of less than B- are awarded credit and are used to calculate term and cumulative GPA.

For students enrolled in a program that utilizes the pass/fail system, a Pass (P) or High Pass (HP) will be awarded for the successful completion of a course.

## **SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS**

Students receiving any form of federal, state or institutional financial aid are required to maintain a minimum cumulative GPA and earn a certain percentage of the credits they attempt in order to continue receiving aid. For specific guidelines relating to satisfactory academic progress and financial aid, log in to your MyID dashboard, select the "Department Resources" tile and then select "Financial Aid" from the list of Administrative Offices.

## **STUDENT RESPONSIBILITY FOR ACADEMIC STANDING**

It is the student's responsibility to monitor progress toward the degree in terms of overall College and individual major departmental requirements. Students should review their transcripts at the completion

of each semester, paying careful attention to the total number of credits successfully completed in humanities and sciences, art history and studio courses, as well as the actual grades received. Students should view their degree requirements and academic progress on the “My Progress” tab in MyServices ([myid.sva.edu](http://myid.sva.edu)). All general degree and major departmental requirements are also stated in the Registration Book.

Academic advisors are ready to help with any problems and will often notify students, in writing, if they are missing any required courses or are failing to maintain satisfactory progress.

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

## **ATTENDANCE**

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The School of Visual Arts is a professional college of art and design dedicated to teaching and learning. Attendance is required in all courses, and students are expected to attend every class session. Faculty members are required to record accurate class attendance in Canvas, the College’s learning management system, in a timely manner following each class session. A faculty member may not delegate this responsibility to another individual, such as a student.

If students are marked absent for one-third of the scheduled meeting sessions of a given course, they will be administratively withdrawn from the course with a grade of W. The W grade does not affect a student’s term or cumulative GPA but will appear on official transcripts as attempted, but not earned, credit. Students will be alerted via email if they have accrued a significant number of consecutive or nonconsecutive absences. Students should be aware that any missed sessions of a course due to late registration will be considered absences for the purposes of this policy. International students studying at SVA on an F-1 or J-1 visa should be especially aware of the attendance policy, as dropping below full-time status may jeopardize their visa eligibility.

For attendance or other academic accommodations due to physical or mental health, please see Disability Resources on page 27. Students who are physically ill should refrain from attending classes on campus until they are well. Students should not provide doctor’s notes or other medical documentation to faculty members, nor should a faculty member accept such documentation from a student. Medical documentation should only be provided to Student Health and Counseling Services or Disability Resources as requested. Faculty members are not required to provide opportunities for students who are ill to remotely attend classes that normally meet on campus.

Faculty members may adopt an attendance policy that is more stringent than the institution’s policy, but students will not be administratively withdrawn until their number of absences reaches one-third of the total number of sessions. Students should read their syllabi carefully so they are informed of how many

absences or latenesses may constitute a failing grade.

Students wishing to appeal an administrative withdrawal due to excessive absences may email the Registrar's Office at [rosters@sva.edu](mailto:rosters@sva.edu). Included in the email should be:

- The student's justification for the re-corded absences
- An explanation of why the student feels they should be reinstated into the course
- What steps the student intends to take to make up the missed sessions

Students who are found to have stopped attending all registered classes for a semester may be administratively withdrawn from the College. However, failure to attend does not constitute a formal notification of intent to withdraw. Students wishing to completely withdraw from the College should follow the procedure outlined in the "Interruption of Studies" section of this Handbook.

Attendance records are monitored by administrative offices in order to enforce the attendance policy and to assist students who are not attending classes. Faculty members are encouraged to report any students who appear on their rosters but are not attending classes to the Registrar's Office at [rosters@sva.edu](mailto:rosters@sva.edu).

## **ATTENDANCE IN ONLINE COURSES**

Students enrolled in online courses are expected to attend and participate as they would if the class was meeting on campus. Students should ensure that they have a computer or other device that meets the minimum technical requirements in order to participate fully in online courses. Technical requirements are available at [sva.edu/students/online-courses](http://sva.edu/students/online-courses).

Students cannot expect anonymity in an online learning environment, so they may not request that their image, name, voice or other information be restricted from other students enrolled in the course. Therefore, students are expected to share their audio and video feeds for the entire time they are participating in class. Students who do not wish to share their audio and video feeds, or who cannot due to technical limitations, should consider registering for courses that do not meet online. Faculty members may impose grade penalties for students who do not comply with this requirement.

Students may not share Zoom links with anyone who is not officially enrolled in the course. Students who have allowed another individual to attend classes or complete assignments in their place may be subject to disciplinary action under the Academic Integrity Policy outlined on page 10.

## **AUDITING**

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Auditing is not permitted at SVA, with the exception of full-time students enrolled in SVA's graduate degree programs, who may audit one continuing education or undergraduate course per semester through graduation. Graduate students may only audit courses that have seats available, and their accounts must be clear of all holds. Tuition charges will be waived on audited courses, but any individual course fees will be billed to the student's account. Graduate students wishing to audit a course must complete a Graduate Audit Request Form, available at [sva.edu/registrar](http://sva.edu/registrar).

There may be varying in-class requirements depending on the instructor and the class being audited. Students who are auditing courses may be expected to participate in class, complete necessary

assignments, and attend regularly. Audited courses do not earn academic credit but do appear on transcripts with a grade of “AU,” which does not affect a student’s term or cumulative grade point average.

Faculty members may grade auditing students according to their own grading scale, but the final grade will be converted to “AU” when processed by the Registrar’s Office.

## **CHANGE OF MAJOR**

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

## **CLASS SCHEDULES**

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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 as a downloadable PDF at [sva.edu/regbook](http://sva.edu/regbook).

The most current course listing is also available online by visiting [sva.edu/regbook](http://sva.edu/regbook) and selecting “Search Course Offerings.”

## **COURSE ADJUSTMENT PERIODS**

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Students may drop or add courses during scheduled course adjustment periods. To

make adjustments to their schedules, students must contact their academic advisor. Students may only add courses that have open seats available. Instructors may not grant permission for students to attend a course that has met its maximum capacity, and students may not attend courses for which they are not enrolled.

After the close of the course adjustment period, written approval from an academic advisor is required and a \$100 late course adjustment fee is charged. 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. See [sva.edu/tuition](http://sva.edu/tuition) for current tuition and fees, and the Academic Calendar for specific dates of the course adjustment periods.

## **COURSE WITHDRAWALS**

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A course may be dropped without academic penalty through the last day to drop a class, as indicated on the Academic Calendar. Students may continue to drop courses after that date, but will be given a grade of W (Administrative Withdrawal).

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

It should be noted that international students attending SVA on an F-1 or J-1 visa may not drop below full-time status unless the change is approved by the International Students Office.

Under certain circumstances, a student may be administratively withdrawn from a course with a grade of W if they are marked absent for one third of its scheduled meeting sessions. The full policy is outlined in the “Attendance” section of this Handbook.

### CREDIT BY EXAMINATION

Students may receive exemptions and/or credit for successful completion of the following:

- **Advanced Placement (AP):** Advanced Placement (AP): For the score of 5 on AP studio art examinations, SVA will award 3 elective credits in studio. For scores of 4 or 5 on selected AP examinations in art history, humanities and sciences, SVA will award 3 elective credits in Art History or Humanities and Sciences. Neither credits nor exemptions are given for the English Language AP examination.
- **International Baccalaureate (IB):** For the score of 5, 6 or 7 on the IB diploma, higher level (HL) examinations, SVA may award 3 credits per subject up to 12 credits. Exemptions from Humanities and Sciences requirements may also be granted for certain subjects provided that the subject area is compatible with SVA's curriculum.
- **College Level Examination Program (CLEP):** Minimum score of 60 on CLEP examinations.
- **GCE and CAPE:** For GCE A-Level exams with grades of C or better and CAPE exams with grades of 1, 2 or 3, exemptions and credit may be awarded. Students must have their examination certificates evaluated by an external evaluation agency.

Placement and exemption from Humanities and Sciences and studio course requirements will not be automatic. Credit

awards and exemptions will be assessed on an individual, case-by-case basis. For exemption from studio requirements, students must submit a digital portfolio to be reviewed.

### GRADE APPEALS

Students who feel they have received an unfair or incorrect grade should speak with the course instructor. If the issue cannot be resolved with the instructor, they should then talk with their academic advisor and/or department chair. If the situation remains unchanged, and the student still feels a grade change is warranted, a written appeal letter should be sent to the Office of the Provost at [provost@sva.edu](mailto:provost@sva.edu). Included in the letter should be:

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

Grade appeals must be initiated within one academic year of the end date of the term in which the grade was received.

### GRADING INFORMATION

Quality		
Grade	Point	Explanation
A+	4.00	Excellent
A	4.00	
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*
P	—	Pass (pass/fail course)
S	—	Satisfactory (applicable first-semester thesis courses)
U	—	Unsatisfactory (applicable first-semester thesis courses)
W	—	Administrative withdrawal
X	0.00	Withdrawal for excessive absences with failure
AU	—	Audit

\*A grade of Incomplete may be awarded to a student to give additional time to complete a project or assignment that will have a significant impact on the final grade. A grade of Incomplete is tabulated as a failing grade and should be resolved within 60 days of the end of the term in which it was awarded. A faculty member may allow students additional time beyond 60 days to complete their work, but a final grade must be submitted by the last day the Registrar will accept grade changes for the semester term in which the Incomplete was awarded. See the Academic Calendar for exact dates.

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

## GRADUATION AND DEGREE CONFERRAL

The College officially confers degrees on three dates each academic year:

- Commencement day (typically mid-May)
- September 1
- February 1

In order to be awarded a degree from SVA, students must have satisfied all academic requirements for their major as outlined in the Registration Book the year they began their studies. Students who change their major or reapply to the College after a hiatus of longer than a year will be bound by the degree requirements in place at the time of the change or re-entry. Students must apply for graduation online and submit archival documentation of their final portfolio or thesis to their academic department prior to degree conferral. Degree completion must be confirmed by both the student's academic advisor and the Registrar.

Students may monitor their progress toward a degree on the "My Progress" tab in MyServices ([myservices.sva.edu](https://myservices.sva.edu)). Students who have not satisfied all academic requirements for their degree by the anticipated conferral date will be informed in writing by their academic advisor and/or the Registrar. In cases where additional coursework is required, the student's degree date will be postponed to the next conferral date. In such circumstances, the student may be allowed to participate in the Commencement exercises, however, the degree will not be conferred until all requirements are met.

After a degree is conferred, students will receive a diploma and a notation will be posted on the permanent transcript. Students must be clear of any financial obligations to the College in order to receive a diploma.

The College holds one Commencement ceremony each year, typically in mid-May. Candidates for the graduating class will receive periodic instruction from their academic advisors on how to apply for

graduation and receive clearance to participate in the ceremony. All Commencement-related resources and information are available at [sva.edu/commencement](http://sva.edu/commencement).

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

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

## **INDEPENDENT STUDY**

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In the junior and senior year, independent study can provide an opportunity to study material that is not offered as a specific course in the SVA curriculum. Students may wish to work in an area that is beyond the scope of the courses offered or may want to take an in-depth look at a topic that was covered only briefly in a course. Interested students with a GPA of at least 3.0 should contact their academic advisor before the beginning of the semester to discuss their ideas and learn how to apply for independent study.

Students in graduate programs may be eligible to complete independent study work to supplement their required coursework. The academic requirements for eligibility may vary by department, but students must be in good academic standing and have approval from their department Chair in order to participate.

Independent study courses must be approved and added before the last day of

the course adjustment periods. 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**

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

## **MEDICAL LEAVE OF ABSENCE**

Matriculated students taking a leave of absence from SVA for their physical or mental health are required to receive appropriate clinical care with a qualified healthcare provider throughout their leave of absence. Approximately two months before registering for the semester of a student's intended return, a Certificate of Readiness to Return to School form (available for download at [sva.edu/health](http://sva.edu/health) under "Resources") must be completed by the treating healthcare provider and signed by the student. The form can be faxed to 212.592.2216 or emailed to [health@sva.edu](mailto:health@sva.edu). Once reviewed and approved, the medical hold on the student's account will be removed. The student will be able to register for courses provided that all other conditions for returning to the College have been met.

A Certificate of Readiness to Return to School form completed in a language other than English must be translated by an official translation service. The original clinician's statement must be accompanied by a translated certificate and authenticity note.

## **MEDICAL WITHDRAWAL TUITION BENEFIT**

Matriculated students taking a leave of absence from SVA for physical or mental health reasons are eligible for a one-time Medical Withdrawal Tuition Benefit. At the time of withdrawal, the academic advisor will provide the student with a Clinician's Verification of Health Condition (CVHC) form (available for download on [sva.edu/health](http://sva.edu/health) under "Resources"). This form must be filled out by a medical/mental health provider who is treating the student during the time of withdrawal.

To qualify for the benefit, students must be taking an approved medical leave of absence, without final grades issued in any registered courses, and must submit the CVHC form to Student Health and Counseling Services within 30 days of the date of withdrawal. Students will be credited for tuition, department fees, course fees, late payment fees, payment plan fees and health insurance fees (provided that the plan has not been used). Housing fees, department fines and previously issued refunds are excluded from this policy.

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

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

## **FINANCIAL AID CONSIDERATIONS**

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

## **SVA EMAIL CONSIDERATIONS**

Students taking a leave of absence should be aware that their SVA email accounts, including all connected systems and services, will remain active during their hiatus, provided that they return to their studies within one academic year. If students do not return from leave, their SVA accounts will be suspended. Students who withdraw from the College, whether voluntarily or involuntarily, will have their accounts suspended immediately upon the processing of their withdrawal.

## **LATENESS**

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Faculty members have the right to determine the lateness policy for their class, including excluding students from class or assessing grading penalties. If a faculty member does adopt a strict lateness policy, it should be made clear to students at the beginning of the semester and be included in the syllabus. For official attendance recording, faculty members may use the “Late” option to indicate tardiness but should not mark a student absent if they were in class.

## **MATRICULATION TIME LIMITATION**

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Students who matriculate in one of the College’s undergraduate degree programs must complete their course work within eight years. Students who matriculate in a graduate degree program must complete coursework within twice the amount of time necessary to complete the degree. Program extensions may be granted by the Office of the Provost.

## **ONLINE COURSE ACCESS**

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All SVA undergraduate and graduate courses have an online component available for use as deemed appropriate by the course instructor. To access any online courses, visit the College’s Canvas learning management system. Log in to myid.sva.edu and select the Canvas LMS icon on your dashboard. If you need assistance using Canvas, contact the Office of Learning Technologies at olt@sva.edu or 212.592.2313.

## **PROFICIENCY EXAMINATION**

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The Proficiency Exam (PE) is a Bachelor of Fine Arts degree requirement that tests writing ability and may be used to place students in writing courses. All matriculated

SVA students are required to take the PE during their first semester at SVA. During the exam, students are asked to write a 400–450 word essay that demonstrates an understanding of the topic provided, sentence and paragraph logic, as well as good grammar and spelling. Students who pass the PE may continue with their Humanities and Sciences courses. Students who fail more than once will be required to seek tutoring to improve their writing skills and complete a selected number of tutoring sessions before they can retake the PE.

Exceptions: Transfer students who have been exempted from all Humanities and Sciences course requirements are also exempted from the Proficiency Examination. This exemption will be stated in their SVA acceptance letter.

The PE is given throughout the academic year. For dates and sample tests, visit the Writing Resource Center at: <https://sva.edu/academics/undergraduate/writing-resource-center>

All questions should be directed to the student’s academic advisor or Leslie Haller, Administrative Manager of the Writing Resource Center at 212.592.2576 or lhaller@sva.edu.

## **REGISTRATION**

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

Students returning from a leave of absence will be assigned a registration time on a first-come, first-served basis. They are advised to complete the Return from Leave of Absence form, available at [sva.edu/](http://sva.edu/) registrar, to have their account reactivated. Once active, students will be assigned a registration time by the Registrar.

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

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

### **EXCEEDING 15 CREDITS PER SEMESTER**

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

Note that each credit in excess of 15 (or 16 for Visual and Critical Studies majors) will

be billed at the current undergraduate per-credit rate. See [sva.edu/tuition](http://sva.edu/tuition) for current tuition and fees.

In certain circumstances an individual academic department may permit credit allowances in excess of 15 credits per semester at the base tuition rate (as for students studying in the Honors Program). Exceptions are listed with the respective departmental information in the annual Registration Book.

### **REGISTERING BELOW FULL-TIME STATUS**

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

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

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

### **GRADUATE REGISTRATION**

Many graduate programs have a set curriculum for each year, although some programs do offer options for a limited

course choice. Students should review their degree requirements in the Registration Book ([sva.edu/regbook](http://sva.edu/regbook)) or in My Services ([myid.sva.edu](http://myid.sva.edu)) and consult with their departmental advisors to discuss the specific registration procedures for their program.

## **REPEATING COURSES**

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

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

## **SEMESTER CREDIT HOURS**

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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**

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Living abroad for a period of time is one of the best ways to understand the artistic and cultural life of other countries. Access to the artistic and human resources of other places provides source material that stimulates

students to develop new perspectives for their art.

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

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

SVA's semester abroad programs provide an opportunity to live and study in another country for the fall or spring semester, integrated into one of SVA's partner institution's student body. All applicants must submit the online application, an SVA transcript, a statement of intent, two letters of recommendation and a portfolio of their work. Participants in semester abroad programs must register and make payment online via WebAdvisor, and maintain full-time enrollment status at SVA during their semester abroad.

### **SPRING SEMESTER SVA DESTINATIONS**

**Application deadline:** February 15

### **SUMMER SVA DESTINATIONS**

**Application deadline:** April 15

Portfolio is required for all studio programs  
Limited enrollment

## INTERNATIONAL EXCHANGE

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

Students can earn studio credit at a participating exchange institution pending a portfolio review of work completed during the semester abroad by their major department chair.

The exchange program is currently available to the following BFA degree majors: Animation, Computer Art, Design, Film, Fine Arts, Interior Design, Photography and Video, and Visual and Critical Studies. SVA has partner exchange relationships with institutions in the following countries: Belgium, China, Czech Republic, Finland, France, Germany, Ireland, Japan, the Netherlands, Norway, Spain, Sweden, Switzerland and the United Kingdom. Students enrolled in the exchange program will receive a stipend that will be applied to their spring semester tuition.

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

## TERM HONORS

At the end of each fall and spring semester, the Office of the Provost issues Term Honors. To receive Term Honors, students must be matriculated undergraduate students who have completed 12 credits of coursework in the term without any grades of Incomplete, and whose semester grade

point average is within the top 20 percent of their major. Students whose semester grade point average is within the top 5 percent of their major will receive High Term Honors. Each Term Honors recipient receives a letter from the Provost. Term Honors status is recorded on the recipient's official transcript.

## TRANSCRIPT REQUESTS

Transcripts are offered free of charge to students. Transcripts may be requested in any of the following formats.

### ELECTRONIC TRANSCRIPTS

SVA offers an eTranscript service, which delivers official transcripts as secure PDF files via email within the same day. Processing times may vary if students attended SVA prior to 1985. Students sending official transcripts to another institution should verify that the receiving party will accept electronic transcripts prior to submitting their request.

Students wishing to request an eTranscript may visit [sva.edu/registrar](http://sva.edu/registrar) and follow the link under the "Transcripts" header.

### PERSONAL TRANSCRIPTS

Students who graduated from SVA in 1985 or after, or have taken classes at SVA within the last year, may download or print a transcript at any time by logging in to My-Services ([myid.sva.edu](http://myid.sva.edu)), selecting "Student Planning" then "Unofficial Transcript" from the menu header.

### PRINTED TRANSCRIPTS

Students who need a printed transcript (for either official or personal use) may email [registrar@sva.edu](mailto:registrar@sva.edu) with their detailed request.

Students may also request transcripts in person at the Registrar's Office, located at 205 East 23rd Street, 1st floor.

## **TRANSFER CREDITS**

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

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

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

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

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

equivalencies must be evaluated by an external evaluation agency.

## **HUMANITIES AND SCIENCES**

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

## **ART HISTORY**

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

## **STUDIO**

Studio credits are awarded based on an evaluation of the student's portfolio, in conjunction with the review of college transcripts, to a maximum of 45 credits provided the student earned a grade of C or higher. Transfer credits are awarded based on current SVA requirements and curriculum and are subject to departmental chair approval.

## **STUDYING AT ANOTHER INSTITUTION AFTER MATRICULATING AT SVA**

Undergraduate students, currently or previously matriculated, must receive advance approval from Academic Advisement and the appropriate departmental chair to study at another institution in the United States, or an appropriately credentialed foreign institution. Students may complete the Request for Transfer of Credit form, available from the academic advisor. SVA students who request and are given such permission may transfer up to 15 credits, including no

more than 9 credits in studio and 6 credits in humanities and sciences and/or art history coursework. Syllabi for studio courses must be submitted to the department chair for pre-approval. In no case may the total number of credits transferred to SVA exceed the 60-credit limit.

## **Student Information**

Academic Advisement	26
Books and Supply Costs	26
Career Development	26
Directory Information	27
Disability Resources	27
Diversity, Equity and Inclusion	28
Employment Opportunities for Students	29
English as a Second Language (ESL) Support Services	30
Exhibitions: Students	31
Financial Aid	31
Intellectual Property Rights of Students	31
International Student Office (ISO)	32
Personal Property	34
Reproduction of Student Work and Likeness	34
Refund Policy	46
Residence Life	34
Student Center	44
Student Engagement and Leadership	44
Student Health and Counseling Services	45
SVA Yearbook	46
Tuition and Billing Information	46
VASA (Visual Arts Student Association)	47
Veteran Students	48
Visitors	48
Visual Opinion (VO) Magazine	49
Writing Resource Center	49
WSVA Radio Station	49

## **ACADEMIC ADVISEMENT**

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133/141 West 21st Street, 7th floor  
Monday – Friday, 9:00am – 5:00pm  
Tel: 212.592.2540  
Fax: 212.592.2545  
Email: [acadadvis@sva.edu](mailto:acadadvis@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.

## **BOOKS AND SUPPLY COSTS**

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

## **CAREER DEVELOPMENT**

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136 West 21st Street, 6th floor  
Monday – Friday, 9:00am – 5:00pm  
Tel: 212.592.2370  
Email: [cd@sva.edu](mailto:cd@sva.edu)  
Online Job Board: [collegecentral.com/sva](http://collegecentral.com/sva)  
SVA Portfolios: [portfolios.sva.edu](http://portfolios.sva.edu)

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

Students and alumni may post their résumé and portfolio images for prospective employers to review. Students and alumni can join SVA Portfolios on Behance to gain broader exposure for their work, connect with other students and alumni, and be discovered

easily by potential clients, recruiters and employers.

## **DIRECTORY INFORMATION**

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

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

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

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

For more information about the Family Educational Rights and Privacy Act (FERPA), visit [sva.edu/ferpa](http://sva.edu/ferpa) or read SVA's full FERPA disclosure in the Standards, Procedures, Policies and Regulations section of this Handbook, page 95.

## **DISABILITY RESOURCES**

340 East 24th Street, 1st floor  
Monday – Friday, 9:00am – 5:00pm  
Tel: 212.592.2396  
Fax: 212.592.2899  
Email: [disabilityresources@sva.edu](mailto:disabilityresources@sva.edu)  
Website: [sva.edu/disabilityresources](http://sva.edu/disabilityresources)

### **MISSION STATEMENT**

Disability Resources assists in creating an accessible and inclusive 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 advocacy and partnerships with students, faculty and staff members, Disability Resources works to improve the educational experiences of students with disabilities.

### **DISABILITY ACCOMMODATIONS**

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

### **REASONABLE ACADEMIC ACCOMMODATIONS**

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

Generally, students registered with Disability Resources qualify for one or more of the following academic accommodations:

- Exam accommodations
- Reduced course load
- Note-taking assistance
- Sign language interpreters
- CART captioning services
- Preferential seating in class
- Audio books
- Early access to course reading lists
- Residential accommodations
- Individual weekly or biweekly coaching meetings with Disability Resources staff

Please note: Personal services, such as bathing, grooming, food preparation, housekeeping, orientation, help with ambulating, and individually prescribed devices, such as hearing aids, glasses, braces, wheelchairs and other mobility devices, are not provided.

### **CLASSROOM ACCOMMODATIONS**

Once students have completed the registration process, they are responsible for working collaboratively with Disability Resources. Instructors will be notified of approved accommodations via an email from Disability Resources. Students must follow up with their instructors to ensure receipt of this email. Students must renew their accommodations each semester via the MyAccommodate system. Failure to renew means the accommodations are not active. Additionally, accommodations are not retroactive and only begin once instructors receive an accommodation letter. Students should notify Disability Resources if they have any difficulty receiving their approved accommodations.

### **STUDENT RESPONSIBILITIES**

- Self-identifying to Disability Resources and completing the registration and accommodation request process.
- Follow up with instructors to ensure they received the accommodation letters.

- Coordinating exam accommodations with Disability Resources and the instructor at least two weeks prior to the exam date.
- Obtaining updated accommodation letters each semester to continue to remain eligible for accommodations. To renew accommodations each semester, students should log in to the MyID (myid.sva.edu) portal and select “Accommodate” from the available apps.
- Informing Disability Resources of any difficulties receiving accommodations or any changes in their disability status.
- Checking their SVA email address regularly since Disability Resources will communicate with them via their SVA email address.

## **DIVERSITY, EQUITY AND INCLUSION**

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132 West 21st Street, 12th Floor  
 Monday – Friday, 9:00am – 5:00pm  
 Email: [diversity@sva.edu](mailto:diversity@sva.edu)  
 Website: [sva.edu/dei](http://sva.edu/dei)

### **MISSION STATEMENT**

The office of Diversity, Equity and Inclusion seeks to create a more inclusive, equitable and welcoming campus climate and SVA community.

The office will achieve this mission and support students through the following services:

- Student surveys and diversity roundtable discussions
- Lead DEI Task Force to develop the Strategic Plan for Diversity, Equity and Inclusion
- Liaise between the students and campus administration and faculty
- Provide anti-racism and DEI education and training for all SVA members
- Assist with the recruitment and hiring of BIPOC and historically underrepresented

faculty and staff

- Develop a lecture series with potential BIPOC faculty and guest lecturers
- Collaborate with Student Health and Counseling Service to expand mental health resources for BIPOC students
- Develop a firm and unambiguous policy against any acts of bias, discrimination and harassment within the College community
- Establish scholarships specifically in support of BIPOC and historically underrepresented students
- Invest in resources necessary to support BIPOC students' academic and social needs
- Create a space for BIPOC and historically underrepresented students to hold SVA leaders accountable for achieving collectively set goals
- Foster awareness of the full scope of identities, experiences and needs of our community, addressing them as they arise

### **DIVERSITY IN 3D PODCAST:**

#### **SVA.EDU/DEI**

The mission of Diversity in 3D is to spread awareness, education and unity through honest and open discussion. "As a campus, we will be successful in our mission if we are able to identify and address those issues that we do not understand or may find discomforting."

### **REALIZE DEI DIVERSITY BLOG:**

#### **SVA.EDU/DEI**

This space is dedicated to covering the initiatives of Diversity, Equity and Inclusion at the School of Visual Arts, as well as relevant happenings on campus, among alumni and in the broader arts and design community.

If you are a member of the SVA community

and have DEI news or feedback to share, we encourage you to join the conversation. Write us at [diversity@sva.edu](mailto:diversity@sva.edu).

## **EMPLOYMENT OPPORTUNITIES FOR STUDENTS**

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

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

SVA part-time work in a non-work-study capacity provides employment to students who are registered for the academic year, have a minimum cumulative grade point average of 3.0 and are in good financial standing. Non-work-study student employees work fewer than 33 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 to Human Resources.

International students' employment is restricted by federal regulations and must be authorized by the U.S. Citizenship and Immigration Services. Students who maintain a valid F-1 visa status may work on-campus for a maximum of 20 hours per week

while the College is in session and full-time during school breaks. Students are paid on an hourly basis. Students who maintain a valid J-1 exchange visitor visa status must contact the ISO before accepting any on-campus employment. Off-campus employment for all international students must be authorized through U.S. Citizenship and Immigration Services as well as the ISO.

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

**Note:** An SSN is not a work permit. A separate employment authorization is required for all off campus employment.

International students may not begin working on campus until the SSN card is issued and approved by Human Resources. Under no circumstances may a student begin working before obtaining written approval from Human Resources.

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

students must obtain approval from their department to register for an internship course for credit.

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

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

## **ENGLISH AS A SECOND LANGUAGE (ESL)**

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### **SUPPORT SERVICES**

Speakers of other languages can improve their English skills at SVA by taking advantage of ESL courses as well as other selected courses offered through the Humanities and Sciences Department. Please contact Helene Rubinstein, chair of English as a Second Language, at [hrubinstein@sva.edu](mailto:hrubinstein@sva.edu) or 212.592.2621 for more information.

Students may further develop their writing skills at the Writing Resource Center,

which offers tutoring daily to all students, free of charge. Online tutoring sessions are available.

## **EXHIBITIONS: STUDENTS**

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601 West 26th Street, 15th floor

Monday – Saturday, 10:00am – 6:00pm

Tel: 212.592.2145

Email: [galleries@sva.edu](mailto:galleries@sva.edu)

Website: [galleries.sva.edu](http://galleries.sva.edu)

The exhibition program at SVA advances the College's philosophy of integrating life outside the classroom and studio 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 exhibiting one's work in a professional gallery setting. SVA's commitment to this objective is second to none, employing a full-time staff of gallery professionals to mount over 40 exhibitions a year in four exhibition spaces.

There are three galleries on campus and one off-campus. The latter, which also houses the SVA Galleries office, comprises four ample exhibition spaces that include areas specially designed for video projections and performance art. Its 15th floor terrace, where outdoor sculpture can be shown, offers a spectacular view of the Hudson River, lower Manhattan and the Statue of Liberty, as well as the northern coast of New Jersey.

Matriculated students can exhibit their work either as part of curated department shows or by applying online to SVA Galleries for a juried exhibition. To reach the widest possible audience, every student exhibition is posted on SVA's website and is publicized on various social media. Each begins with an opening reception at which the

exhibiting artists can interact with the public and members of the arts community. It also offers them the important opportunity to celebrate their accomplishments with friends, family and colleagues. This is a long-standing SVA practice. Artists Renée Cox, Keith Haring, Joseph Kosuth, Elizabeth Peyton, Yuko Shimizu, Lorna Simpson and Sarah Sze had some of their first exhibitions while they were students at SVA.

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

## **FINANCIAL AID**

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342 East 24th Street, concourse level

Monday – Friday, 9:00am – 5:00pm

Tel: 212.592.2030

Fax: 212.592.2029

Email: [fa@sva.edu](mailto:fa@sva.edu)

Website: [sva.edu/fa](http://sva.edu/fa)

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

## **INTELLECTUAL PROPERTY RIGHTS OF STUDENTS**

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SVA does not have any ownership or other interest in any "Works" (including any

artwork, writing, research, animation, film, video, design, software, application or other works that may be protected by copyright) created by a student while enrolled at SVA, unless the student agrees otherwise in writing, except that SVA has a limited right to use the student's Works for educational and accreditation purposes.

## **INTERNATIONAL STUDENT OFFICE (ISO)**

340 East 24th Street

24th Street Residence, 1st floor

Monday – Friday, 9:00am – 5:00pm

Tel: 212.592.2236

Fax: 212.592.2241

Email: [iso@sva.edu](mailto:iso@sva.edu)

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

### **SEVIS AND THE RESPONSIBILITIES OF INTERNATIONAL STUDENTS**

SVA is authorized by the Student and Exchange Visitor Program (SEVP), a government agency under the U.S. Department of Homeland Security, to enroll international students. SEVIS, the Student and Exchange Visitor Information System, is the United States government's information system for international students and exchange visitors and is monitored by SEVP. The ISO's advisors are SVA's Designated School Officials and Responsible Officers

who maintain records for each international student who requires the Certificate of Eligibility, I-20 or DS-2019 form to study at SVA.

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

Federal regulations require that:

- International students and exchange visitors report to the ISO for initial registration in SEVIS within 30 days of the beginning of their first semester at SVA.
- The ISO must be notified within 10 days of a change of address.

Any change of information listed on the Certificate of Eligibility, I-20 or DS-2019, such as changes in major field of study, expected year of graduation or biographic information, must be reported to the ISO.

SVA/ISO is not responsible for the loss of immigration status or benefits if the reporting requirements, recommended guidelines and deadlines are not followed by an international student.

### **FULL COURSE OF STUDY REQUIREMENT**

Every semester of enrollment must be full-time (a minimum of 12 credits per semester).

A summer vacation period is earned after two semesters of consecutive enrollment (fall and spring semesters). International students may be eligible to reduce their

course load to a minimum of 6 credits per semester if they have a medical condition, are in their final semester of study, or are encountering academic or language difficulties. Students who wish to apply for a reduced course load must notify their academic advisor and an ISO advisor. They are required to continue full-time registration until their request for a reduced course load is approved in SEVIS.

College policy states that any student who misses one-third of the scheduled sessions of any course will be administratively withdrawn from said course with a grade of "W." If international students in F-1 or J-1 student status are administratively withdrawn from a course and fail to maintain the full-course of study requirement as a result, they will fall out-of-status. Students must consult their Academic Advisor and the International Student Office if their absences put them at risk of being administratively withdrawn.

### **PROGRAM EXTENSION REQUIREMENT**

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

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

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

### **TRAVEL DOCUMENTS REQUIREMENT**

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

### **DURATION OF STATUS AT SVA**

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

### **U.S. FEDERAL EMPLOYMENT REGULATIONS**

International students and exchange visitors must abide by federal regulations

regarding employment discussed in the "Employment Opportunities for Students" section.

## **PERSONAL PROPERTY**

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

## **REPRODUCTION OF STUDENT WORK AND LIKENESS**

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In documenting life at SVA, the College frequently reproduces student work and photographs of campus activities in its publications, promotional materials, website and social media. Students are strongly encouraged to submit an artwork and model release form to accept or decline these opportunities to have their work promoted or likeness published. The form is available to all students at [sva.edu/artwork-release](http://sva.edu/artwork-release) or by calling External Relations at 212.592.2207. New students also have the opportunity to complete this online form during the enrollment process.

## **RESIDENCE LIFE**

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340 East 24th Street, 1st floor  
Monday – Friday, 9:00am – 5:00pm  
Tel: 212.592.2140  
Email: [reslife@sva.edu](mailto:reslife@sva.edu)

### **RESIDENCE LIFE STAFF**

The Residence Life staff consists of an Associate Director, Assistant 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 of the Student Affairs team. The Associate Director is responsible for the administration of the Residence Life program throughout SVA's four residence halls, managing housing assignments, room selection, housing security deposits and room changes. The Associate Director is the direct supervisor of the Assistant Director and Residence Hall Directors.

### **Assistant Director**

The Assistant Director of Residence Life is a professional staff member who manages the Resident Assistant selection and training processes. The Assistant Director also assists in the daily operation of the Residence Life office.

### **Residence Hall Directors (RHDs)**

The Residence Hall Directors are professional staff members who assist in promoting the academic and personal growth of resident students. RHDs supervise the Resident Assistants and set behavioral standards for the residential community. RHDs also work with students to create inclusive residential communities and facilitate student development through responsibility and accountability in the residence hall.

### **Resident Assistants (RAs)**

Resident Assistants are student staff members who 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 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 for the fall 2022 semester is scheduled to begin August 28, 2022. Check-in for the spring 2023 semester is Wednesday, January 4, 2023.

### **CHECK-OUT**

The last day for non-graduating residents to check out is Tuesday, May 2, 2023. Graduating seniors must check out the day after commencement. Residents are strongly encouraged to begin making arrangements to move or store their belongings in advance of the check-out deadline.

### **MAILING ADDRESSES FOR RESIDENCE HALLS**

Note: It is not necessary to include the name of the residence hall in the address.

#### **23rd Street Residence**

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

#### **24th Street Residence**

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

#### **Gramercy Women's Residence**

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

#### **Ludlow Residence**

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

Please do not include "School of Visual Arts" in the address when sending mail to

a residence hall. Doing so may delay mail delivery.

### **HOUSING COSTS AND RATES FOR THE 2022–2023 ACADEMIC YEAR**

(September through May):

#### **23rd Street Residence**

Small Double: \$16,500  
Double: \$19,200

#### **24th Street Residence**

Small Double: \$18,750  
Double: \$20,500  
Triple: \$17,000

#### **Gramercy Women's Residence**

Double: \$18,500  
Shared Studio: \$20,400

#### **Ludlow Residence**

Double: \$18,500  
Single: \$20,200

### **CANCELLATION POLICY**

All residents electronically agree to the residence hall agreement and the housing cancellation policy for the full academic year, which includes the fall and spring semesters.

The housing cancellation policy is slightly different for first-year students and returning students. Residence life defines first-year students as first-time freshmen, first-time transfer students and first-year graduate students. This section outlines the terms of the housing cancellation policy.

#### **First-Year Student Housing Cancellation Policy**

The \$400 housing placement fee is non-refundable. Residential students who paid the housing placement fee for the '22–'23 academic year and decide not to live in

on-campus housing should cancel their housing agreement by emailing [reslife@sva.edu](mailto:reslife@sva.edu) and include their name, SVA ID number and reason for cancellation. Cancellations must be received from the student's SVA email address.

Students (prospective and current) who cancel their housing:

- Prior to August 12, 2022, forfeit the housing placement fee (\$400).
- After August 12, 2022, forfeit the housing placement fee and are charged a \$500 housing cancellation fee.
- After August 19, 2022, forfeit the housing placement fee, are charged a \$500 housing cancellation fee, and will be responsible for 10% of annual housing costs.
- After September 6, 2022, forfeit the housing placement fee and are responsible for the full cost of housing for the 2022-2023 academic year including fall and spring semester charges.

### **STUDENTS (PROSPECTIVE AND CURRENT) WHO WITHDRAW OR TAKE A LEAVE OF ABSENCE FROM SVA:**

The housing placement fee is non-refundable.

Prior to September 6, 2022, students are held to the SVA student housing cancellation policy outlined previously.

After September 6, 2022 (the start of classes), students are held to the College refund schedule outlined on page 46.

### **COMMON AREA DAMAGE AND PROPERTY**

No students are permitted to take, damage or deface any property not their own in the residence halls. Any costs to repair, replace or restore College property to its

original condition will be billed to whomever is responsible. The person(s) responsible may also face disciplinary action.

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

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

### **DELIVERIES**

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

### **ELECTRONIC CODE OF CONDUCT**

All residents must be familiar with and comply with the Internet Policies and Procedures/SVA Electronic Communications, page 98, which outlines the expectations for use of the College Internet service, including wired (Ethernet) and wireless (Wi-Fi) services in the residence halls. Uploading and downloading copyrighted material such as software, music and movies constitutes a direct violation of the Electronic Communications Code of Conduct.

In addition, this type of activity diminishes the effectiveness of the Internet service for all residents. In ensuring compliance with the ECCC, SVA may limit or shut down file sharing by individual users, or even all users.

Students who participate in the uploading and/or downloading of any files must verify that they are not sharing copyrighted material that they do not have the right to distribute. Questions regarding this policy should be referred to Residence Life or the SVA Help Desk.

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

## **EXTERMINATION/PEST CONTROL SERVICES**

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

## **FIRE ALARM EVACUATION PROCEDURES**

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

## **FIRE SAFETY**

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

## **GUEST POLICY**

**COVID-19 Related Policy Change for 2022-2023 Academic Year:** For the Fall 2022 semester, the SVA Residence Hall Guest Policy may be modified and phased in according to COVID-19 public health guidance and transmission rates. Below is a description of phases; as of summer 2022, the policy is at Phase 4.

### **Phase 1: Restricted Guest Visitation**

Out of an abundance of caution, there will be no guest visitation, even within the building, to room spaces other than a student's personal living space.

### **Phase 2: Within Residence Hall Visitation Resumes**

SVA residential students, who live in the same building, may visit another residential student's room. The visiting resident must wear a facemask, when outside of their personal space and while visiting spaces.

### **Phase 3: SVA Current Community Members (Residential & Non-Residential) Guest Sign-in Resumes**

All current SVA community members may be signed in as guests within the SVA residence halls (all guest sign-in protocols must be followed). The visiting SVA guest must wear a facemask at all times.

### **Phase 4: Non-SVA Affiliated Guests to Residence Halls Resumes**

Non-SVA individuals may be signed in as guests within the SVA residence halls (all guest sign-in protocols must be followed). The visiting SVA guest must wear a facemask at all times and comply with SVA's vaccination policies.

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

### **HOUSING PLACEMENT FEES AND ROOM DAMAGE BILLING**

The housing placement fee is a nonrefundable \$400 administrative fee charged to secure a student space in SVA housing.

The placement fee must be paid every academic year that the student returns to housing.

Any damages caused by the student to the room or the building can and will be added and billed to the student's account. Students participating in the SVA Room Selection process to reserve a room for the next academic year who then cancel their housing forfeit, the \$400 housing placement fee.

### **HOVERBOARDS**

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

### **KEYS**

Resident students must keep their keys with them at all times. If students are locked out of their room, security may provide access. Lost keys must be immediately reported to Residence Life, and the student will be issued new keys. All new key costs will be billed to the student's SVA account.

Costs will not be refunded should the student locate the lost key.

### **MAIL SERVICES**

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

### **MAINTENANCE REQUESTS**

If a room is in need of repair, the student should fill out a maintenance request form at [myworkorder.sva.edu](http://myworkorder.sva.edu).

Emergency conditions such as clogged

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

## **REFUNDS**

The residence hall agreement is for the entire academic year. Canceling housing during the year will result in the automatic forfeiture of the student's \$400 housing placement fee.

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

## **ROOM CHANGES**

Residents who wish to request a different room may complete the online form following contact with their Residence Hall Director. Priority for a room change is based on how many semesters a student has lived on campus. Changing rooms without following appropriate procedures will result in disciplinary action.

## **ROOM INSPECTION AND ENTRY POLICIES**

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

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

## **ROOM OCCUPANCY POLICIES**

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

## **ROOM SELECTION**

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

## **SECURITY**

All residence halls have 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 are required to provide photo identification when requested by a security officer or other College official. If students have a concern regarding security services, they should speak to a Residence Life staff member.

## **SIGNS**

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

## **SMOKING POLICY**

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

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

## **WINTER BREAK RESIDENCE OPTION**

Housing over the winter break is at no charge to the student, as long as the student remains in housing during the spring semester. If a resident withdraws from SVA after winter break and before the spring semester, the resident will incur a charge for the winter break.

## **RESIDENCE HALL VIOLATIONS AND DISCIPLINARY PROCEDURES**

Residents who violate SVA residence hall policies are subject to disciplinary action. The disciplinary process is described in the following pages. This process does not follow the rules of procedure used in court proceedings, and legal representation is not permitted in any hearing. Additional policies may be communicated to students by written notices posted in the residence halls.

Important: Residents will be held responsible for any policy violations by their guests.

Any resident or student who was present when a violation occurred may be subject to disciplinary action even though they did not actively participate in the offense. Prohibited items described in this section will be confiscated.

## **RESIDENTIAL POLICIES: RESIDENT RESPONSIBILITY AND COVID-19**

In addition to COVID-19–related student responsibilities outlined on page 84, all resident students are required to adhere to the following policies.

### **Masks and Face-Coverings**

Face masks/coverings will be required in all areas of the residence halls (common areas) that are outside of the personal living space. This includes, but is not limited to (hallways, elevators, lounges, laundry rooms, lobbies, trash rooms.)

### **Isolation/Quarantine**

If residents become ill/test positive for COVID-19, they must comply with prescribed isolation procedures.

If a resident is determined through contact tracing to have come into contact with someone who is infected with COVID-19, including, but not limited to classmates, roommates/suite-mates/apartment mates, they must comply with the 14-day quarantine protocols.

### **Protective face coverings in common spaces**

All residents must wear an appropriate face covering or mask, which covers the nose and mouth at all times in common spaces, including but not limited to lounges, kitchens, elevators and lobbies.

## **Compliance with all residential COVID-19 policies**

Violation of these policies may put the health and safety of other members of the SVA community at risk. While we acknowledge that these restrictions are strict, and very different than usual and difficult to follow, they are necessary to lower the risk of COVID-19 spreading in our residence halls. Even small deviations from these policies can jeopardize your health, the health of your fellow residents and the entire SVA community. Your strict adherence to these policies is essential to the health and well-being of the community. Sanctioning for residents who violate these policies will be subject to residential judicial sanctioning up to residential suspension and referral to the Director of Student Affairs for possible College level sanctioning.

## **Compliance and responsiveness to communications (email, Zoom, phone)**

Residents must be responsive to all communications received from the Office of Residence Life. Communications may occur via Zoom video conference, email and telephone (where applicable). Communications may be related to necessary follow-up to COVID-19 case management, and also include follow-up to wellness assessments and occupancy verifications and judicial processes.

## **SVA RESIDENCE HALL VIOLATIONS**

- Tampering with fire extinguishers, alarms, sprinkler systems, smoke detectors, emergency exits or other safety equipment.
- Possession and/or use of extension cords to power multiple appliances (as opposed to power strips, which are permitted).
- 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.

- Possession and/or use of cooking and other household appliances in the 24th Street and Ludlow Residences, including but not limited to heating coils, hot plates, microwave ovens, open-faced electrical appliances, space heaters and toaster ovens.
- Use of spray paint, spray adhesive, smoke emitting devices, toxic glue or spray glue.
- Possession of unauthorized furniture.
- Use, possession or storage of any weapon, including but not limited to knives, self-defense spray devices, firearms or ammunition, dangerous chemicals, fireworks or explosives, regardless of the presence of a state or federal license to possess the same.
- Possession or storage of a gas engine or any form of combustible fuel in the residence halls.
- Possession or use of a hoverboard or similar self-balancing scooter.
- Possession or use of drones or other unmanned aerial vehicles (UAV).
- Keeping pets or animals in any residence hall.
- 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.
- Possession, use or distribution of an illegal or controlled substance and/or related paraphernalia.
- Smoking in the residence halls, or possession of smoking devices such as bongos and hookahs.
- Throwing or allowing to fall from residence hall windows, doors, terraces, ledges, roofs or other areas any object or substance.

- Unauthorized solicitation or recruitment of any kind.
- 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.
- 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.
- Any harassment or abusive behavior toward another individual.
- Physical violence, actual or threatened, against any individual or group of persons.
- Engaging in, or threatening to engage in, any behavior that endangers the health or safety of another person, property or oneself.
- 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.
- Violation of the SVA Residence Life Guest Policy.
- Participating in or contributing to the unauthorized entry of another individual, including fraudulent misrepresentation, using false identification, etc., into any part of a SVA residence hall.
- Theft, vandalism or damage to another resident's property or SVA property.
- Excessive noise as defined by any New York City ordinance or a residence hall policy on noise.
- 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.
- Unauthorized possession, use or duplication of a residence hall room key.
- Unauthorized residence hall room change or room occupancy violation.
- Installing an unauthorized lock on a bedroom, bathroom or suite door.
- Failure to lock room doors.
- 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).
- Violation of the SVA Electronic Code of Conduct.
- Failure to comply with a request from an SVA staff member.
- Failure to successfully complete the terms of a judicial sanction.
- Failure to comply with COVID-19-related College requirements and restrictions, including but not limited to wearing protective face coverings and space occupancy restrictions in any SVA building.

## **RESTRICTED ITEMS**

Residents should review their individual building FAQ Booklets, sent with their housing assignment confirmation, for a listing of permitted and banned items for their assigned residence hall.

## **COMPLAINT REPORT**

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

## Judicial Meeting/Hearing

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

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

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

## Sanctions

Sanctions include but are not limited to:

- Written warning
- Community service
- No-contact order
- Probation
- Restitution to the College
- Educational project or research
- Mandatory health referral
- Residence hall or room reassignment (where applicable, the resident is responsible for any increase in cost due to room reassignment sanction)
- Restriction of privileges
- Residence hall entry restriction
- Deferred suspension
- Suspension from housing

- Dismissal from housing
- Referral to the Director of Student Affairs for the matter, to be handled as a student code of conduct violation.

## Review of a Disciplinary Decision

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

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

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

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

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

## **STUDENT CENTER**

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217 East 23rd Street

Hours of operation during fall and spring semesters:

Monday – Friday, 10:00am – 10:00pm

Saturday – Sunday, 12:00pm – 6:00pm

Tel: 212.592.2154

Email: [activities@sva.edu](mailto:activities@sva.edu)

Overseen by the Student Engagement and Leadership staff, the Student Center provides SVA students with a common space to gather, check their email or just relax between classes. The Student Center is also a great meeting place for projects, clubs or other social gatherings; please contact the Student Engagement and Leadership staff in advance to confirm availability of the space. In addition, gallery space hosts student artwork from clubs or special events. If you're interested in reserving space in the Student Center for a club meeting or event, email [activities@sva.edu](mailto:activities@sva.edu).

## **STUDENT ENGAGEMENT AND LEADERSHIP**

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340 East 24th Street, 1st floor

Monday – Friday, 9:00am – 5:00pm

Tel: 212.592.2986

Email: [activities@sva.edu](mailto:activities@sva.edu)

Instagram: [@sva\\_engage](https://www.instagram.com/@sva_engage)

Student Engagement and Leadership plays

an important role in orienting new students to New York City and the SVA campus while creating opportunities for students to connect with one another and make friends. Periodically, the office also offers discounted tickets to theater and sporting events.

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

Additional leadership experience can be gained as an Orientation Leader, who are current SVA students that help connect incoming students to the SVA community. Orientation Leaders engage with incoming students during the summer and guide activities for them throughout the Orientation Welcome Week. For more information on becoming an Orientation Leader, email [OLselection@sva.edu](mailto:OLselection@sva.edu). Information about Orientation can be reviewed at [sva.edu/orientation](http://sva.edu/orientation).

All Student Engagement and Leadership activities and leadership positions are reserved for matriculated students, and those enrolled in the English and the Visual Arts program. Activities are hosted during the academic year only and not during the summer session.

## **STUDENT HEALTH AND COUNSELING SERVICES**

340 East 24th Street, 1st floor  
Monday – Friday, 9:00am – 5:00pm  
132 W.21st, 12th Floor  
(West-side location hours by appointment only)  
Tel: 212.592.2246  
Fax: 212.592.2216  
Email: [health@sva.edu](mailto:health@sva.edu)  
Website: [sva.edu/health](http://sva.edu/health)

Services are free and confidential. Students may call 212.592.2246 or email [health@sva.edu](mailto:health@sva.edu) to schedule an appointment during office hours. A map of local medical and urgent care facilities is available at security desks, through the GoSVA app and at [sva.edu/health](http://sva.edu/health). While medical services are not available on-site at SVA, a registered nurse can assist you in connecting with health-care providers, specialists, and a variety of community-based resources.

Student Health and Counseling Services does not write medical excuse notes. Students who are not able to attend classes due to illness should notify their instructors, and, for conditions requiring an extended absence from classes, their academic advisor. For academic accommodations due to a physical or mental health condition, please see Disability Resources on page 27.

### **COUNSELING**

Free and confidential short-term counseling services are available to all undergraduate and graduate students. Students are encouraged to speak with a therapist any time there is an issue prohibiting their success at SVA. Counseling offers the opportunity to talk with a licensed mental health professional who can offer non-judgmental feedback and support, and also advocate for

the student. Our therapists can also help students find longer-term treatment options in the community.

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

### **INSURANCE**

Students are automatically enrolled in the SVA-sponsored student health insurance plan, Cigna PPO (\$1,415 per semester for the annual plan). The online insurance ID card, insurance claims and other information can be accessed online at [sva.edu/uhp](http://sva.edu/uhp). For questions about the insurance, please call University Health Plans at 800.437.6448. This insurance plan does not include dental or vision care.

If a student has comparable insurance coverage that is owned and operated in the United States and does not want the SVA coverage, the online waiver must be completed at [sva.edu/uhp](http://sva.edu/uhp) by the applicable deadline each year. The deadline for the academic year (beginning in the fall semester) is October 1, 2022. Please note that international insurance plans, cost-sharing ministries and short-term travel plans are not valid forms of insurance. Waivers completed for the fall semester are valid for the entire academic year. Students who do not opt out of SVA coverage before the deadline may opt out of SVA coverage for the following semester/year. For those students who did not opt out for the academic year and wish to opt out for the spring semester, the deadline is February 8, 2023.

After submitting the waiver, students will receive an email confirming that their waiver has been received. University Health Plans will contact students if further information is needed to approve the waiver. Failure to complete this online waiver process will result in automatic enrollment in the SVA plan at the current rate. Students who paid the health insurance fee will not receive a refund unless they have completed their online waiver by the deadline.

## **SVA YEARBOOK**

214 East 21st Street, lower level

Fridays, 3:00 – 6:00pm

Tel: 212.592.2315

Email: [yearbook@sva.edu](mailto:yearbook@sva.edu)

The BFA Advertising and BFA Design departments oversee a course that produces the SVA Yearbook. The course is open to Honors students going into the spring semester of their third year, with course completion during the fall of their senior year, when the actual book is produced. The student team will concept and design the yearbook, create promotional materials, including social media campaigns, and is responsible for hiring student photographers to shoot the Yearbook portraits. Students will work with a faculty advisor, production manager, photo producer and office manager, earning real-world book-production experience. Please contact via email at [yearbook@sva.edu](mailto:yearbook@sva.edu) or [jnewton2@sva.edu](mailto:jnewton2@sva.edu) for more information.

## **TUITION AND BILLING INFORMATION**

### **STUDENT ACCOUNTS**

342 East 24th Street, Concourse Level

Monday – Friday, 9:00am – 5:00pm

Tel: 212.592.2080

Fax: 212.592.2088

Email: [studentaccounts@sva.edu](mailto:studentaccounts@sva.edu)

The Office of Student Accounts processes payments for tuition and fees and handles billing-related questions. Payments can be made online, via bank transfer, by mail or in person. A registered student's semester bill, including total payment and due date, will be posted online approximately one month before the start of the semester. If a specific problem arises and a payment extension is needed, students should send a written request to [studentaccounts@sva.edu](mailto:studentaccounts@sva.edu) at least three weeks before payment is due. A \$100 fee may be charged for extensions granted. The Office of Student Accounts offers a semester-based payment plan that allows students to pay for tuition, housing and fees in monthly installments, rather than in one payment. There is an application fee of \$100 per semester to enroll in the payment plan.

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

### **REFUND POLICY**

#### **Withdrawals**

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

Refunds, less the nonrefundable enrollment fee and health insurance fee (if applicable), are made after the prorated percentages

of liability are applied, unless superseded by an existing state or accrediting agency refund policy. Upon withdrawal from the semester, SVA does not charge any department or course fees. However, payment plan fees, late fees and any other administrative fees are not prorated. Only tuition and housing costs are prorated. Prorated housing costs are based on the check-out date, not the official date of withdrawal.

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

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

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

Title IV recipients should note that the amount of the student refund will be calculated only after the aid proceeds are appropriately returned to each program.

### **Medical Withdrawal Tuition Benefit**

\*Information on the Medical Withdrawal Tuition Benefit can be found on page 18.

### **Course Adjustment**

\*Information on Course Adjustment Periods can be found on page 14.

### **Housing Cancellations and Refund Policy**

\*Information on housing cancellations and refund policy can be found on page 35.

## **VASA (VISUAL ARTS STUDENT ASSOCIATION)**

340 East 24th Street, 1st floor

Tel: 212.592.2130

Email: [vasa@sva.edu](mailto:vasa@sva.edu)

Instagram: [@vasa.sva](https://www.instagram.com/vasa.sva)

VASA is the student government at SVA and serves as the liaison between the student body and administration. It strives to understand the needs of students and to bring these to the attention of College leadership through regular meetings with the College President and other administrators.

As the elected representatives of SVA students, VASA develops a sense of community by creating opportunities to bring students together. It supports registered student clubs on campus and the Student Senator program, in collaboration with the Student Engagement and Leadership staff. VASA also organizes events during the academic year, including the Halloween Party, Holiday Bazaar, Spring events, Senior Week and other activities. Matriculated students can work with VASA as elected officers, office staff, club leaders or Student Senators. For more information on getting involved with VASA, email [vasa@sva.edu](mailto:vasa@sva.edu).

Elected VASA officers for the 2022–2023 academic year are:

- Sabrina Valderrama, President
- Abigail Haven, Vice President
- Daria DelMonico, Treasurer
- Jiayan (Carol) Wang, Student Senate Chair

### **STUDENT CLUBS**

Getting involved in student clubs can be a great way to take an active role in the SVA community. Club registration happens each semester, and students can either join existing clubs or create new clubs; certain

requirements apply, please email [clubs@sva.edu](mailto:clubs@sva.edu) for full details.

VASA supports a variety of clubs, including those that focus on common interests, cultures or traditions, wellness and academic success. To learn about active clubs on campus, attend the Club Fair held at the beginning of each semester or reach out to Student Engagement and Leadership to connect with a staff member. Information about active clubs is also published on the SVA website at [sva.edu/clubs](http://sva.edu/clubs). Club activities and membership are open to all current matriculated students, and those enrolled in the English and the Visual Arts program. Club leaders must have completed one semester at SVA, have a cumulative 3.0 GPA and be registered for classes full time. Activities are held during the academic year only.

Clubs are recognized on campus by Student Engagement and Leadership, and are funded by VASA. For more information about joining or creating a student club, email [clubs@sva.edu](mailto:clubs@sva.edu).

## **STUDENT SENATORS**

Student Senators enhance the student experience by planning programs that engage students within their academic departments or based on constituency groups like commuters, international or multicultural students. VASA seeks to recruit at least one Student Senator from each department or group, and conducts training to connect the Senators to each other and jump-start their planning. Student Senators work with administrators and VASA to build community and encourage collaboration across majors. They advocate for their peers by establishing a presence on campus and sharing ideas and feedback with VASA. Through their work, Student Senators sharpen their communication

skills and develop their identity as leaders. Applications for Student Senator positions are open to all matriculated students who have completed one semester at SVA. Students interested in serving as Senators, and those looking to connect with their department Student Senator(s), should email [senators@sva.edu](mailto:senators@sva.edu).

All VASA-related activities and leadership positions are reserved for matriculated students, and those enrolled in the English and the Visual Arts program. Activities are held during the academic year only.

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## **VETERAN STUDENTS**

### **REGISTRAR'S OFFICE**

205 East 23rd Street, 1st floor  
Monday – Friday, 9:00am – 5:00pm  
Tel: 212.592.2200  
Fax: 212.592.2069  
Email: [veterans@sva.edu](mailto:veterans@sva.edu)

The School of Visual Arts is approved for veteran training under several authorizations established by the federal government. SVA is also a Yellow Ribbon Program—participating school. Students wishing to enroll at SVA under veterans benefits must contact the Veterans Counselor, Gemma Prosper-Brown, in the Registrar's office before registering for courses.

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## **VISITORS**

Visitors are not permitted above the first-floor reception area in any College building, except as a specifically invited and authorized guest of faculty, administration or student. Faculty members will ask any uninvited visitors who appear in their classroom or studio to leave. It is the responsibility of the guest/visitor to designate a host who is an active member of the College and to confirm the visit with the host upon arrival.

## **VISUAL OPINION (VO) MAGAZINE**

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340 East 24th Street, 1st floor

Tel: 212.592.2280

Email: [vo@sva.edu](mailto:vo@sva.edu)

Instagram: [@visualopinion](https://www.instagram.com/visualopinion)

Visual Opinion (VO) magazine has been a part of the SVA community for over 25 years and produces on average six publications per year. This student-run art magazine showcases student artwork from all departments and covers a diverse set of visual narratives and themes. An issue can focus on one topic, abstract or real, or can be purely a visual exploration. Like most publications, it is a work in progress and reflects the changing nature of the staff, the students and the times. Activities are held during the academic year only.

Matriculated students interested in getting involved as contributors or as part of the editorial team should email [vo@sva.edu](mailto:vo@sva.edu).

## **WRITING RESOURCE CENTER**

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132 West 21st Street, 9th floor

Monday – Friday, 9:00am – 8:00pm

Tel: 212.592.2657

Email: [lhaller@sva.edu](mailto:lhaller@sva.edu)

Available to matriculated students, the Writing Resource Center offers access to a bright, well-lit computer work space as well as writing tutors. Instructors from the Humanities and Sciences Department are available daily through online appointment (at <https://sva.mywconline.com>) to assist students with general questions about writing or to help them with individual writing assignments related to their classes.

## **WSVA RADIO STATION**

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214 East 21st Street, 7th floor

Monday – Friday, 10:00am – 10:00pm

Tel: 212.592.2345;

Email: [wsva@sva.edu](mailto:wsva@sva.edu)

Instagram: [@wsvaradio](https://www.instagram.com/wsvaradio)

WSVA is the student-run radio station at SVA. Students can volunteer to host their own weekly radio show while meeting new people and gaining valuable broadcasting experience. The station managers and student staff provide on-air training and support, and plan events for the SVA community. Activities are held only during the academic year. Involvement in WSVA is reserved for matriculated students. Listen to the radio station at [wsvaradio.sva.edu](http://wsvaradio.sva.edu). For more information or how to get involved, email [wsva@sva.edu](mailto:wsva@sva.edu).

## **Faculty Information**

Absences	51
Academic Unsatisfactory Progress	
Evaluations	51
Attendance	51
Audio Visual Services	53
Casting Office	53
Classroom Procedures	54
Credentials for College Catalogs	
and Publications	54
Email	54
Employee Information	54
Employing Students	54
Faculty and Staff Scholarship Fund	55
Faculty Emeriti Policy	55
FERPA for Faculty	55
FERPA and Online Learning	52
Grades	56
Independent Study and Directed Study	56
Intellectual Property Rights of Faculty	57
Lateness	57
Making Up a Class	57
Model Registry	58
Office of Learning Technologies (OLT)	58
Paid Sick Time	58
Reimbursement for	
Professional Meetings	59
Sabbaticals	59
Sexual Relationships Between Faculty	
and Students	59
Standards of Classroom Behavior	60
Syllabi	60
Teaching Assistants	60

## **ABSENCES**

Occasions may arise when faculty will have to miss one or more classes due to unforeseen circumstances such as illness, jury duty, professional reasons, religious observances, death in the family, etc. Please be in touch with your department chair as soon as possible to make appropriate arrangements for a substitute. The Registrar's Office should also be notified by completing the online Faculty Absence Form on the Registrar section of the Faculty Knowledge Base in Canvas.

### **LEAVE OF ABSENCE**

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

## **ACADEMIC UNSATISFACTORY PROGRESS EVALUATIONS**

At any point during the term, faculty may submit an Academic Unsatisfactory Progress Evaluation for students who are not meeting academic expectations. The Academic Unsatisfactory Progress Evaluation form is accessible on the MyID home page ([myid.sva.edu](http://myid.sva.edu)) and in the Faculty Knowledge Base in Canvas. Once submitted, a copy of the report is sent to the faculty member, the student, the student's advisor, the respective department chair and the Academic Affairs office for review and possible follow-up.

Faculty who have concerns about students that are non-academic in nature are encouraged to report those concerns as outlined in Helping a Student in Distress, page 81.

## **ATTENDANCE**

The School of Visual Arts is a professional college of art and design dedicated to teaching and learning. Attendance is required in all courses, and students are expected to attend every class session. Faculty members are required to record accurate class attendance in Canvas, the College's learning management system ([myid.sva.edu](http://myid.sva.edu)), in a timely manner following each class session.

Faculty members should review the full attendance policy in the "Academic Information" section of this Handbook and note the following points of importance:

- If students are marked absent for one-third of the sessions for a given course, they will be administratively withdrawn from the course with a grade of W.
- Accurate attendance should be submitted in Canvas as soon as possible after each class session, so alert emails can be sent to students in a timely manner and so that the attendance policy can be enforced.
- Encourage students who are ill not to come to campus.
- Faculty members should not accept doctor's notes from students.
- Students with health-related issues affecting attendance should be directed to Disability Resources or Student Health and Counseling Services. Faculty members will be informed of any approved attendance accommodations for a student.
- Faculty members may not make accommodation for absences beyond what is allowed in the institution's official policy.
- Faculty members should refrain from projecting the class roster on a screen for the class to see.
- Faculty members may not allow students who do not appear on their class rosters

to attend. Students should see their academic advisors to adjust their schedules. Students will not be allowed to register for a class that has reached its maximum capacity, even with the faculty member's permission.

- Faculty members teaching online courses should set up their Zoom meetings to allow access only to those individuals who are logged into Zoom with their SVA email address, in order to prevent uninvited guests from entering the class.
- Faculty members may adopt an attendance policy that is more stringent than the institution's policy, but students will not be administratively withdrawn until their number of absences reaches one-third of the total number of sessions. Course syllabi should clearly state how many absences or latenesses constitute a failing grade.
- Faculty members are encouraged to report any students who appear on their rosters but are not attending classes to the Registrar's Office at [rosters@sva.edu](mailto:rosters@sva.edu).
- Faculty members cannot change the attendance status for a student once attendance records for a class session are posted.
- Faculty who require an update to a student's attendance should contact the Registrar's Office at [rosters@sva.edu](mailto:rosters@sva.edu).
- Faculty members needing assistance with Canvas may contact the Office of Learning Technologies at 212.592.2313 or [olt@sva.edu](mailto:olt@sva.edu).

## **ATTENDANCE FOR ONLINE COURSES**

Many courses at SVA are conducted online. With the exception of courses that are offered as part of the low-residency MFA programs in Art Practice and Visual Narrative, online offerings must be conducted

synchronously for their scheduled meeting times. Asynchronous course materials may be assigned to students as homework, but cannot be considered as part of the required number of instructional contact hours for the course.

Faculty members for online courses should take attendance as they would if the course were meeting on campus. Students are expected to share their audio and video feeds for the duration of each class session.

Under FERPA, students cannot expect anonymity in an online learning environment and cannot request that their image, name, voice or other Directory Information be restricted from other students enrolled in the course. However, if a student raises a concern, faculty members may wish to consider whether it is possible to address the issue (for example, a student who is experiencing technical difficulties or who expresses a desire to participate online without sharing their video feed).

Faculty members should consider setting up their Zoom meetings to allow access only to those students who are logged into Zoom with their SVA email address, in order to prevent uninvited guests from entering the class. Individuals present in a Zoom session who are not officially on the class roster should be ejected from the meeting.

Faculty members should record synchronous sessions and make them available for their students to access via Canvas. If students cannot attend a synchronous session, they may use the recorded session to catch up on missed lessons. However, those students should be marked absent on the official attendance roster to ensure the Registrar's Office has accurate attendance records and so the College can remain in compliance with federal and state regulations.

## AUDIO VISUAL SERVICES

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

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

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

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

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

### Please note:

- AVS does not supply video adapters for personal laptops, iPads or other external devices.
- SVA wireless network login credentials are not required to access the web when using AVS Mac laptops or computers.
- To access the wireless network on personal devices, or for assistance connecting to the SVA wireless network, contact the SVA Help Desk at 212.592.2400 (select option #1), or by email at [helpdesk@sva.edu](mailto:helpdesk@sva.edu).

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

## CASTING OFFICE

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132 West 21st Street, 2nd Floor-Room 200E

by Appointment Only

Monday – Friday, 9:00am – 5:00pm

Tel: 212.592.2287

Email: [casting@sva.edu](mailto:casting@sva.edu)

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

The Casting Office can provide remote actors over Zoom if classes meet online. The Casting Office is also available to

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

## **CLASSROOM PROCEDURES**

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Faculty members should begin classes promptly and record attendance accurately in Canvas, the College's learning management system ([myid.sva.edu](http://myid.sva.edu)). When meeting with the class, either physically or virtually, 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**

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Up-to-date faculty credentials are used for the College's website, catalogs and other publications, as well as for evaluations by regulatory agencies. These profiles must include educational and professional information. Faculty members are encouraged to submit a profile photograph for the SVA website, as well as images and/or videos of their professional work. To do so, login to [sva.edu/admin](http://sva.edu/admin) using your SVA username and password and follow the link on the dashboard for "Faculty Profile Tutorial."

## **EMAIL**

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In an urban college of our size, clear and quick communication is essential. All faculty members receive an SVA email account and have access to MyID ([myid.sva.edu](http://myid.sva.edu)), SVA's internal employee website, upon hire. You must check your SVA email regularly, as important employee information, such as faculty contracts, are sent to this account. Your SVA email account

must be used for all SVA-related business. If you don't know your SVA email address or need help logging in to MyID ([myid.sva.edu](http://myid.sva.edu)), contact the SVA Help Desk at 212.592.2400.

## **EMPLOYEE INFORMATION**

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The College should have on file the current address, email address(es) and phone number(s) for each faculty member. If there are any changes, please complete a Confidential Employee Information form, available on MyID ([myid.sva.edu](http://myid.sva.edu)) or upon request by emailing [payroll@sva.edu](mailto:payroll@sva.edu). Send the completed form to payroll. For more information, email [payroll@sva.edu](mailto:payroll@sva.edu).

Faculty members must have a valid I-9, W-4 form and updated home address on file with Human Resources at all times. If a faculty member's employment eligibility status changes, they must contact Human Resources immediately.

## **EMPLOYING STUDENTS**

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### **CAREER DEVELOPMENT**

136 West 21st Street, 6th floor  
Monday – Friday, 10:00am – 3:00pm  
Tel: 212.592.2370  
Email: [cd@sva.edu](mailto:cd@sva.edu)  
Online job board: [collegecentral.com/sva](http://collegecentral.com/sva)

Career Development provides an online job board where faculty can post vacancies at their studios or businesses. To access the job board ([collegecentral.com/sva](http://collegecentral.com/sva)), faculty should first register as a new employer. The Career Development staff will send an approval link via email, and then the faculty member can create their log-in and password and post any available positions. Faculty who receive direct requests from employers for student referrals should contact Career Development so that the staff can explain how to post opportunities on

the SVA job board. In this way, any illegal or unethical issues can be avoided.

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

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

## **FACULTY AND STAFF SCHOLARSHIP FUND**

The Visual Arts Foundation welcomes all contributions from faculty and staff to the Student Scholarship Fund. Tax-deductible donations can be made through payroll deductions or as an annual gift. The Foundation awards scholarships to SVA students based on artistic merit and financial need.

For more information, contact the Visual Arts Foundation at 212.592.2227.

## **FACULTY EMERITI POLICY**

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

- Library privileges
- Continued use of an SVA email address
- Listing in College catalogs and other publications as appropriate
- Invitations to College events
- Auditing up to two SVA courses per term

## **FERPA FOR FACULTY**

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

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

information under FERPA without consent from the student.

In order to ensure that you are compliant with FERPA, follow these principles and contact the Registrar's Office ([registrar@sva.edu](mailto:registrar@sva.edu)) with any questions or concerns:

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

- Do not release your SVA username and/or password for any reason.

The full FERPA disclosure is printed in the Standards, Procedures, Policies and Regulations section of this Handbook, page 95.

## **FERPA AND ONLINE LEARNING**

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It is important for faculty to remember that FERPA extends to online learning environments. Online courses should be conducted just as any in-person would. Students are expected to actively participate in each course as outlined in the syllabus, and any records stored in Canvas related to a student (including discussions, chats, blogs, assignments, exams, tests, quizzes, email communications to and from students, etc.) are considered education records under FERPA.

Under FERPA, students cannot expect anonymity in a distance learning environment and cannot request that their image, name, voice or other Directory Information be restricted from other students enrolled in the course. However, if a student raises a concern, the faculty member may wish to consider whether it's possible to address the issue (for example, a student who expresses a desire to participate online without sharing their video feed).

Faculty members should record synchronous sessions and make them available for their students to access via Canvas. These recordings, which may include the voice, image, or work of students, become part of the students' education records and are considered protected under FERPA. Class session recordings should only be shared via Canvas in order to restrict access to those authorized to participate in the course session. Any requests to share

class recordings with anyone not officially registered for the course should be directed to the Registrar's Office

The following statement is suggested language that may be added to faculty syllabi and modified as appropriate for their courses.

### **FERPA, PRIVACY, AND ONLINE LEARNING SYLLABUS STATEMENT**

The Family Educational Rights and Privacy Act (FERPA) extends to online learning environments, and students should consider their role in supporting the privacy of their fellow students. Be cognizant that shared pictures, written assignments, videos, emails, blog posts, discussion boards, etc. remain part of the content of the course, just as if they were shared in an on-campus classroom setting. Each member of the class must treat those materials with care and not reshare or post beyond the course.

### **GRADES**

Final grades are due to the Registrar's Office on or before the last date of the term. Grades for all courses should be submitted online via MyServices ([myid.sva.edu](http://myid.sva.edu)). Detailed information on how to submit grades is sent to faculty ahead of the final grading period for each semester. Every student on the grading roster must receive a grade even if they never attended.

All grades of Incomplete must be accompanied by an expiration date, or the date by which the Incomplete would convert to a grade of F. Incomplete grades should be resolved within 60 days of the end of the term in which they were awarded. Faculty members may allow students additional time beyond 60 days to complete their work, but a final grade must be submitted by the last day the Registrar will accept

grade changes for the term in which the Incomplete was awarded. See the Academic Calendar for exact dates.

### **INDEPENDENT STUDY AND DIRECTED STUDY**

Independent study can provide an opportunity for undergraduate students in their junior or senior year, as well as some graduate students, 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.

Faculty members are limited to four independent study courses in a semester. It is the assumption that a student will work independently for a majority of the time, but a faculty sponsor should communicate regularly with the student, schedule occasional meetings if feasible, and review the student's progress based on their proposal and the work they log on a weekly basis. If a faculty sponsor wishes to provide specific teaching or instruction time to the student, that is at the sponsor's discretion. At the end of the independent study, a final grade should be submitted to the Registrar by the semester grade submission deadline.

Independent study courses are generally one to three academic credits, as determined by the amount of work and number of hours a student will spend on the project. Faculty members may contact [facultycontracts@sva.edu](mailto:facultycontracts@sva.edu) to discuss compensation rates for independent study sponsorships.

For additional information or guidance on structuring an independent study course, contact the Office of the Provost at provost@sva.edu.

Independent study courses that are established out of necessity (for example, to replace a required course for one or two students) must be approved by the Provost and/or the Registrar.

In instances where a course has not met the minimum enrollment requirement but there is compelling rationale to conduct the course with a limited number of students, it may be approved to run as a Directed Study. Department Chairs who wish to run a course as Directed Study should submit a written request to both the Provost and the Registrar for consideration and approval. If approved, the course must be conducted as it normally would, meeting on the scheduled meeting dates, days, and times. Instructors for Directed Study courses will be compensated at half their regular pay rate.

## **INTELLECTUAL PROPERTY RIGHTS OF FACULTY**

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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 or the works in question are specifically commissioned by the College. This includes course content that is prepared on a “work-for-hire” basis. Instructors may use the content they prepare to teach at another institution, but all references to SVA should be removed. Faculty members are asked to secure from the College written permission to

use such work elsewhere.

## **LATENESS**

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If faculty members know in advance that they will be late for class, or have an unexpected lateness, they should notify their students via Canvas, email and/or phone. The Registrar’s Office should also be notified.

## **MAKING UP A CLASS**

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

## **MODEL REGISTRY**

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132 West 21st Street, 2nd floor-Room 200E

Monday – Friday, 9:00am –5:00pm

Tel: 212.592.2404

Email: modelregistry@sva.edu

The Model Registry is in charge of booking and recruiting models for the College. We pride ourselves in offering a diverse group of figure, costume, and fashion photography models that constantly change to meet the needs of faculty and students. Since we strive to get the best model possible for each class, we encourage instructors to be specific about their needs. The Registry will be able to find the most appropriate model for a class based on a variety of factors not just limited to physical appearance but including availability, attitude, and specific prop or costume requests. To arrange for model assignments, faculty should contact the office as far in advance as possible, and no later than one week prior to the desired date.

Please note: Faculty should contact their

department for the allotment of model hours for their class. Budgets are determined by department chairs, not by the Model Registry.

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

The Model Registry is also able to provide remote models over zoom in the case that classes must meet online. All remote models will be clothed.

Upon arranging for a model, either in-person or remotely, faculty will receive the Model Registry Policies and Procedures information.

## **OFFICE OF LEARNING TECHNOLOGIES (OLT)**

The mission of the Office of Learning Technologies (OLT) is to enhance student and faculty engagement, learning, and communication at SVA. Through training workshops and ongoing support, OLT assists faculty with updating their course curricula, improving their teaching methodologies, and implementing new learning technologies in their classes. When used effectively, such tools help increase student engagement, improve clarity about assignments and course requirements, and ensure timely and effective assessment of students' work. OLT maintains an open-door policy but recommends that faculty schedule an appointment for one-to-one support.

Contact the Office of Learning Technologies at [olt@sva.edu](mailto:olt@sva.edu). For more information, faculty and students are encouraged to visit the Faculty Knowledge Base or the Student Knowledge Base in Canvas, SVA's learning management system.

## **PAID SICK TIME**

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For each class taught per semester, a faculty member is eligible for paid sick time equal to the number of hours a class is regularly scheduled to meet each week, from September 1 to August 31. The maximum amount of sick time a faculty member may accrue is 56 hours per year. Unused accrued sick time may be carried over to the next year and "banked" to a maximum of 786 hours and will not be paid upon separation from employment. Four or more consecutive absences may require documentation from a doctor or other licensed health providers. Medical documentation should only be sent to Human Resources at [hrrbenefits@sva.edu](mailto:hrrbenefits@sva.edu) via secure method. See "Faculty Sick Time Policy" on MyID ([myid.sva.edu](http://myid.sva.edu)) for detailed information. If you need to miss a class because you are utilizing sick time, please contact your department chair as soon as possible so that the department can arrange for a substitute.

## **REIMBURSEMENT FOR PROFESSIONAL MEETINGS**

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

## **SABBATICALS**

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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. Applicants for sabbaticals must complete the Application for Sabbatical and submit the application to the chair of the applicant's department of record. The Application for Sabbatical is available to download in the Academic Affairs section of the Faculty Knowledge Base in Canvas ([myid.sva.edu](https://myid.sva.edu)). Chairs will evaluate the applications and submit their recommendations to the Provost, who will evaluate all the applications and make recommendations to the President. Applications for sabbaticals are due to the Provost's office by December 15 of the year preceding the academic year in which the sabbatical is to be taken. Decisions will be issued on or about February 1. 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.

## **SEXUAL RELATIONSHIPS BETWEEN FACULTY AND STUDENTS**

The integrity of the student-teacher 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 they have 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 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; examining; grading; advising for a formal project such as a thesis or research; recommending employment, fellowships 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.

## **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 needs to be involved. However, the student's academic advisor, the Director of Student Affairs, the chair of the department in which the course is offered and, if appropriate, the student's department chair should be informed as soon as possible.

## **SYLLABI**

Every member of the faculty must prepare and regularly update a syllabus for each course taught, prior to the start of the course. Syllabi are assembled using the College's current syllabus tool/template and should include all required institutional policies and other language as set forth by the Provost and be posted to the faculty member's Canvas course shell(s). The creation and distribution of course syllabi is mandated by the New York State Department of Education.

Each syllabus must contain the following elements:

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

## **TEACHING ASSISTANTS**

SVA does not employ teaching assistants

(TAs) nor allow anyone other than the faculty of record to provide in-class instruction to students (except in the case of a guest lecturer) or to submit attendance. It is expected that the assigned and contracted faculty member(s) instruct all sessions of their courses and grade all assignments for each registered student.

Faculty may request that their academic departments hire temporary employees to assist them with administrative tasks in the classroom, such as audio/visual setup or maintenance, or other duties. The standard hiring process must be followed, specifically approval by Human Resources, in order to comply with all federal, state and local labor laws. Students may not be hired as a temporary employee in a course for which they are currently registered. (See Employment Opportunities for Students, page 29, and Employing Students, page 54.)

## **General Information**

Alumni Affairs and Development	63
Building Access (Non-Residential)	63
Campus News	63
Campus Transportation	64
Classroom/Studio Reservations	64
College Closings – Unscheduled	64
Digital Imaging Center (DIC)	64
Emergency Preparedness and Notification	66
Emergency Procedures on Campus	67
Exhibitions: Invitational	67
Fire Drills	68
Holidays	68
Identification Cards	68
Libraries and Archives at SVA	69
Lockers	71
Lost and Found	72
Medical Facilities Near the College	72
Personal Property	73
Photographs and Recordings	73
SVA Applications Accessible to Students	73
SVA Campus Store	75
Visitors	75
Visual Arts Press, Ltd.	75

## ALUMNI AFFAIRS AND DEVELOPMENT

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136 West 21st Street, 6th floor  
Monday – Friday, 9:00am – 5:00pm  
Tel: 212.592.2300  
Email: [alumni@sva.edu](mailto:alumni@sva.edu)  
Website: [sva.edu/alumni](http://sva.edu/alumni)

With more than 40,000 alumni hailing from 128 countries, SVA represents one of the most influential artistic communities in the world. SVA Alumni Affairs is dedicated to advancing the cultural and educational best interests of this diverse constituency. Through programs, publications, special events and promotions, the office maintains an active relationship with alumni and encourages them to support the College's mission to educate future generations of artists, designers, and creative professionals. All degree graduates of SVA are considered alumni. The office engages students through a variety of programs such as alumni panels and networking events hosted on campus, and Alumni Affinity Associations. The SVA Alumni Society provides scholarships and awards to students at both the undergraduate and graduate levels including the annual Alumni Scholarship Awards and Emergency Assistance Fund programs.

## BUILDING ACCESS (NON-RESIDENTIAL)

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The College is committed to the safety of students, faculty, staff and guests. With this in mind, SVA Security is charged with enforcing the following directives for academic and administrative buildings.

### ROUTINE ACCESS BY SVA STUDENTS, FACULTY AND STAFF

All current SVA students, faculty and staff may access SVA academic and administrative buildings by showing a valid SVA ID card to the security officer.

## GUEST POLICY

All guests must check in at the security desk, where their visit must be verified. It is the responsibility of the guest/visitor to designate a host who is an active member of the College and to confirm the visit with the host upon arrival.

## UNANNOUNCED VISITORS

Guests visiting any SVA building without an appointment, including food delivery personnel, will be asked to wait at the security desk. They will be met by the appropriate staff member. For information on the guest policy in the residence halls, please see page 37.

## CAMPUS NEWS

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

- SVA Features and In the Press—news stories, interviews and press mentions published on [sva.edu](http://sva.edu).
- SVA Today, an email digest of news, events and information from across SVA sent daily during the fall and spring semesters and weekly during the summer.
- SVA Now, a weekly email digest sent to external audiences.
- Visual Arts Journal, the College's magazine, published in the fall and spring, and distributed on campus, on [sva.edu](http://sva.edu) and at [issuu.com](http://issuu.com). The magazine is also mailed to SVA alumni.
- Social-media accounts on Facebook ([facebook.com/schoolofvisualarts](https://facebook.com/schoolofvisualarts)), Twitter (@sva\_news), Tumblr ([schoolofvisualarts.tumblr.com](https://schoolofvisualarts.tumblr.com)), Instagram (@svanyc) and LinkedIn ([linkedin.com/school/school-of-visual-arts](https://linkedin.com/school/school-of-visual-arts)).
- Info screens located in the lobbies of most campus buildings, which display details about upcoming SVA events and

announcements from the Registrar, Student Accounts and SVA Library.

- YouTube and Vimeo channels hosting videos of College events, classes and original features.
- Monthly e-calendars and special announcements, sent to all SVA students, faculty and staff; parents and other external audiences may sign up to receive the College's calendars and newsletters at [sva.edu/subscribe](http://sva.edu/subscribe).
- Event calendars displayed at various locations on campus

## **CAMPUS TRANSPORTATION**

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During the academic year, the SVA shuttle bus travels between the east and west side campus buildings every hour. The first run begins at 8:10 AM. For the most up-to-date route and schedule, go online at [sva.edu/shuttlebus](http://sva.edu/shuttlebus) or email [studentaffairs@sva.edu](mailto:studentaffairs@sva.edu).

## **CLASSROOM/STUDIO RESERVATIONS**

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Students, faculty and staff may request access to general-purpose campus classrooms and studio spaces for events or extracurricular activities, based on availability. Requests should be made in writing to the Registrar's Office at [registrar@sva.edu](mailto:registrar@sva.edu) and include the proposed date(s), time(s), desired location(s) and purpose of the event or activity. Room reservations must conclude by 10:00 PM, and requesters and any guests must adhere to all SVA and departmental policies.

## **COLLEGE CLOSINGS — UNSCHEDULED**

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It is sometimes necessary for the College to suspend classes temporarily on short notice, especially during the winter months. Severe weather can create hazardous travel conditions throughout the region that

make it difficult or impossible for members of the SVA community to safely travel to and from the campus. Such cases are rare and typically affect operations for no more than a day.

### **THE DETERMINATION TO CLOSE**

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

### **STAY INFORMED**

To find out if SVA is closing, check [sva.edu](http://sva.edu) or call SVA's main phone number, 212.592.2000.

## **DIGITAL IMAGING CENTER (DIC)**

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209 East 23rd Street, 5th floor  
Monday – Sunday, 9:00am – 11:00pm  
(Except during holidays)  
Tel: 212.592.2150  
Fax: 212.592.2024  
Email: [dic@sva.edu](mailto:dic@sva.edu)

### **DIC Print studio**

209 East 23rd Street, 1st floor  
Monday – Friday, 9:00am – 11:00pm  
Saturday, 10:00am – 9:30pm  
Sunday, 12:00pm – 9:30pm  
(Except during holidays)

Note: The DIC is closed on weekends during the Summer

Tel: 212.592.2152  
Fax: 212.592.2024  
Email: dicprint@sva.edu

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

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

The lab is closed during the following times:

- Winter Break
- Two weeks prior to the summer session
- Two weeks at the end of the summer

Students must pay a summer lab fee in order to use the lab during the summer.

## DIC LAB RULES

The following lab rules ensure a healthy, safe and productive environment for all SVA's students, faculty and staff:

- Food and certain drinks are **not permitted** within the classrooms of the DIC at any time. Sealed containers such as thermoses, bottled water, etc. are permitted. A fine of \$25 will be issued if this policy is not followed.
- The installing of software is not allowed on any of the DIC computers. This causes computer malfunctions and virus outbreaks. Students may request a systems administrator to install particular software on a specific machine. Please note this request may also be denied.
- Smoking and vaping are not permitted anywhere in the building, in accordance with New York State law. This includes the stairwells and bathrooms. Students

must go outside of the building to smoke.

- Do not connect, disconnect or remove any piece of DIC equipment from a computer system.
- Consult a lab assistant or systems administrator if it is necessary to change a system configuration.
- Do not print out manuals or long tutorials.
- Headphones must be used if video/audio are being listened to.
- Try to conserve paper and save a few trees!

Please be courteous when using your cell phones in the DIC. You may be asked to finish your conversation outside of a lab room.

## SAVING AND BACKING UP DATA

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

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

## LOUNGE AREAS

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

## LOST AND FOUND

Items found in the DIC will be placed in the Lost and Found for three months.

## **THEFT**

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

## **CAMERA EQUIPMENT INFORMATION**

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

## **MAKING A RESERVATION**

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

## **LATE RETURN FINES**

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

## **PICKUPS, RETURNS AND EXTENSIONS**

Early pickups, late returns and extensions can usually be arranged in advance. We try to be as flexible as possible. Please contact us at [dic@sva.edu](mailto:dic@sva.edu) to discuss Early pick-ups and late returns. Extension requests must be done in person. We will not take any information over the phone or through email.

## **WARNING ABOUT EQUIPMENT AND CARS**

Do not leave equipment in a car. NEVER leave cameras and other sensitive

electronics in your vehicle. If equipment is stolen, you are responsible for replacement costs.

For more information about the Digital Imaging Center, please visit our website at [sva.edu/dic](http://sva.edu/dic).

## **EMERGENCY PREPAREDNESS AND NOTIFICATION**

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SVA has an Emergency Response Plan that includes information about operating status parameters, incident priorities and performance expectations, shelter-in-place and evacuation guidelines, and contingency and continuity plans. Detailed information about responding to emergency incidents on campus is available at [sva.edu/students/life-at-sva/health-and-safety/campus-safety](http://sva.edu/students/life-at-sva/health-and-safety/campus-safety).

SVA transmits critical information to the College community using the following methods:

- The College’s website: Emergency notices, including unscheduled closings and facilities evacuations, are posted as banners on the home page of [sva.edu](http://sva.edu). Status updates are published as new information becomes available.
- Main telephone line: Emergency notices, including unscheduled closings and facilities evacuations, are the subject of recorded announcements at 212.592.2000.
- All Concerned emails: Bulk messages sent to current students, faculty and staff at their SVA email addresses are used to provide more detailed information in an emergency.
- SVAAlert: SVA maintains an electronic notification system that allows members of the College community to receive messages directly to a designated cell

phone (as a text or voice message), email address and/or landline phone. Current students, faculty and staff are automatically enrolled in SVAAlert. Select your preferences and verify your contact information through the SVAAlert tile on MyID (myid.sva.edu), the College's internal web platform.

- In the event that either the College's website or the main telephone line is temporarily out of service, the College community will be directed to an alternate website and telephone number via All Concerned email and SVAAlert.

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

## EMERGENCY PROCEDURES ON CAMPUS

**In the event of an emergency, including any serious injury, SEEK HELP IMMEDIATELY. Call 911** from any campus phone, other landline or mobile phone. When 911 answers, stay calm and be prepared to answer the operator's questions, which may include:

- Where is the emergency located?
- What is the emergency? (Fire, medical, hazardous material, etc.)
- How did it happen?
- When did it happen?
- What is your name and location?

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

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

## NOTIFY SVA SECURITY

After calling 911, contact the nearest security officer at one of the following locations:

- 132/136 West 21st Street: 212.592.2754
- 133/141 West 21st Street: 212.592.2581
- 209 East 23rd Street: 212.592.2001
- 214 East 21st Street: 212.592.2320
- 380 Second Avenue: 212.592.2602
- 335 West 16th Street: 646.954.8565
- 24th Street Residence: 212.592.2768
- 342 East 24th Street: 212.592.2960
- Gramercy Women's Residence: 212.592.2278
- Ludlow Residence: 212.592.2713
- 23rd Street Residence: 212.592.2441
- SVA Theatre: 212.592-2248
- 24-hour Security (209 East 23rd Street): 212.592.2001

## EXHIBITIONS: INVITATIONAL

SVA's exhibition program affords students the opportunity to study the work of renowned artists, photographers 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 Jo Baer, Kevin Beasley, Mel Bochner, Rosemarie Castoro, Elaine de Kooning, Eva Hesse, Sol LeWitt, Agnes Martin, Alice Neel, Dorothea Rockburne, Saul Steinberg, Cy Twombly, Bill Viola and Jackie Winsor.

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, Roz Chast, Seymour Chwast, Jules Feiffer, Milton Glaser, George Lois, Mary Ellen Mark, Paul Rand, Paula Scher and Massimo Vignelli are among those who have received the Masters Series Award.

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

### **SVA GRAMERCY GALLERY**

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

### **SVA FLATIRON GALLERY**

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

### **SVA FLATIRON WINDOWS**

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

### **SVA CHELSEA GALLERY**

601 West 26th Street, 15th floor  
Monday–Saturday, 10:00 AM–6:00 PM  
(closes at 4:00 PM on Fridays in the summer)

## **FIRE DRILLS**

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Fire drills are conducted at least twice each academic year in all campus buildings and are supervised by the fire safety coordinator with the assistance of a drill coordinator. All occupants in each building are required to participate. Drills will be conducted in accordance with the building's fire safety plan. Notice will be given in advance of a fire drill.

## **HOLIDAYS**

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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**

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### **REGISTRAR'S OFFICE**

205 East 23rd Street, 1st floor  
Monday – Friday, 9:00am – 5:00pm  
Tel: 212.592.2200  
Email: [registrar@sva.edu](mailto:registrar@sva.edu)

All students, faculty and staff must have an SVA identification card to be admitted to College premises. These cards can also be used for admittance to museums and libraries and for various professional purposes. ID cards can be replaced, if lost, by paying a \$20 replacement fee to the Registrar's Office. New and replacement cards must be requested by completing the SVA ID Card Request Form, accessible from the MyID dashboard ([myid.sva.edu](http://myid.sva.edu))

## **LIBRARIES AND ARCHIVES AT SVA**

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### **SVA LIBRARY**

380 Second Avenue, 2nd floor

Tel: 212.592.2660

Email: [library@sva.edu](mailto:library@sva.edu)

Website: [library.sva.edu](http://library.sva.edu)

### **SVA LIBRARY WEST**

133 West 21st Street, lower level

Tel: 212.592.2810

Email: [library@sva.edu](mailto:library@sva.edu)

Check the library website ([library.sva.edu](http://library.sva.edu)) for additional information including hours and services.

For access to the Curatorial Practice Library (212.592.2274) and the MFA Computer Arts Library (212-592-2778), please contact these offices directly for hours and policies.

### **LIBRARY MISSION STATEMENT**

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

Since 1978 the SVA Library has been located at 380 Second Avenue in the Gramercy section of Manhattan. In 2018 the library's first permanent branch, SVA Library West, was established to better serve our expanding campus. Both locations provide comfortable, accessible and attractive spaces on campus where SVA students,

faculty, staff and alumni can relax, study and collaborate. A knowledgeable and responsive library staff is available to assist with the collections and services.

### **COLLECTIONS**

The SVA Library's collection is designed to support the creative research, work and academic needs of students, faculty and alumni of the School of Visual Arts. The collection includes a broad range of materials, including books, periodicals, DVDs and Blu-rays, comics, video and tabletop games, an extensive and unique picture collection, and a variety of remotely available e-resources, including e-books, e-journals, digital images and streaming videos. While focused on art and design, the collection spans many subject areas and is continuously evolving with the needs of the SVA community. Most library materials can be borrowed by current students, faculty, and staff, while certain other materials must be used in the library only.

### **LIBRARY TECHNOLOGY**

The library's computer lab offers additional workspace with Microsoft Surface Pro 2, iMacs, Cintiq tablets, scanners and printers. Wacom Intuos, external DVD and Blu-ray drives, and MacBooks may be borrowed for use in the library. SVA Library West has additional iMacs, printers and scanners and a gaming room with Xbox One and PS4 consoles and Gaming PCs with Oculus Rift VR headsets. SVA Library West also has a Nintendo Switch and Nintendo Wii available to borrow. Both locations offer portable DVD/Blu-ray players that you can borrow and group study rooms by reservation.

In both locations, the Library's iMacs have Microsoft Office, Apple iWork, Adobe Creative Cloud, Maya and Final Cut Pro; all library

computers are Internet accessible and are equipped with USB ports and Bluetooth (cables are not provided). Tabloid and flat-bed/ slide tray are available, as is scanning directly to email, USB thumb drive, Google Drive or smartphone/tablet via a Scannx machine. There is Wi-Fi accessibility throughout both locations. Black-and-white printing (from a library computer) is offered free of charge up to 25 pages per day, 5 cents each after 25 pages. Color printing and color copies are 15 cents per page.

## **EVENTS**

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

## **TOURS AND CLASS INSTRUCTION**

Each semester, the library offers general tours that are open to all students. As part of the library instruction program, students in introductory art, photography, film and animation history courses attend a class covering basic research methods. Faculty members who would like their classes to have specialized tours, or instruction which focuses on a particular subject or type of research tool, are encouraged to complete the Instruction Request Form found here: <https://sva.libguides.com/libinstruction>.

Class visits are also welcome in the Milton Glaser Design Study Center and Archives/ School of Visual Arts Archives. Contact the archivist at [bkleber@sva.edu](mailto:bkleber@sva.edu) to schedule a time.

## **LIBRARY REPRESENTATIVES**

Every undergraduate and graduate department is assigned a librarian to assist with

research and instruction and to ensure the library's responsiveness to departmental needs. To find the library representative for your department, consult the Department Resources & Library Representatives guide at [sva.libguides.com/representatives](http://sva.libguides.com/representatives).

## **LIBRARY ACCESS**

The following is an overview of some of the access policies in effect at the SVA Library. For a complete listing, see our website ([library.sva.edu](http://library.sva.edu)).

The SVA Library is accessible to current students, faculty, and staff with a valid SVA ID and use of the SVA Safe App. Accessibility for alumni and continuing education students may be suspended due to COVID-related restrictions; please see our website at [library.sva.edu](http://library.sva.edu) for the latest information.

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

## **THE VISUAL RESOURCES CENTER**

Located in the Main Library at 380 Second Avenue on the 2nd floor, SVA's Visual Resources Center (VRC) is the primary repository for high quality images and imaging technologies used by instructors and students at SVA for teaching and studying purposes. The VRC curates and maintains SVA's in-house digital image database, the

SVA Image Library, which contains and makes accessible over 72,000 images of artworks spanning different forms, time periods and cultures. The VRC staff is available weekdays to provide information and training on the research and presentation of digital images using the SVA Image Library and other image resources, many of which are available through the Databases page on the library website ([sva.libguides.com/az.php](http://sva.libguides.com/az.php)). For more information about image resources, as well as general Visual Resources info, check out the VRC's research guide: [sva.libguides.com/vrc](http://sva.libguides.com/vrc).

### **THE MILTON GLASER DESIGN STUDY CENTER AND ARCHIVES/SCHOOL OF VISUAL ARTS ARCHIVES**

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

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

Both archives' collections (which include works of art on paper, posters, print samples and ephemera, photographs, and audio and video recordings) represent the artistic and intellectual vitality of the SVA community and provide an invaluable resource to students, designers and

researchers who wish to study the breadth of a designer's work and evaluate the impact of the College's activities on the history of American artistic, social and cultural development.

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

### **SUBJECT GUIDES**

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

### **LIBRARY FINES**

The library has eliminated overdue fines, but patrons will incur fines for damaged or lost items. Please see our website: [library.sva.edu](http://library.sva.edu) (under "Account & Policies") for a complete description.

### **LOCKERS**

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

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

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

## **LOST AND FOUND**

Lost and Found is maintained in the Security Command Center, located at 209 East 23rd Street; tel: 212.592.2025; email: security@sva.edu.

## **MEDICAL FACILITIES NEAR THE COLLEGE**

A map of local medical facilities is available at security desks, through the GoSVA app and at [sva.edu/health](http://sva.edu/health). The following is a list of facilities near the SVA campus:

### **URGENT CARE/WALK-IN CLINICS**

#### **CityMD**

212 East 23rd Street  
(between Second and Third avenues)  
646.518.0163  
Monday – Friday, 8:00am – 8:00pm  
Saturday – Sunday, 9:00am – 5:00pm

216 East 14th Street  
(between Second and Third avenues)  
212.256.1049  
Monday – Friday, 8:00am – 8:00pm  
Saturday – Sunday, 9:00am – 5:00pm,

37 West 23rd Street  
(between Fifth and Sixth avenues)  
646.596.9267  
Monday – Friday, 8:00am – 8:00pm  
Saturday – Sunday, 9:00am – 6:00pm

14 West 14th Street  
(between Fifth and Sixth avenues)  
212.390.0558  
Monday – Friday, 8:00am – 12:00 midnight  
Saturday – Sunday, 9:00am – 9:00pm

138 Delancey Street  
(between Norfolk and Suffolk streets)  
212.609.2541  
Monday – Friday, 8:00am – 8:00pm  
Saturday – Sunday, 9:00am – 5:00pm

#### **Mount Sinai Doctors**

55 East 34th Street, ground and 5th floors  
(between Park and Madison avenues)  
212.252.6000  
Monday – Friday, 8:00am – 8:00pm

309 West 23rd Street, 2nd floor  
(at Eighth Avenue),  
212.352.2600  
Monday – Friday, 8:00am – 8:00pm  
Saturday – Sunday, 9:00am – 5:00pm

10 Union Square East  
(between 14th and 15th streets)  
212.844.6000  
Monday – Friday, 8:00am – 8:00pm  
Saturday – Sunday, 9:00am – 5:00pm

## HOSPITALS

### **Bellevue Hospital**

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

### **Mount Sinai Beth Israel**

First Avenue (at East 16th Street )  
212.420.2000

### **NYU Langone's Tisch Hospital**

550 First Avenue  
(at East 33rd Street)  
212.263.5800

## DENTISTRY

### **NYU Dentistry**

345 East 24th Street  
(at First Avenue)  
212.998.9800  
Monday – Friday, 8:00am – 5:00pm

## EYE & EAR

### **New York Eye and Ear Infirmary of Mount Sinai**

310 East 14th Street  
(between First and Second avenues)  
212.979.4000  
Monday – Sunday, 8:00am – 10:00pm

## PERSONAL PROPERTY

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

## PHOTOGRAPHS AND RECORDINGS

Photography and video recording are not allowed in any class unless permission is granted by the faculty or staff member in charge. We strongly discourage inappropriate use of mobile devices in the classroom and expect faculty to monitor inappropriate use of mobile devices by their students.

## SVA APPLICATIONS ACCESSIBLE TO STUDENTS

MyID is the new single sign-on (SSO) and multifactor authentication (MFA) portal at SVA. Your myID dashboard will provide links to commonly used applications. The system also offers account management features such as forgotten password and password reset. myID is powered by Okta, a leader in the SSO/MFA space.

### **WHAT IS SINGLE SIGN-ON (SSO)?**

Single sign-on provides seamless access to a vast majority of the applications you use at SVA via a single set of credentials. In most cases, you'll only need to enter your credentials once along with a second factor for authentication. Once logged in to myID, you can jump to any of the applications from the dashboard and be signed-in automatically.

### **WHAT IS MULTIFACTOR AUTHENTICATION (MFA)?**

Multifactor authentication provides an additional layer of security when logging in to password-protected websites or applications. It's a way to verify your identity besides your password alone and dramatically reduces the risk of compromised accounts. The factor you choose to use can be among the following: security questions, SMS/text verification codes, voice calls and mobile verification apps. The

recommended MFA methods are OKTA Verify App (push) or Google Authenticator App (one-time access codes).

## **WHY USE MULTIFACTOR AUTHENTICATION?**

Compliance regulations require additional layers of security to counteract prevalent threats such as stolen, leaked, or compromised passwords.

## **HOW WILL IT AFFECT MY WORK?**

Once you're enrolled, many of the applications you use will be available on your myID dashboard. During the multifactor authentication process, you can choose not to be challenged for multifactor authentication on that device (desktop, laptop, mobile) for the next eight hours. Then you're golden! You can jump between apps without having to enter your credentials over and over again. More apps will be added over time that are relevant to your life at SVA.

## **ACCESSING ALL APPLICATIONS THROUGH MYID**

Go to [myid.sva.edu](http://myid.sva.edu) and sign in with your username and password, followed by the multifactor authentication factor of your choice—the drop-down arrow allows you to select from the various factors that you configured during activation. From the SVA tab on the main dashboard, click on the web app you want to use. The system will log you into the application automatically in a new browser tab.

### **Available applications include:**

- G-Suite applications: Google, Gmail, Calendar, Drive, Docs, Sheets
- Office 365 Desktop and Cloud: Word, Excel, PowerPoint, OneNote, Teams
- Adobe Creative Cloud: Acrobat DC, Photoshop, Premiere, Illustrator, Lightroom, Fonts

- Resources Pages: website keeping students connected to the SVA campus, downloadable forms and information from most SVA offices, including Financial Aid, Registrar, Student Health and Counseling Services, and Career Development.
- Ellucian MyServices: Financial Aid, Registration, grades, transcripts and other academic info.
- Canvas LMS: online courses and related materials
- Zoom: video conferencing used for online classes
- SVA Library databases
- LinkedIn Learning: Thousands of online courses accessible anytime, anywhere. Career building, creative courses, enhancing technical skills, various software training, marketing, social media, photography and film
- LastPass: Enterprise password manager and secure vault
- Grammarly Premium: Grammarly helps users compose bold, clear, mistake-free writing through an AI-powered writing assistant
- Sophos for Home/Personal use: enterprise (standalone) antivirus and anti-malware software for personal devices
- SVA IT User Guides: helpful guides for many of the technologies supported by IT.

## **MOBILE APPLICATIONS**

- **GoSVA:** Explore the campus on the go: access to academic information, facilities, department contacts, and campus maps; billing, SVA Library databases, Canvas LMS, Papercut, Campus Store, IT services and more. Visit [go.sva.edu](http://go.sva.edu) to get access to download links for iOS and Android.
- **SVA SAFE:** Covid-19 required self-assessment questionnaire, daily building

pass QR code, Covid-19 vaccine pass, safety walk, access to SVA security contact information campus-wide.

For help with myID, email or any other campus systems, go to [technology.sva.edu](https://technology.sva.edu) or contact the SVA Help Desk at 212.592.2400 (option 1) or [helpdesk@sva.edu](mailto:helpdesk@sva.edu). The Help Desk is available Monday–Friday, 9:00 AM–5:00 PM.

## **SVA CAMPUS STORE**

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207 East 23rd Street  
Monday – Friday, 10:00am – 6:00pm  
Tel: 212.592.2900  
Email: [store@sva.edu](mailto:store@sva.edu)  
Website: [svacampusstore.com](https://svacampusstore.com)

Exclusively serving the SVA community, the SVA Campus Store provides computer hardware, tablets, hard drives, and other tech accessories at specially discounted prices. The store is an Apple Authorized Reseller & Repair Center offering recommendations and repair services specific to SVA students, staff, and faculty.

It is also your one-stop shop for all SVA branded merchandise. Gear up and show your school pride!

## **VISITORS**

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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.

## **VISUAL ARTS PRESS, LTD.**

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The Visual Arts Press (VAP) is the design studio for SVA. VAP creates the College's printed publications, website and other social/digital initiatives, environmental

graphics, promotional products, and much more. It maintains a vibrant identity for the College and spearheads various special projects at SVA throughout the year.

One of the most visible and highly regarded projects at VAP is SVA's New York City subway posters. These posters have become a hallmark of great design in the New York landscape and have brought SVA international acclaim. Each poster is created by a select faculty member. Recent poster artists have included: Gail Anderson, Richard Borge, Marcos Chin, Paul Davis, Peter Hristoff, Hyesu Lee and Gary Panter.

The Visual Arts Press offers several paid design internships each year. SVA student interns are selected based on qualifications and a portfolio review. Visit [vap.sva.edu/](https://vap.sva.edu/) internship for more information.

## **Standards, Procedures, Policies and Regulations**

Alcohol and Drug Policy	77
Helping a Student in Distress	81
Responding to Disruptive Student Behavior	84
Covid-19 and Student Responsibility	84
Student Code of Conduct	85
Student Complaints	91
Statement of Equal Opportunity	91
Discrimination, Discriminatory Harassment and Retaliation	91
Sex-Based Discrimination, Harassment, Title IX and Sexual Misconduct	94
Building Security Procedures	94
Damages	95
Hazardous and/or Dangerous Materials Policy	95
Hoverboards	95
Family Educational Rights and Privacy Act (FERPA)	95
Internet Policies and Procedures/SVA Electronic Communications	98
Facilities Maintenance and Repair Procedures	101
Missing Student Policy and Procedure	101
Plagiarism	102
Conflict of Interest Policy for SVA Employees, Including Faculty	102

## **ALCOHOL AND DRUG POLICY**

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

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

SVA employees must abide by this policy as a condition of employment. In addition, all SVA employees, including student workers, are required by the Drug-Free Workplace Act of 1988 to notify their immediate supervisor and the Executive Director of Human Resources of any criminal drug statute convictions for a violation occurring in the workplace no later than five days after such conviction.

### **SVA TAKES A FIRM STANCE AGAINST DRUGS AND ALCOHOL**

As reported in "What Works: Schools Without Drugs," written by the U. S. Department of Education (1992):

Alcohol consumption causes a number of marked changes in behavior. Even low

doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

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

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

The adverse health effects of drug abuse vary widely based on the drug or drugs being abused and the manner of ingestion, but often include one or more of the following: fluctuations in heart rate; addiction; anxiety; paranoia; mood disturbances; HIV/AIDS infection; impairment of short-term memory, attention, judgment, coordination

and balance; or death. Comprehensive data regarding the long- and short-term health effects of commonly abused drugs is available from the National Institute on Drug Abuse, part of the National Institutes of Health, at: [nida.nih.gov](http://nida.nih.gov).

## **DRUG AND ALCOHOL PROGRAMS AVAILABLE TO EMPLOYEES AND STUDENTS**

SVA encourages individuals with alcohol or other drug-related problems to seek assistance through one of the drugs and alcohol programs listed in this section. Students seeking assistance are encouraged to speak with a staff member at SVA's Student Health and Counseling Services (340 East 24th Street, ground floor, 212.592.2246, Monday–Friday, 9:00 AM–5:00 PM) for support. Short-term confidential services are provided free of charge. Staff and faculty seeking assistance are encouraged to speak with their health care professional for support.

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

**Alcoholics Anonymous**  
[aa.org](http://aa.org) • 212.870.3400

**Inter-Group Association of Alcoholics Anonymous of New York**  
[nyintergroup.org](http://nyintergroup.org)  
212.647.1680

**New York City Area of Narcotics Anonymous**  
[nycna.org](http://nycna.org)  
212.929.6262

**The Addiction Institute of New York**  
[mountsinai.org/locations/addiction-institute](http://mountsinai.org/locations/addiction-institute)  
212.420.4220

## **POSSIBLE DISCIPLINARY SANCTIONS IMPOSED BY SVA**

Any student or employee found to be in violation of this policy will be subject to sanctions, including, but not limited to, expulsion from SVA or termination of employment, suspension, referral to law enforcement authorities, parental notification (as permitted by the federal Family Education Rights and Privacy Act (FERPA)), and/or mandatory referral for counseling and/ or treatment. For a list of student-specific disciplinary consequences for violations of this policy, see Student Code of Conduct Sanctions on page 88.

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

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

## **FEDERAL PENALTIES: CONTROLLED SUBSTANCES**

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

and the criminal background of the person convicted of the offense.

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

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

Federal trafficking convictions are much more serious, with penalties ranging from five years to life in prison, and fines of up to \$5 million. For a schedule of penalties for trafficking offenses, see [dea.gov](http://dea.gov).

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

Students who receive federal financial aid (including grants, loans or work-study funding) must report any criminal drug conviction that occurs after the submission of a FAFSA form through the end of

the academic year for which the student is receiving aid to the Director of Financial Aid and Executive Director of Human Resources within five days of the criminal conviction. In addition to sanctions imposed by SVA, students convicted of such charges risk the revocation of federal student aid.

## **NEW YORK STATE PENALTIES: CONTROLLED SUBSTANCES**

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

The following are the classifications for some of the more common illegal drug offenses and crimes provided for by the New York Penal Law:

- Sale of a controlled substance on or near school grounds (N.Y. Penal Law § 220.44), or to a person less than 21 years of age (N.Y. Penal Law § 220.39), are Class B felonies;
- Possession of a hypodermic instrument without a doctor’s prescription (N.Y. Penal Law § 220.45), or possession or sale of drug paraphernalia (which

includes a wide category of items that are considered drug preparation materials) (N.Y. Penal Law § 220.50), are Class A misdemeanors;

- Injection of another person with a narcotic drug with the consent of that person is a Class E felony (N.Y. Penal Law § 220.46).

The full text of the New York Penal Law, including classifications and penalties for all controlled substances offenses (Article 220), is available via the New York Senate website: [nysenate.gov/legislation/laws/PEN](http://nysenate.gov/legislation/laws/PEN).

## **NEW YORK STATE PENALTIES: ALCOHOL**

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

- Giving or selling alcohol to a person under the age of 21 carries a penalty of up to five days imprisonment and a \$200 fine (N.Y. ABC Law §65-a);
- Purchasing or attempting to purchase an alcoholic beverage through fraudulent means by a person under age 21 carries a penalty of up to 30 hours of community service, a fine of up to \$100, and/or mandatory completion of an alcohol awareness program (N.Y. ABC Law § 65-b);
- Unlawful possession of alcohol by a person under the age of 21 with the intent to consume carries a penalty of up to 30 hours of community service and a fine of up to \$50 (N.Y. ABC Law § 65-c).

This list includes 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.

## **ALCOHOLIC BEVERAGES: EMPLOYEES**

Employees should not consume alcoholic beverages during business hours. This applies particularly to business lunches. In the event an employee consumes alcoholic beverages in connection with a business function where SVA management has approved the serving of alcohol, SVA expects that employees will act responsibly and avoid excess. If an employee has any concerns that they are not capable of safely driving after such events, SVA will reimburse the cost of alternative transportation to ensure that the employee does not place themselves or others in danger. An employee who is arrested and convicted for driving under the influence while in the performance of company business, or when returning from a business function, is subject to disciplinary action up to and including termination.

## **ALCOHOLIC BEVERAGES: STUDENTS Undergraduate Students:**

- No alcoholic beverages may be served at events hosted by an undergraduate department or by any department whose event is intended primarily for undergraduate students.
- Under no circumstances may alcoholic beverages be offered to undergraduate students at bars, restaurants or other similar settings.

## **Graduate Students:**

Extreme care and thought should go into deciding if alcoholic beverages are served to graduate students. The following rules apply:

- Wine or beer (not hard alcohol) may be served for events hosted by a graduate department.

- The department must retain at least one licensed bartender for each bar setup.
- Written permission must be received from the Provost prior to the event.
- IDs are checked by the bartender.
- Non-alcoholic beverages are also available.

## **EMPLOYEE USE OF LEGAL DRUGS**

SVA recognizes that employees may, from time to time, be prescribed legal drugs that, when taken as prescribed or according to the manufacturer's instructions, may result in their impairment. Employees may not work while impaired by the use of legal drugs if the impairment might endanger the employee or someone else, pose a risk of significant damage to SVA property or substantially interfere with the employee's job performance. If an employee is so impaired by the appropriate use of legal drugs, they should not report to work and must contact Human Resources to discuss potential accommodations that may be available. Disclosures made by employees to Human Resources concerning the use of legal drugs will be treated confidentially and will not be revealed to managers or supervisors unless there is an important work-related reason to do so in order to determine whether it is advisable for the employee to continue working while taking the drug(s) in question. Nothing in this policy is intended to diminish SVA's commitment to employ and reasonably accommodate qualified individuals with disabilities, provided that such accommodation does not constitute an undue hardship on SVA.

## **SMOKING REGULATIONS**

In accordance with government regulations, the School of Visual Arts prohibits smoking in any part of its buildings, including private offices, private rooms, hallways, restrooms and all residence halls. Smoking is also prohibited

within 25 feet of any building entrance. This includes the use of electronic smoking devices such as e-cigarettes, vapes, etc. Any violation of or dispute arising from this policy should be reported immediately to the Director of Student Affairs or the Executive Director of Human Resources. Violations of this policy may result in appropriate corrective action, up to and including expulsion or termination of employment. Student Affairs and/or Human Resources will promptly investigate any disputes arising under this policy. Students, faculty and staff members are protected from retaliatory action or from being subjected to any adverse action for exercising or attempting to exercise their rights under this policy. Any person who feels they have been subject to a retaliatory adverse action for exercising or attempting to exercise any rights under this policy or under any applicable law or regulation concerning the subject matter of this policy should inform the Director of Student Affairs or the Executive Director of Human Resources, who will promptly investigate the complaint and provide for adequate redress where necessary.

Any questions regarding this policy should be directed to Student Affairs (tel: 212.592.2214, email: [studentaffairs@sva.edu](mailto:studentaffairs@sva.edu)) or Human Resources (tel: 212.592.2645, email: [hr@sva.edu](mailto:hr@sva.edu)).

## **HELPING A STUDENT IN DISTRESS**

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

### **WORKING WITH THE STAR TEAM:**

STAR assesses students of concern and reviews reports regarding student behavior provided by SVA faculty, staff and students. STAR provides guidance and support to faculty, staff and students who are faced with challenging and sensitive student issues. STAR provides case management for the College while connecting students to available support and resources.

STAR members include the Director of Student Affairs, the Associate Director of Student Health and Counseling Services, the Associate Director of Disability Resources, the Associate Director of Student Affairs and the Associate Director of Residence Life, as well as additional representatives from Student Health and Counseling Services and Residence Life.

When completing a STAR report, include the student's name (and ID number, if known), a factual and detailed account of the situation and your contact information.

### **REQUIRED REPORTING:**

All faculty, administrators and staff are required to report student concerns to the STAR team when:

- Concerns are about physical and/or mental health including, but not limited to depression, self-harm and suicide, that impacts a student's level of functioning.
- A student is transported by ambulance from SVA's campus
- The College is notified or a student discloses that they currently are or were recently hospitalized.

### **WHAT TO EXPECT ONCE A STAR REPORT IS COMPLETED:**

When a STAR report is submitted, the reporter will receive confirmation that their report was received. A case manager may

contact the reporter and ask for additional information which will guide what steps can be taken to offer support and/or resources to a student in distress. Response time varies from same-day to several business days, depending on the nature of the concerns for the student's well-being. The case manager will devise a support plan for the student which may include guidance to the reporter about speaking with the student and offering resources.

For faculty concerned about academic matters, including attendance issues, please file an Academic Unsatisfactory Progress Report on your MyID dashboard.

### **SOME COMMON SIGNS THAT A STUDENT MAY BE IN DISTRESS:**

- Preoccupation with or references to death or suicide in conversation, jokes, writings, or in their artwork
- Withdrawal from friends and social activities
- Loss of interest in schoolwork, work and other activities
- Abrupt changes in behavior, mood or appearance
- Pursuit of dangerous activities
- Concerns about drug or alcohol use
- Signs of depression: crying, hopelessness, sleeping or eating problems, low energy, low self-esteem, excessive guilt

### **HOW YOU CAN HELP WHEN A STUDENT SHOWS SIGNS OF DISTRESS:**

- Take the signs seriously.
- Talk to the student.
- Say you are concerned. Point out the signs you've noticed.
- Be willing to listen. Don't judge or give advice or try to cheer up the person. (You don't need to solve their issues alone.)
- If it's unclear that the student is suicidal,

ask, “Have things gotten so bad that you’re thinking of hurting yourself?”

Asking about suicide is a sign of caring.

- Don’t be sworn to secrecy. Say that you need to talk with someone in Student Affairs to get help and provide the necessary resources. (See the section on confidentiality vs. privacy.)
- If you have any concerns about the student’s safety, do not leave them alone. Call 911 and SVA Security at 212.696.4632. Then, complete a STAR report at [star.sva.edu](http://star.sva.edu).
- In addition to completing a STAR report, consider referring the student to Student Health & Counseling Services, reachable at 212.592.2246 or via email at [health@sva.edu](mailto:health@sva.edu). Additional information on the office can be found here and on page 45.

If you have any questions about how you can support a student in distress, complete a STAR report at [sva.sva.edu](http://sva.sva.edu).

### **CONFIDENTIALITY VS. PRIVACY**

When a student approaches a faculty or staff member with a concern, they may ask that the conversation remains confidential. It is important to note that we cannot guarantee confidentiality, but we can assure privacy will be respected.

Confidentiality is something that can be guaranteed in certain settings, for example by an attorney, a physician or therapist, or a clergy member. Even if an SVA employee has those credentials, they are not acting in that capacity at SVA. At SVA, all employees other than those working within the Office of Student Health and Counseling Services, are considered mandatory reporters and may not guarantee confidentiality to a student. Instead, employees can assure the student that they understand their wish for confidentiality, but

depending on what is shared, they may have an obligation to report the information. Employees can assure the student that the conversation will remain private, and that it will only be shared with designated staff members on campus.

### **RESPONDING TO A STUDENT WHO APPEARS TO BE IN DISTRESS:**

When you meet with the student, please follow these guidelines:

- Gather as much relevant information as possible, including the student’s ID number, contact information, place of residence, etc.
- Assure the student that the conversation will be private; however, you will need to let the appropriate administrators know what is discussed, and you cannot promise confidentiality. You should advise the student that Student Health and Counseling Services staff can provide confidential support.
- Use first person, “I,” to address the specific concerns and behavior you have observed (e.g., “I’ve noticed that ... ” or “I’m concerned that ... ”, etc.)
- Listen to the student carefully, without judgment.
- If a student speaks about being depressed and is expressing life-threatening behavior to self or others, call 911 and notify SVA Security.
- If you feel the student would benefit from counseling, suggest that they meet with a therapist at SVA. Students can schedule an appointment by calling 212.592.2246, by email at [health@sva.edu](mailto:health@sva.edu) or by visiting Student Health and Counseling Services at 340 East 24th Street, ground floor. The office is open from 9:00 AM to 5:00 PM, Monday through Friday.

## HOW DO I FOLLOW UP WITH THE STUDENT AND OFFER CONTINUED SUPPORT?

Reporter follow-up is an integral step in the reporting process. We encourage the reporter to follow up privately and inquire about the student's well-being. See the student support resources listed.

## RESPONDING TO DISRUPTIVE STUDENT BEHAVIOR

### WHAT IS CONSIDERED DISRUPTIVE BEHAVIOR IN CLASS?

- Violence or threats of violence towards a member of the SVA community
- Destroying property
- Hostile or confrontational statements
- Physical or verbal intimidation
- Using inappropriate language in class
- Using inappropriate material or content on projects

### HOW SHOULD I RESPOND TO A STUDENT EXHIBITING DISRUPTIVE BEHAVIOR?

- Address the behavior immediately (e.g., "I need you to lower your voice") and caution the student that it is unacceptable and will not be tolerated
- Unless there is a concern for the student's immediate safety, ask the student to leave if the behavior continues
- If the student refuses to leave, contact SVA Security for assistance by calling 212.696.4632
- Following the resolution of the incident, complete a STAR report at [star.sva.edu](http://star.sva.edu)

## STUDENT SUPPORT RESOURCES

### 24/7 at SVA

24-hour Security: 212.696.4632

### Monday-Friday 9:00 AM–5:00 PM

- Academic Advisement: 212-592-2540
- Disability Resources: 212.592.2396
- Financial Aid: 212.592.2030
- Residence Life: 212.592.2140
- Student Affairs: 212.592.2214
- Student Health and Counseling Services: 212.592.2246

### 24/7 (non-SVA)

NYC WELL provides free mental health support in English, Spanish and Mandarin and has access for translators in about 200 languages. Call 1.888.NYC.WELL (1.888.692.9355) or text WELL to 65173.

Crisis Text Line offers free, around-the-clock support. Text HOME to 741741.

The Samaritans, a 24-hour crisis hotline, offers free confidential emotional support: 212.673.3000.

## COVID-19 AND STUDENT RESPONSIBILITY

In light of the COVID-19 pandemic and to support the safety of our community, all members of the SVA community will need to take additional steps to stay well and protect each other on campus and in the community.

The standards listed are a temporary addition to the published Student Code of Conduct and SVA Residence Hall Violations found in this handbook. They are designed to provide the safest living-learning environment possible and are reliant on each member of the community upholding them not only for their safety but for the safety of others. Students who jeopardize the safety of others and/or fail to meet the standards will face College and/or Residence Life judicial action.

All students must adhere to the following. Health Monitoring and Testing

- Observe all daily self-assessment, temperature screening, and reporting of symptoms and COVID-19 diagnostic testing as required.
- Not attend any classes or college functions if they are ill.
- If a student tests positive for COVID-19, they must immediately notify Student Health and Counseling Services at [student-covid-alert@sva.edu](mailto:student-covid-alert@sva.edu) and follow their guidance.

### **PROTECTIVE FACE COVERINGS AND PERSONAL HYGIENE**

- Wear an appropriate face covering or mask, which covers the nose and mouth at all times while on campus, when not in one's own residence hall room.
- Pay close attention to personal hygiene including frequent handwashing with soap and water and/or use of alcohol-based hand sanitizer.
- Avoid sharing personal items such as phones, or assigned studio/lab items.

### **COMPLIANCE WITH ALL COVID-19 POLICIES**

Violation of these policies may put the health and safety of other members of the SVA community at risk. While we acknowledge that these restrictions are difficult to follow, they are necessary to lower the risk of COVID-19 spreading within the community. Even small deviations from these policies can jeopardize your health and the health of other members of the entire SVA community. Your adherence to these policies is essential to the health and well-being of the community. Students who violate these policies will be subject to College judicial sanctioning up to suspension.

### **RESIDENTIAL POLICIES: RESIDENT RESPONSIBILITY AND COVID-19**

In addition to COVID-19 related student responsibilities outlined previously, all resident students are required to adhere to additional policies outlined in the Residence Life section of this handbook.

## **STUDENT CODE OF CONDUCT**

The School of Visual Arts provides students with an environment that stimulates and nurtures creative exploration and interaction. Students are expected to support that environment and the community in which they work and live by actively practicing and living by SVA's Student Code of Conduct. Students must practice an ethic that includes fostering personal and professional integrity and trust, and being responsible for their actions.

### **STUDENT CODE OF CONDUCT VIOLATIONS**

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

1. Retaliation. Participating in any adverse action against an individual for making a good faith report of prohibited conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy.
2. Disorderly, disruptive or aggressive behavior that interferes with the general comfort, safety, security, health, welfare or education of a member of the SVA

- community, or the regular operation of the College.
3. Damage, destruction or removal of another student's work or property.
  4. Intentionally and/or knowingly providing false information, documents, testimony or evidence.
  5. Unauthorized entry or misuse of College property or contributing to the unauthorized entry of another individual.
  6. Destruction of property, including but not limited to vandalizing, damaging, destroying, defacing or tampering with College property or the property of others.
  7. Engaging in, or threatening to engage in, any behavior that endangers the health or safety of another person, property or oneself.
  8. Physical violence, actual or threatened, against any individual or group of persons.
  9. Engaging in behavior prohibited under the Discrimination, Discriminatory Harassment, and Retaliation Policy.
  10. Engaging in behavior prohibited under the Sex-Based Discrimination, Harassment, Title IX, and Sexual Misconduct Policy. (Note: Procedures for resolving allegations of sexual misconduct are also defined under that policy.)
  11. Harassing conduct of any kind, toward any member of the SVA community.
  12. Use, possession or storage of any weapon, including but not limited to knives, self-defense spray devices, firearms or ammunition, dangerous chemicals, fireworks or explosives, regardless of the presence of a state or federal license to possess same.
  13. Possession, use or distribution of alcohol, narcotics and other controlled substances on College grounds, including residences.
  14. Unauthorized possession of pets or animals in College facilities.
  15. Possession or use of a hoverboard or similar self-balancing scooter.
  16. Possession or use of drones or other unmanned aerial vehicles (UAV).
  17. Use of spray paint, spray adhesive, smoke emitting devices, toxic glue or spray glue in any SVA building, including but not limited to classrooms, studios, offices, residence halls, common spaces and stairwells.
  18. Violation of the College alcohol, drug or smoking policy.
  19. Theft of services or property, including failure to report knowledge of possession of stolen property.
  20. Disrespect to any member of the SVA community, including models, and/or failure to comply with the lawful directions of College faculty or staff.
  21. Inappropriate use of mobile devices in the classroom.
  22. Failure or refusal to testify as a witness at a disciplinary hearing.
  23. Failure to comply with the authorized request of an administrative representative of the College, including but not limited to staff members of Student Affairs, Residence Life, Security and Facilities.
  24. Failure to abide by or complete the terms of a judicial sanction.
  25. Attempting to commit an act that violates the Student Code of Conduct.
  26. Assisting another student to commit an act that violates the Student Code of Conduct.
  27. Failure to comply with COVID-19–related College requirements and restrictions including but not limited to wearing protective face coverings and space occupancy restrictions in any SVA building.

## **DISRUPTIVE STUDENT BEHAVIOR REQUIRING COUNSELING AND/OR MEDICAL CARE**

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

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

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

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

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

Students will have the opportunity to discuss the outcome of any evaluation and actions with the Director of Student Affairs. If an administrative decision is necessary, it will be given in writing and subject to review by the Provost whose decision is

final. Reasonable deviations from these procedures will not invalidate decisions or proceedings unless significant prejudice against the student may result.

## **DISCIPLINARY PROCEDURES GOVERNING COMPLAINTS AGAINST STUDENTS**

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

## **REPORTING POSSIBLE STUDENT CODE OF CONDUCT VIOLATIONS**

Any member of the College community (student, staff or faculty) may make a complaint and/or referral or offer information concerning a possible violation of the Student Code of Conduct. The listing of Student Code of Conduct violations begins on page 85. Community members should contact Bill Martino, Director of Student Affairs, at [wmartino@sva.edu](mailto:wmartino@sva.edu) or 212.592.2212 or Maria McCune, Associate Director of Student Affairs, at 212.592.2897 or [mrovira@sva.edu](mailto:mrovira@sva.edu).

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

## **TYPES OF CONDUCT RESOLUTION:**

### **Individual Conduct Meeting**

After gathering the facts and relevant evidence, the Director or his designee will issue a determination of responsibility, and appropriate sanction(s) will be assigned. The student may accept the sanction(s) or submit an appeal based on one of three grounds, which are listed on page 90.

### **Student Code of Conduct Disciplinary Committee Hearing**

The Student Code of Conduct Disciplinary Committee Hearing will also be convened if a student appeals a determination including a sanction of suspension or dismissal following an individual conduct meeting.

For an appeal of a case not involving a sanction of suspension or dismissal, the appeal will be referred to the Provost's Office.

The Student Code of Conduct Disciplinary Committee consists of:

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

The student will be notified in writing of the date, time and location of the hearing. During the hearing the student may present supporting information, including witnesses. The Disciplinary Committee may call witnesses and take such other steps as it deems appropriate in its discretion in

order to determine relevant facts and make an informed decision. While these hearings are intended to assist the committee in its fact-finding process, formal rules of evidence shall not be followed, and no party may appear with or through counsel, or be represented at the hearing by counsel.

The scheduling and timing of hearing sessions shall be undertaken with due regard to the importance of completing the hearing in an expeditious manner and with consideration of the schedules and commitments of all participants. The Director of Student Affairs' decision with respect to scheduling issues shall be final. In cases where the Director of Student Affairs or his designee has previously made a determination, the Disciplinary Committee may affirm that decision or modify it in any respect, including imposing more severe sanctions.

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

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

## **STUDENT CODE OF CONDUCT**

## **SANCTIONS**

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

### **Warning**

Written notice of behavior that is not consistent with the Student Code of Conduct. A subsequent occurrence of the sanctioned behavior may result in the immediate imposition of a more severe sanction.

### **No-Contact Directive**

A directive ordering a student to refrain from any effort to contact, communicate or interact with another individual or group. This includes, but is not limited to: in person, in writing, by phone, by email, by texts or other electronic messaging, through social media, or through a third-party acting on the student's behalf.

### **Probation**

A student placed on probation may attend classes and use College facilities for course requirements, but depending on the violation may be prevented from being on College premises for any other purpose and may not be allowed to participate in College-associated extracurricular activities. Any further Student Code of Conduct violations occurring during the probationary period, or violations of probationary terms, may result in immediate imposition of a more severe sanction.

### **Mandatory Health Referral**

A student may be referred to Student Health and Counseling Services or an outside and pre-approved licensed clinician for assessment related to substance use, behavioral concerns or concerns related to emotional well-being. If this sanction is

assigned, the student will be required to attend the initial meeting, and any required sessions recommended by the clinician(s).

### **Restitution**

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

### **Interim Suspension**

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

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

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

student's own self, others or property.

### **Deferred Suspension**

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

### **Suspension**

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

### **Dismissal**

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

### **Alternative Sanctions**

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

- Community service
- Removal from College residences
- Loss of privilege to access College computing resources, studios, labs or networks
- Prohibition from attending a particular

class, workshop or event. A student prohibited from attending an event that is prepaid will not receive a refund

- Educational sanctioning

### **CIVIL OR CRIMINAL PROCEEDINGS**

Regardless of any other actions taken or sanctions imposed by the Director of Student Affairs or his designee, or by the Student Code of Conduct Disciplinary Committee, the College reserves the right to commence civil proceedings in court against the student, or to refer any matter for criminal prosecution, if it deems appropriate.

### **APPEALS**

The decision by the Director of Student Affairs or his designee and the Student Code of Conduct Disciplinary Committee may be appealed. The three grounds for appeal are:

- A procedural error affecting the determination or sanction;
- New information that was not available at the time of the investigation or hearing and that may change the determination or sanction;
- The sanctions issued were too severe in relation to the student's record or nature of the violation.

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

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

Appeals decisions will be communicated within 10 business days of the receipt of

the written appeal. The Provost or his designee may determine to uphold the findings and sanctions of the Director of Student Affairs or his designee, or the Disciplinary Committee, or to modify any part of those findings and sanctions. The Provost or his designee also may impose additional sanctions. Any decision by the Provost or his designee is made in his absolute discretion, and is final and not subject to further review.

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

### **DETERMINATIONS/STANDARD OF PROOF**

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

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

### **DISCIPLINARY**

## **PROCEDURES GOVERNING COMPLAINTS AGAINST FACULTY AND STAFF**

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Complaints or reports concerning SVA faculty and staff should be directed to Venette Jones, Executive Director of Human Resources, 380 Second Avenue, 8th floor, 212.592.2620, [vjones@sva.edu](mailto:vjones@sva.edu).

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

### **STUDENT COMPLAINTS**

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SVA takes all student complaints seriously and strives to respond to them in a prompt and efficient manner. Outside of complaints that concern Title IX (page 94) or grade appeals (page 15), these individuals should be contacted for the following matters:

- Academic: Christopher Cyphers, provost; Emily Ross, associate provost
- Financial: Gary Shillet, chief financial officer
- Student Services (e.g. Residence Life, Code of Conduct, Student Health and Counseling Services): Javier Vega, executive director of Admissions and Student Affairs

## **STATEMENT OF EQUAL OPPORTUNITY**

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

### **DISCRIMINATION,**

## **DISCRIMINATORY HARASSMENT AND RETALIATION**

Note: Complaints of sex-based discrimination, sexual or sex-based harassment and sexual misconduct are governed by separate procedures. For more information about these procedures, contact SVA's Title IX Coordinator or review the College's Title IX procedures online at [sva.edu/sexual-misconduct](http://sva.edu/sexual-misconduct).

The School of Visual Arts is committed to providing equal treatment and opportunity for its students and employees, maintaining an environment that is free of bias, prejudice, discrimination and harassment, and establishing fair complaint procedures. The School of Visual Arts does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender (including gender identity or expression), pregnancy, age, disability, national origin, military or veteran status, marital status, parental or familial status, alienage or citizenship status, domestic violence status, genetic predisposition or carrier status, partnership status or any other legally protected characteristic in employment, academic, student admission and/or financial aid decisions, or in any other programs or activities. The College is firmly committed to the rights of all members of its community—students, faculty and staff—who must interact through mutual respect and trust to ensure that the campus remains a center of learning.

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

and procedures outlined in this Handbook.

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

Support systems and complaint procedures are in place to help anyone who feels they have been discriminated against or harassed. Since discrimination and harassment can take many forms and occur in a wide range of settings and behaviors, individuals may feel uncertain whether an experience is harassment or discrimination. Nonetheless, anyone who feels they may be the victim of harassment or discrimination by a member of the SVA community should take immediate action. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, SVA strongly urges the prompt reporting of complaints or concerns, as outlined in the following sections Student Complaint Procedures (see below) and Faculty and Staff Complaint Procedures (page 94).

### **STUDENT COMPLAINT PROCEDURES**

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

SVA's Title IX Coordinator, Laurel Christy, is located on the ground floor of 340 East 24th Street. She may be reached at 212.592.2153 or [lchristy@sva.edu](mailto:lchristy@sva.edu). The Director of Student Affairs, Bill Martino, is also located on the ground floor of 340 East 24th Street. He may be reached at 212.592.2212 or [wmartino@sva.edu](mailto:wmartino@sva.edu). Any senior administrator, department chair or coordinator—or any other person with supervisory responsibility—who receives a complaint of harassment or discrimination must report the complaint to the Title IX Coordinator immediately.

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

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

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

adjudication process.

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

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

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

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

remedial measures will be revisited once a final determination is reached.

Upon conclusion of the investigation, the findings will be summarized in a written report. Based upon the findings, the Title IX Coordinator will determine whether SVA policy has been violated. The determination will then be communicated to the parties. If a violation is found to have occurred, the Title IX Coordinator will take appropriate action to ensure that the violation is remedied, which may include referral to the Director of Student Affairs if the complaint is against a student.

If the complainant and accused are both SVA students, either party may appeal the decision to the Provost. The appeal must be made within two weeks of receiving the determination by submitting a letter to the Provost specifying the basis for the appeal. The Provost will review the appeal and any additional information supplied by the parties. The Provost's determination on appeal will be final.

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

### **FACULTY AND STAFF COMPLAINT PROCEDURES**

Faculty and administrative staff members should submit all non-gender based complaints to the Executive Director of Human Resources, Vennette Jones, 380 Second Avenue, 8th floor, 212.592.2604, [vjones@sva.edu](mailto:vjones@sva.edu). Additional details regarding the employee non-discrimination policy may be found on MyID ([myid.sva.edu](http://myid.sva.edu)) in the Human Resources section under "Resources," "Policies." All gender-based complaints should be submitted to the Title IX

coordinator, Laurel Christy, who is located on the ground floor of 340 East 24th Street. She may be reached at 212.592.2153 or [lchristy@sva.edu](mailto:lchristy@sva.edu).

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

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

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

### **Laurel Christy**

340 East 24th Street, ground floor

Tel: 212.592.2153

Email: [lchristy@sva.edu](mailto:lchristy@sva.edu)

## **BUILDING SECURITY**

## **PROCEDURES**

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

## **DAMAGES**

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SVA property that is damaged through negligence or abuse will be replaced or repaired at the going rate and charged to whomever is responsible. Students who fail to make payment in a timely manner may be withdrawn from classes.

## **HAZARDOUS AND/OR DANGEROUS MATERIALS POLICY**

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SVA prohibits the presence or use of hazardous or dangerous materials, including dangerous artists' materials, on campus. If you need more information on the use, handling and disposal of the products or materials, please contact Environmental Health and Safety at [ehs@sva.edu](mailto:ehs@sva.edu).

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

## **HOVERBOARDS**

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Self-balancing scooters, such as hoverboards, are prohibited in all SVA facilities, including all residence halls, academic and administrative buildings, the Student Center and the SVA Theatre. They are also

illegal to use on New York City streets and sidewalks.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

### **STUDENT FERPA RIGHTS**

- The right to inspect and review your educational records. You may submit a written request to the Registrar that specifies the record(s) you wish to inspect. SVA will make arrangements for access and notify you of the time and place where the record(s) may be inspected.
- The right to request the amendment of your education records that you believe to be inaccurate, misleading or otherwise in violation of your privacy rights under FERPA. To do this, simply write the SVA office responsible for the record, make clear which part you want changed and specify what you feel is inaccurate or misleading. If SVA decides not to amend the record, the College will notify you in writing of the decision and advise you of your right to a hearing regarding the request for amendment.
- The right to agree to disclosures of personally identifiable information (PII) contained in educational records (information that would make identity easily traceable—e.g., your Social Security number), except to the extent that FERPA authorizes disclosure without consent. An example of disclosure without consent would be the opening of your records to school officials with

legitimate educational interests. A college official is a person employed by SVA in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A college official also may include a volunteer or contractor outside of SVA who performs an institutional service or function for which the college would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent, or a student volunteering to assist another school official in performing their tasks. A college official has a legitimate educational interest if the official needs to review an education record in order to fulfill professional responsibilities for SVA.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures of SVA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

### **Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202

### **DIRECTORY INFORMATION**

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

"Directory Information" is defined by SVA

as: student's name, address, telephone number, email address, major field of study, enrollment status (undergraduate or graduate, full-time or part-time), dates of attendance and degree(s) conferred.

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

The College honors requests to withhold Directory Information but cannot assume responsibility for contacting a student for subsequent permission to release information.

Regardless of the effect, the College assumes no liability for honoring instructions that such information be withheld.

### **DISCLOSURE POLICY**

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

- To other school officials, including teachers, within SVA whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer. SVA

will make a reasonable attempt to inform the student before the disclosure, unless the student initiated the request.

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

## **STUDENT CONSENT TO ALLOW OR PREVENT DISCLOSURE**

The FERPA Disclosure Form allows students to instruct SVA to do the following:

- Allow or prevent disclosure of Directory Information to third parties, except to the extent that FERPA authorizes disclosure without consent.
- Allow or prevent disclosure of education

records to parents, guardians or other individuals of the student's choosing.

The FERPA Disclosure Form is available at the Registrar's Office and online at [sva.edu/registrar](http://sva.edu/registrar).

## **INTERNET POLICIES AND PROCEDURES/ SVA ELECTRONIC COMMUNICATIONS**

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SVA's computer services and facilities are an important aspect of its educational mission, which includes a commitment to the pursuit of academic excellence and the highest level of artistic expression. To achieve these goals, all users of computing resources are expected to behave in a responsible, ethical and legal manner, in accordance with the following guidelines, which apply to internal and external electronic communications, Internet usage, SVA-owned or SVA-licensed hardware and software, voice and data communications, and the content of all electronic data created and stored. Applications and computers must be used so as to protect the privacy and confidentiality of the various types of electronic data they process, in accordance with applicable laws and policies.

Students and faculty should expect their privacy to be protected, as directed and required by the law and SVA's privacy policy (including all their private data/personally identifiable data) stored in, created by, received by or sent via SVA's computer systems and facilities. Authorized SVA staff members monitor and record computing access in order to maintain security and the highest level of operation of the administrative computing resources. Internal communication systems, electronic messages, files and data, and all hardware and software are and remain the property of SVA at all times.

Subject to the provisions of applicable law, SVA has the right to retrieve, review and monitor any message or file composed, sent, received or accessible through SVA equipment or technologies, including any message or file deleted from the SVA computer system or voicemail system.

All accounts are issued for the sole use of students, faculty, alumni or staff, as applicable. Users are responsible for all actions on the account issued to them and should take the proper precautions to safeguard its usage and for safeguarding the credentials issued to them. Users are not permitted to share login credentials for SVA networks, systems and applications, including myID, Google G-Suite applications, Office 365 applications, Resources Pages, MyServices, Self-Service Portal, Canvas LMS, access to the wireless network on campus, etc. Users will be required to follow the password creation guidelines as listed in SVA's Password Policy listed on SVA's Policies website at [policy.sva.edu](http://policy.sva.edu).

Users are not permitted to use SVA computing facilities in any manner that violates institutional policies or procedures, SVA's privacy policy, or any federal, state or local law, including the provisions of the Family Educational Rights and Privacy Act (FERPA), Gramm-Leach-Bliley Act (GLBA) and European Union's General Data Protection Regulation (GDPR).

Unauthorized downloading, copying or distribution of copyrighted materials in SVA facilities or through SVA networks, including wired and wireless networks, is strictly prohibited. Duplicating and downloading copyrighted software, music, movies and other videos is illegal and expressly forbidden by SVA policy and can lead to termination of access and possibly disciplinary action. Users cannot delete, examine, copy or

modify files and/or any other data belonging to other students or faculty/staff/administration without prior consent from the owner of such materials. Users will not spread computer viruses, malware, worms or any malicious code designed to violate SVA's information security policy, interfere with the proper operation of any computer system, lock up any data or destroy any data. Users are not permitted to install any unauthorized software on any SVA-owned computer system without prior consent from the respective department's IT staff.

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

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

Subject to the provisions of applicable law, systems and network administrators have the legal right to access files and email being transmitted over SVA networks if an information security threat or data breach is suspected. This includes all accessed information for any purpose whatsoever, as well as possible monitoring by SVA of websites visited, chat rooms, instant messages, news groups and social networking activities, email and blogs, as well as review of deleted files, temporary files, cached files, browsing history, metadata and other electronic information stored on SVA's central back-up system or otherwise available as

part of its data management.

Users are responsible for all electronic mail originating from their SVA email account.

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

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

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

Access to Ellucian Colleague and any related systems is restricted to authorized SVA personnel. Access to any perimeter security devices, including firewalls and intrusion protection hardware devices, is strictly prohibited. Access to security door access control

and video surveillance devices is also strictly prohibited. Tampering with wiring inside SVA facilities, including telephone and network wiring, is strictly prohibited as well.

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

The computer resources and networks provided by the College reflect the computer environment at large. Since this environment is dynamic and constantly evolving, these guidelines may change accordingly from time to time. It is the responsibility of each user in the SVA community to stay informed of current policies. Up-to-date policies can be found on SVA's Policy Web Site at [policy.sva.edu](http://policy.sva.edu).

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

In the event SVA becomes aware of a data breach impacting your Personal Identifiable Information (PII), we will provide notification in compliance with all applicable laws. For example, we may post a notice on our

homepage at [sva.edu](http://sva.edu) or elsewhere on the Service and may send email to you at the email address you have provided to us. Depending on where you live, you may have a legal right to receive notice of a security breach in writing.

SVA has procedures in place that are designed to stop threats that may expose personally identifiable information, restore Services to full functionality, document and take proactive steps to ensure the incident cannot be repeated. SVA will also preserve necessary evidence for investigation by security professionals and law enforcement as appropriate. In the unlikely event of an unauthorized disclosure of records, SVA will follow its Security Incident Response Procedure, which articulates how to report the problem to internal and external stakeholders. The notification process includes any information that can identify which customers and students may have been impacted, the data that may have been accessed, SVA's process to inform affected customers, and steps to prevent the incident from happening again as appropriate.

In the unlikely event of an unauthorized disclosure of data, SVA has implemented a process for responding to incidents and notifying affected individuals and, if applicable, law enforcement personnel. If you have any questions about security on our services or the privacy of your information, you can email [privacy@sva.edu](mailto:privacy@sva.edu).

## **DISCLAIMER**

SVA assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. SVA is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are

solely responsible for any material that they access and disseminate through the Internet.

## **FACILITIES MAINTENANCE AND REPAIR PROCEDURES**

If a studio, room or common area is in need of repair, a student, faculty or staff member should complete a maintenance request form on MyID ([myid.sva.edu](http://myid.sva.edu)), using the MyWorkOrder Facilities Service Request or by calling the Office of Facilities at 212.592.2007, Monday through Friday, 8:00 AM–5:00 PM.

Emergency conditions such as overflowing 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, complete a maintenance request form on MyID ([myid.sva.edu](http://myid.sva.edu)), using the MyWorkOrder Facilities Service Request. This procedure ensures that the problem is documented and follow-up measures are taken.

Facilities will respond accordingly to Emergency requests. Facilities personnel should not be refused entry into a residence hall room once an Emergency Request is entered.

## **MISSING STUDENT POLICY AND PROCEDURE**

The Federal Higher Education Opportunity Act (HEOA) requires that institutions providing on-campus housing establish a missing student notification policy for students living in on-campus housing. In accordance with this legislation, students must be informed that they have the option of identifying an individual whom the institution may contact no later than 24 hours after the time

a student is determined missing.

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

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

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

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

be missing should immediately call the Director of Student Affairs at 212.592.2214.

## **PLAGIARISM**

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Plagiarism, generally the presentation of someone else's work as one's own, is prohibited and may result in a range of penalties including, but not limited to: failure of the course in which it occurred; possible dismissal from the College; or termination of employment. This policy includes misappropriation of still and moving images, art works, recordings and any other creative works not in the public domain.

The determination of plagiarism violations with respect to visual media may vary by the industry standards and policies particular to different departments. (See the Academic Integrity Policy on page 10.)

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

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

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

### **SELF-INTEREST/FINANCIAL GAIN**

Under no circumstances may an employee receive a financial incentive, "kick-back" or gift of more than nominal value (\$100

or less) from any individual or entity doing business with SVA. Financial incentives may include cash, goods or services. This policy also applies to an employee's family, friends or acquaintances in situations where an advantage may be gained by virtue of their relationship with the employee.

### **BUSINESS DECISIONS**

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

### **OUTSIDE PROFESSIONAL AND PERSONAL ACTIVITIES**

SVA recognizes the importance of outside activities and interests to employees in their professional and personal lives. SVA allows employees freedom in choosing outside activities and balancing their time commitments between SVA and those outside activities. This has been beneficial to SVA because it enhances the ability of SVA to attract top quality students and employees and strengthens the ties of SVA to the broader visual arts community. Where conflicts of interest may exist, employees should give appropriate recognition and priority to their responsibilities to SVA.

### **OUTSIDE BUSINESS ACTIVITIES**

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

Employees should disclose their outside commitments on a regular basis to an appropriate member of senior management or their department head or chair so that potential conflicts can be dealt with in advance.

**CONCLUSION**

SVA encourages open thinking and development of ideas and creative talent. SVA believes that these goals are furthered by not setting rigid rules and by allowing employees freedom in pursuing interests and activities. Accordingly, SVA's policy is to rely on the judgment and ethics of employees to disclose potential conflicts. That being said, conflict identification can sometimes be difficult, and employees are therefore encouraged to communicate with their department head or chair about circumstances that may involve actual or apparent conflicts of interest and to work with SVA to resolve them in a way that appropriately balances the interests of everyone involved.

**SVA Essentials**

Academic Departments	105
Administrative Offices and Miscellaneous	111
NYC Museums	120

## **ACADEMIC DEPARTMENTS**

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### **BFA ADVERTISING**

209 East 23rd Street, 2nd floor

Tel: 212.592.2160

Fax: 212.592.2014

Email: bfaadvdes@sva.edu

- Gail Anderson, chair
- Kellie Rogers, director of operations
- Lania Leckie, curriculum coordinator
- Paula Paylor, department assistant
- Alida Beck LaRocca, academic advisor
- Adam Sarsfield, academic advisor
- Yolanda Powell, academic advisor
- Daniel Tomlin, academic advisor

### **BFA ANIMATION**

380 Second Avenue, 5th floor

Tel: 212.592.2693

Email: hfreudenthal@sva.edu

- Hsiang Chin Moe, chair
- Diego Guanzon, assistant to the chair
- Gabriela Ilijeska, technology manager
- Samantha Lee, assistant production manager
- Nicolette Piscitelli, coordinator
- Meghan Johnson, director of operations
- Delilah Mulgannon, academic advisor

### **MAT ART EDUCATION**

132 West 21st Street, 4th floor

Tel: 212.592.2445

Fax: 212.592.2365

Email: matarted@sva.edu

- Catherine Rosamond, chair
- Jamie Chan, assistant to the chair
- Anna Roman, coordinator
- Linda Kourkoulis, curriculum coordinator / faculty

### **ART HISTORY**

133/141 West 21st Street, 4th floor

Tel: 212.592.2520

Fax: 212.592.2564

Email: thuhn@sva.edu

- Tom Huhn, chair
- Paloma Crousillat, director of operations
- Michael Falk, senior system administrator

### **MFA ART PRACTICE**

335 West 16th Street, 5th floor

Tel: 212.592.2781

Fax: 212.592.2245

Email: artpractice@sva.edu

- David Ross, chair
- Jacquelyn Strycker, director of operations/online curriculum
- Allison Simpson, assistant to the chair

### **MPS ART THERAPY**

132 West 21st Street, 3rd floor

Tel: 212.592.2610

Fax: 212.592.2538

Email: arttherapy@sva.edu

- Deborah Farber, chair
- Katelyn McWatters, assistant to the chair
- Emily Frederick, director of operations, graduate advisor
- Valerie Sereno, special projects coordinator
- Elizabeth DelliCarpini, internship coordinator

### **MPS BRANDING**

132 West 21st Street, 11th floor

Tel: 212.592.2744

Email: branding@sva.edu

- Debbie Millman, chair
- Emily Weiland, director of operations

## **BFA COMICS**

209 East 23rd Street, 2nd floor

Tel: 212.592.2165

Email: [illuscartug@sva.edu](mailto:illuscartug@sva.edu)

- Viktor Koen, chair
- Carolyn Hinkson-Jenkins, director of operations
- Matthew Bustamonte, assistant to the chair
- Nada Mohammed, academic advisor

## **BFA COMPUTER ART, COMPUTER ANIMATION AND VISUAL EFFECTS**

133/141 West 21st Street, 2nd and 3rd floors

Tel: 212.592.2524

Fax: 212.592.2506

Email: [svacomputerart@sva.edu](mailto:svacomputerart@sva.edu)

- Jimmy Calhoun, chair
- William Allison, assistant to the chair
- Brian Frey, director of operations
- Deanna Demaglie, administrative project coordinator
- Mahtab Aslani, academic advisor
- Richard Hagen, senior systems administrator
- Joseph Mulvanerty, senior systems administrator
- Darryl Wright, senior systems administrator
- Frances Rao, senior systems administrator
- Joseph DePillis, systems administrator
- Kenneth Varvel, systems administrator
- Courtney Davis, front office manager
- Emma Noble, front office manager
- Evelyn Perez, front office manager

## **MFA COMPUTER ARTS**

133/141 West 21st Street, 10th floor

Tel: 212.592.2778

Fax: 212.592.2509

Email: [mfaca@sva.edu](mailto:mfaca@sva.edu)

- Terrence Masson, chair
- Angelica Vergel, director of operations
- Veronika Golova, director of operations
- India Lombardi-Bello, assistant to the chair
- Charlotte Allen, academic advisor/curriculum coordinator
- Milos Paripovic, senior systems director
- Todd Carroll, senior systems administrator
- Robert Campbell, systems administrator
- Darren Santa Maria, a/v systems administrator

## **MA CURATORIAL PRACTICE**

132 West 21st Street, 10th floor

Tel: 212.592.2274

Email: [macp@sva.edu](mailto:macp@sva.edu)

- Steven Henry Madoff, chair
- Ann McBride, assistant to the chair
- Brian Wood, director of curatorial research
- Lorel Easterbrooks, administrative assistant/coordinator

## **BFA DESIGN**

209 East 23rd Street, 2nd floor

Tel: 212.592.2160

Email: [bfaadvdes@sva.edu](mailto:bfaadvdes@sva.edu)

- Gail Anderson, chair
- Kevin O'Callaghan, chair, 3D Design
- Kellie Rogers, director of operations
- Lania Leckie, curriculum coordinator
- Paula Paylor, department assistant
- Kaori Sakai, studio manager, 3D Design
- Alida Beck LaRocca, academic advisor
- Adam Sarsfield, academic advisor
- Yolanda Powell, academic advisor
- Daniel Tomlin, academic advisor

## **MFA DESIGN**

310 East 22nd Street, 5th floor

Tel: 212.592.2600

Fax: 212.592.2627

Email: [mfadesign@sva.edu](mailto:mfadesign@sva.edu)

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

## **MFA DESIGN FOR SOCIAL INNOVATION**

136 West 21st Street, 5th floor

Tel: 212.592.2205

Fax: 212.592.2308

Email: [dsiinfo@sva.edu](mailto:dsiinfo@sva.edu)

- Miya Osaki, chair
- Carolyn Cesarotti, director of operations
- DiMitri Martin, systems administrator
- Gaelin Linares, administrative assistant

## **MA DESIGN RESEARCH, WRITING AND CRITICISM**

136 West 21st Street, 2nd floor

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- Molly Heintz, chair
- Eric Schwartau, director of operations

## **MPS DIGITAL PHOTOGRAPHY**

132 West 21st Street, 2nd floor

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Email: [mpsphoto@sva.edu](mailto:mpsphoto@sva.edu)

- Tom P. Ashe, chair
- Marko Kovacevic, director of operations
- Sara Seferian, studio manager

## **MPS DIRECTING**

132 West 21st Street, 8th floor

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Fax: 212.592.0518

Email: [directing@sva.edu](mailto:directing@sva.edu)

- Bob Giraldi, chair
- Cailin McFadden, director of operations

- Alistair McMeekin, systems administrator

## **MPS FASHION PHOTOGRAPHY**

214 East 21st Street, 3rd floor

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Email: [mpsfashionphotography@sva.edu](mailto:mpsfashionphotography@sva.edu)

- Barry Sutton, program director
- Erin Carr, studio manager

## **BFA FILM**

209 East 23rd Street, 5th floor

Tel: 212.592.2180

Fax: 212.592.2115

Email: [bfafilm@sva.edu](mailto:bfafilm@sva.edu)

- Mary Lee Grisanti, acting chair
- Creighton Satterfield, assistant to the chair
- Michael DelVecchio, senior production manager, film
- Tien-Li Wu, senior systems administrator
- Richard Abrahall, systems administrator
- Rashan Castro, reservations system administrator
- Kamil Dobrowolski, director of operations
- Mark Crowell, web administrator
- Jason Laxer, production assistant
- Robert Moore, floor supervisor
- Elvera Vilson, academic advisor
- John Byrd, academic advisor

## **BFA FINE ARTS**

335 West 16th Street, 5th floor

Tel: 212.592.2510

Fax: 212.592.2244

Email: [finearts@sva.edu](mailto:finearts@sva.edu)

- Suzanne Anker, chair
- Sam Sherman, assistant to the chair
- Joseph Tekippe, systems administrator
- Evan Durkin, administrative assistant
- Gustavo Murillo Fernandez Valdes, lab manager
- Andrew Cziraki, lab assistant
- Tarah Rhoda, bio art laboratory manager
- Dora Riomayor, academic advisor

## **Printmaking Facilities**

133/141 West 21st Street, 5th floor

Tel: 212.592.2570

Fax: 212.592.2557

- Gunars Prande, director of operations
- Alejandro Chen Li, manager
- Melissa Guido, printshop assistant
- Bayard Morse, printshop assistant
- Jamie Gustavson, printshop assistant
- Alexis Thomas, printshop assistant

## **Sculpture Facilities**

335 West 16th Street, ground floor, lower level

Tel: 212.989.9457

Fax: 212.592.2215

- Mary Sobiesiak, director of operations
- Daniel Wapner, manager
- Sung Jin Choi, technical advisor
- Luis Navarro, Windows systems administrator
- Casey Lin, assistant studio manager

## **MFA FINE ARTS**

133/141 West 21st Street, 9th floor

Tel: 212.592.2500

Fax: 212.592.2503

Email: [mfafinearts@sva.edu](mailto:mfafinearts@sva.edu)

- Mark Tribe, chair
- Katreen Sorokina, assistant to the chair
- Isabelle Schipper, program coordinator
- Nelson Santos, academic advisor

## **HONORS PROGRAM**

133/141 West 21st Street, 5th floor

Tel: 212.592.2093

Fax: 212.592.2564

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- Jeremy Cohan, director

## **HUMANITIES AND SCIENCES**

380 Second Avenue, 8th floor

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Email: [humanities@sva.edu](mailto:humanities@sva.edu)

- Kyoko Miyabe, chair
- Sujay Pandit, director, teaching and learning enhancement
- Laurie Johenning, director of operations
- Susan Kim, assistant to the chair
- Neil Friedland, coordinator, writing services, Writing Resource Center
- William Fuentes, senior systems administrator, Writing Resource Center
- Leslie Haller, administrative manager, Writing Resource Center
- Luis Cordoba, administrative assistant, Writing Resource Center

## **BFA ILLUSTRATION**

209 East 23rd Street, 2nd floor

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- Carolyn Hinkson-Jenkins, director of operations
- Kelsey Short, coordinator
- Gerard Newland, systems administrator
- Kenneth Huertas, lab technician
- Kyle Smeallie, lab technician
- Wayde McIntosh, academic advisor
- Karina Ayure, academic advisor

## **MFA ILLUSTRATION AS VISUAL ESSAY**

136 West 21st Street, 12th floor

Tel: 212.592.2210

Fax: 212.366.1675

Email: [mfaillustration@sva.edu](mailto:mfaillustration@sva.edu)

- David Sandlin, acting chair
- Kim Ablondi, director of operations
- Ada Price, studio assistant

## **MFA INTERACTION DESIGN**

136 West 21st Street, 3rd floor

Tel: 212.592.2703

Fax: 212.592.2135

Email: interactiondesign@sva.edu

- Liz Danzico, chair
- Rodel Oiga, senior systems administrator
- Steven Mayer, director of operations
- Meaghan Mendoza Ruelas, communications and project coordinator
- Eric Forman, student advisor

## **BFA INTERIOR DESIGN**

133/141 West 21st Street, 11th floor

Tel: 212.592.2572

Fax: 212.592.2573

Email: interiordesign@sva.edu

- Carol Rusche Bentel, chair
- Malcolm Lightner, director of operations
- Dwain Davis, technical manager
- Kathleen Hayes, academic advisor

## **BFA PHOTOGRAPHY AND VIDEO**

214 East 21st Street, 6th floor

Tel: 212.592.2330

Fax: 212.592.2336

Email: bfaphotography@sva.edu

- Joseph Maida, chair
- Talia Steinman, assistant to the chair, curriculum coordinator
- Anton Vancamelbeke, director of operations
- Maria Dubon, coordinator of special programs and projects
- Fabian Escobar, senior systems administrator
- Brett Henrikson, systems administrator
- Ada Potter, administrative assistant
- Giuseppina “Bina” Altera, digital lab manager
- Jahi Sabater, studio manager
- Joel Han, assistant studio manager
- Michael Kingman, assistant studio manager
- Chloe Ming, studio assistant

- Robert Takala, studio assistant
- Kylie Bryant, studio technician
- Kelvin Chuchuca, studio technician
- Adrian David, studio technician
- Audrey Kenison, studio technician
- Ashley Cortes, exhibitions maintenance coordinator
- Angela Kaniecki, academic advisor
- Frank Priegue, academic advisor

## **MFA PHOTOGRAPHY, VIDEO AND RELATED MEDIA**

214 East 21st Street, 1st floor

Tel: 212.592.2360

Fax: 212.592.2366

Email: mfaphoto@sva.edu

- Charles H. Traub, chair
- Eunsae Lee, assistant to the chair
- Randy West, director of operations
- Adam Bell, academic advisor
- Seth Lambert, senior systems administrator

## **MFA PRODUCTS OF DESIGN**

136 West 21st Street, 7th floor

Tel: 212.592.2149

Fax: 212.592.2119

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- Marko Manriquez, technical manager
- Chester Dols, Visible Futures Lab, lab director
- Lujain Alsehli, Visible Futures Lab, lab assistant
- Kyle Fakhoury, Visible Futures Lab, lab technologist
- Taylor Gray, Visible Futures Lab, lab technologist
- Melissa Alongi Curto, Visible Futures Lab, technical Coordinator
- Noah Kernis, Visible Futures Lab, systems administrator
- Clarke Waskowitz, Visible Futures Lab, phototyping specialist
- Kristina Lee, director of operations
- Alice Hennessy, program coordinator

## **MFA SOCIAL DOCUMENTARY FILM**

136 West 21st Street, 1st floor

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- Charlotte Vincelli, director of operations
- Timothy Doyle, assistant to the chair
- Christa Majoras, senior systems administrator
- Casey Schreiner, video/production equipment manager

## **BFA VISUAL AND CRITICAL STUDIES**

133/141 West 21st Street, 4th floor

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- Tom Huhn, chair
- Paloma Crousillat, director of operations
- Paul D'Innocenzo, academic advisor

## **MFA VISUAL NARRATIVE**

136 West 21st Street, 11th floor

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- Nathan Fox, chair
- Joan McCabe, director of operations
- Lucea Spinelli, manager of special projects and programs
- Panayiotis Terzis, RisoLAB manager
- Andrew Alexander, RisoLAB studio technician
- Sarula Bao, assistant RisoLAB technician
- Benjamin Zackheim, social media and web director

## **ADMINISTRATIVE OFFICES AND MISCELLANEOUS**

---

### **ACADEMIC ADVISEMENT**

133 West 21st Street, Room 704C

Tel: 212.592.2540

Fax: 212.592.2545

Email: lcheckley@sva.edu

- A. Lucky Checkley, Jr., director
- Bibi Bacchus-Khan, administrative assistant
- Rosa Paulino, receptionist
- Dora Riomayor, advisor international studies

### **ACADEMIC AFFAIRS**

133 West 21st Street, 5th floor

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Email: provost@sva.edu

- Christopher J. Cyphers, provost
- Emily Ross, associate provost
- Jerold Davis, director of institutional research
- Michael Severance, operations manager

### **ADMINISTRATIVE COMPUTING**

136 West 21st Street, 8th floor

Tel: 212.592.2265

Fax: 212.592.2262

Email: mpaulino@sva.edu

- Cosmin Tomescu, chief information and privacy officer
- Maria Paulino, assistant to the chief information officer
- Damon Dixon, systems support engineer

## **ADMINISTRATIVE AND NETWORK SERVICES (IT)**

136 West 21st Street, 8th floor

Tel: 212.592.2400

Fax: 212.592.2243

Email: helpdesk@sva.edu

- Brian Nakahara, director of information technology
- Isabel Veguilla, IT project manager
- Alexandra Sullivan, enterprise web systems administrator
- Edward Duffy, technical support manager
- Fishel Erps, senior network engineer
- Brandon Keeven, network engineer
- Kenneth Luguya, enterprise systems engineer
- Daniel Nepomnyashchy, enterprise systems engineer
- Kevin Chan, enterprise systems engineer
- Gary Markelov, technical support administrator
- Juan Victoriano, technical support and project administrator
- Helen Jorgensen, telephone operator
- Raykha Tajeshwar, IT service desk representative

## **ADMISSIONS OFFICE**

342 East 24th Street, ground floor

Tel: 212.592.2100

Fax: 212.592.2116

Email: [admissions@sva.edu](mailto:admissions@sva.edu)

- Javier Vega, executive director of admissions and student affairs
- Matthew Farina, director of admissions
- Adam Rogers, director of international outreach
- Sal Petrosino, director of special projects and events
- Jacob Prescott, assistant director
- Nishat Chowdhury, assistant director of graduate admissions
- Jonathan Nutting, associate director of admissions
- Jessica Hull, associate director of graduate admissions
- Sophie Holland, assistant director, undergraduate and graduate admissions
- Steven Birnbaum, associate director, marketing and media
- Melinda Victoriano, manager, SVA global
- Michelle Rossman, associate director, visitor services
- Selu Sky Lark, assistant manager of undergraduate admissions
- Sarah Clive, visitor services coordinator
- William Colpoys, counselor
- Farwah Rizvi, counselor
- Dennis Vielman, counselor
- Sumi Cruz, administrative assistant visitor service
- Leyi Duan, manager transfer admissions
- Henry Ehrenfried, senior counselor
- Alexandria Woodbeck, admissions coordinator
- Marlena Konglau, admissions coordinator
- Samantha Melendez, admissions coordinator
- Carson Mounce, admissions coordinator
- Casey Krosser, coordinator, undergraduate admissions

## **ALUMNI AFFAIRS AND DEVELOPMENT**

136 West 21st Street, 6th floor

Tel: 212.592.2300

Fax: 212.929.0325

Email: [alumni@sva.edu](mailto:alumni@sva.edu)

- Jane Nuzzo, director
- Miranda Pierce, associate director
- Michelle Mackin, alumni affairs manager

## **AUDIO VISUAL SERVICES (AVS)**

380 Second Avenue, 8th floor

Tel: 212.592.2400, option #2 for AV

AVS Service Line: 212.592.2617

Fax: 212.592.2262

Email: [av@sva.edu](mailto:av@sva.edu)

- Robert Barton, assistant director
- Peter Ross, assistant manager
- Erick Jorgensen, AV coordinator
- Matthew Ramos, senior audio visual engineer
- Duwayne Rowe, audio visual engineer
- Michael Howard, audio visual assistant

## **CAREER DEVELOPMENT**

136 West 21st Street, 6th floor

Tel: 212.592.2370

Fax: 212.206.6434

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- Patricia Romeu, associate director
- Tricia Ross, assistant director
- Spencer Robelen, office coordinator

## **COLLEAGUE COMPUTING SERVICES**

136 West 21st Street, 8th floor

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Fax: 212.592.2015

Email: [helpdesk@sva.edu](mailto:helpdesk@sva.edu)

- Elena V. Blank, director
- Lena Granoff, senior programmer/analyst
- Irina Filimonova, senior programmer/analyst
- Roman Stanula, systems/database administrator

## **COMMUNICATION**

136 West 21st Street, 6th floor

Tel: 212.592.2010

Fax: 212.929.0325

Email: proffice@sva.edu

- Joyce Rutter Kaye, director
- Gregory Herbowy, associate director
- Maeri Ferguson, media relations manager
- Rodrigo Perez, assistant director, digital content and social media
- Kylie Mitchell, communication coordinator

## **CONTINUING EDUCATION**

209 East 23rd Street, 1st floor

Tel: 212.592.2050

Fax: 212.592.2060

Email: ce@sva.edu

- Joseph Cipri, executive director
- Nika Lopez, assistant director
- Stephanie McGovern, operations manager
- Rachel Cohen, coordinator summer residency program
- Nivia Herron, advisor

## **DIGITAL IMAGING CENTER**

209 East 23rd Street, 5th and 6th floors

Tel: 212.592.2150/2152

Fax: 212.592.2024

Email: dic@sva.edu (5th floor)

dicprint@sva.edu (6th floor)

- Stephen Alvarado, manager
- Caitlin Beards, coordinator
- Andrew Vado, systems administrator
- Joseph Jones, studio manager
- Angel Ibanez, assistant studio manager
- Oret Pena, production assistant
- Connor Hinson, production assistant
- Kathryn Silver, production assistant
- Victoria De Maria, help desk support specialist

## **DISABILITY RESOURCES**

340 East 24th Street, ground floor

Tel: 212.592.2396

Fax: 212.592.2899

Email: disabilityresources@sva.edu

- Caryn Leonard, associate director
- Annemarie Veira, coordinator

## **DIVERSITY, EQUITY AND INCLUSION**

133/141 West 21st Street, Room 601C

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Email: diversity@sva.edu

- Jarvis Watson, director, DEI
- Yvette Joseph, coordinator

## **ENGLISH AND THE VISUAL ARTS (EVA)**

380 Second Avenue, 8th floor

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- Helene Rubinstein, chair
- Phyllistine Travis, academic advisor

## **ENVIRONMENTAL HEALTH AND SAFETY**

133/141 West 21st Street, 12th floor

Tel: 212.592.2005

Email: facilities@sva.edu

## **EXTERNAL RELATIONS**

136 West 21st Street, 6th floor

Tel: 212.592.2207

Email: extrelations@sva.edu

- Angelia Wojak, executive director
- Dan Halm, project manager

## **FACILITIES**

209 East 23rd Street, lower level

Tel: 212.592.2007/2156

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- Erik Herrera, executive director
- Robert O'Loughlin, director of facilities
- Carlos Garces, facilities manager
- Violet Sanchez, operations manager
- Fernando Mayorga, compliance coordinator
- Wendy Ramirez, administrative assistant
- James Britt, property manager
- Carlos Minaya, superintendent

## **FINANCE**

380 Second Avenue, 8th floor

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Fax: 212.592.2628

Email: [finance@sva.edu](mailto:finance@sva.edu)

- Gary Shillet, chief financial officer
- Christopher Weatherstone, assistant to the chief financial officer
- Dennis Mayer, controller
- Sakeena Jenkins, senior accounts payable coordinator
- Shanzida Khanam, staff accountant
- Kevin Chea, assistant controller
- Margaret Herndon, senior accountant
- Jean Saint Juste, senior accountant
- Mario Cosentino, accounting manager
- Victor Davila, assistant controller
- Wanda Reece, compliance manager
- Sharon Victory, accounts payable supervisor
- Michael Bouie, accounts payable coordinator

## **FINANCIAL AID**

342 East 24th Street, concourse level

Tel: 212.592.2030

Fax: 212.592.2029

Email: [fa@sva.edu](mailto:fa@sva.edu)

Website: [sva.edu/fa](http://sva.edu/fa)

- William Berrios, director
- Anthony Thompson, associate director, operations
- Jose Rodriguez, associate director, operations
- Christina Ramirez, assistant director, debt management
- Johnese Robertson, administrative assistant
- Wai Nei Kwan, advisor
- Melissa Quinones, advisor
- Lillian Liang, advisor
- Matthew Smith, advisor
- Patricia Melendez, operations manager
- Frank Quirindongo, office assistant
- Jose Caldera, loan coordinator

## **HUMAN RESOURCES (HR)**

380 Second Avenue, 8th floor

Tel: 212.592.2645

Fax: 212.592.2614

Email: [hr@sva.edu](mailto:hr@sva.edu)

- Vennette Jones, executive director/title IX officer
- Laurel Christy, associate director/title IX coordinator
- Janay Pierre, benefits coordinator
- Mariel Guzman, payroll manager
- Carlenie Abreu, faculty payroll supervisor
- Tristan Rogue, senior payroll coordinator
- Stephanie Sanchez, data entry coordinator
- Rasheeda Jones, HR business partner
- Shormishtha Ramani, HR business partner

## **INTERNATIONAL STUDENT OFFICE**

340 East 24th Street, ground floor

Tel: 212.592.2236

Fax: 212.592.2241

Email: iso@sva.edu

- Kaori Uchisaka, director
- Tony (Hsien-Wen) Wang, associate director
- Yoko Anderson, assistant director
- Martha Baillargeon, international student advisor
- Soonsung Park, international student advisor
- Michael Paultz, international student advisor
- Alison Cho, international student advisor

## **MAIL AND OFFICE SERVICES**

209 East 23rd Street, lower level

Tel: 212.592.2009

Fax: 212.725.3587

Email: mpos@sva.edu

- Raymar Mitchell, manager
- Deirdre Suter, assistant manager
- Andre Charles, supervisor
- Charles Davis, assistant
- Alexander McRae, coordinator
- Collin Murphy, assistant
- Amir Ali, coordinator
- Gary Jean-Pierre, coordinator

## **MODEL REGISTRY AND CASTING OFFICE**

132 West 21st Street, 2nd floor

Tel: 212.592.2404

Email: modelregistry@sva.edu

- Lisa Brown, talent and operations manager
- Kareem Barrett, assistant model registrar
- Kerry Crowe, assistant model registrar
- Johnmichael Mitchell, coordinator, talent and casting

## **MOE'S CAFE**

133 West 21st Street, lower level

Tel: 212.592.2548

## **OFFICE OF LEARNING TECHNOLOGIES**

136 West 21st Street, 9th floor, room 903F

Tel: 212.592-2313

Email: olt@sva.edu

- Jennifer Phillips, director
- Bradley Crumb, media production manager
- Julian Oddman, instructional designer
- Tom Benton, instructional designer
- Walter Tyler, senior video content producer

## **OFFICE OF PROGRAMS FOR INTERNATIONAL STUDENTS**

340 East 24th Street, ground floor

Tel: 212.592.2238

Fax: 212.592.2241

Email: opis@sva.edu

- Andrew Chang, director
- Sarah Richardson, associate director

## **OFFICE OF THE BOARD OF DIRECTORS**

220 East 23rd Street, 6th floor

Tel: 212.592.2225

Fax: 212.725.9789

Email: ctscherny@sva.edu

- Lawrence Rodman, chair
- Carla Tscherny, executive assistant

## **OFFICE OF THE EXECUTIVE VICE PRESIDENT**

209 East 23rd Street, 1st floor

Tel: 212.592.2070

Fax: 212.592.2017

Email: evp@sva.edu

- Anthony P. Rhodes, executive vice president
- Michelle Mercurio, assistant to the executive vice president
- Aziza Gaines, administrative assistant

## **OFFICE OF THE PRESIDENT**

214 East 21st Street, 7th floor

Tel: 212.592.2350

Fax: 212.260.7621

Email: [president@sva.edu](mailto:president@sva.edu)

- Ralph Appelbaum, special assistant to the president
- Khristal Curtis, administrative assistant
- John Dye, director of internal audit and control
- Steve Heller, special assistant to the president
- Jacqueline "Pif" Hoffner, executive assistant to the president
- Dawn Hood, coordinator, capital projects
- Alberta Irene Kreh, special consultant to the president
- Scott Lauer, director, capital projects
- Jeffrey Nesin, special assistant to the president
- David Rhodes, president

## **PROFICIENCY EXAMINATION HOTLINE**

Tel: 212.592.2576

Website: [writingresourcecenter.com](http://writingresourcecenter.com)

## **REGISTRAR**

205 East 23rd Street, 1st floor

Tel: 212.592.2200

Fax: 212.592.2069

Email: [registrar@sva.edu](mailto:registrar@sva.edu)

- Jason Koth, registrar
- Celeste Barnes, associate registrar
- JP Forrest, assistant registrar, faculty systems and support
- Bernard Gibson, assistant registrar, curriculum and graduation
- Gemma Prosper-Brown, assistant registrar, academic records; veteran coordinator
- Deborah Hussey, curriculum coordinator
- Samantha Brooks, assistant curriculum coordinator
- Karla Fisher, manager, specialized registration services
- Yvonne Singletary, manager, academic records archives
- Mary Duffy, coordinator, registration and systems
- Kimberli Jervey, coordinator, degree audit
- Angelo Angeles, registration assistant, attendance and grading
- Jillian Noll Stacey Cheng, studio manager

## **RESIDENCE LIFE**

340 East 24th Street, ground floor

Tel: 212.592.2140

Email: [reslife@sva.edu](mailto:reslife@sva.edu)

- Stefanie Joshua-Cordova, associate director
- Adam Krumm, assistant director
- Elijah Herman, residence hall director
- Marco Polo Ramirez Becerra, residence hall director
- Douglas Timm, residence hall director

## **RESOURCE MANAGEMENT**

380 Second Avenue, 8th floor

Tel: 212.592.2606

Email: [purchasing@sva.edu](mailto:purchasing@sva.edu)

- Christopher Gutierrez, director
- James Cavaliere, associate director
- Jason Gallegos, purchasing buyer
- Usa Yamaguchi, purchasing buyer
- Jennifer Jang, purchasing buyer
- Estelle Boo, purchasing buyer

## **SECURITY SAFETY STATIONS**

- 132/136 West 21st Street: 212.592.2754
- 133/141 West 21st Street: 212.592.2581
- 209 East 23rd Street: 212.592.2001
- 214 East 21st Street: 212.592.2320
- 380 Second Avenue: 212.592.2602
- 335 West 16th Street: 212.592.2741
- 24th Street Residence: 212.592.2768
- 342 East 24th Street: 212.592.2960
- Gramercy Women's Residence:  
212.592.2278
- Ludlow Residence: 212.592.2713
- 23rd Street Residence: 212.592.2441
- SVA Theatre: 212.592-2248
- 24-hour Security (209 East 23rd Street):  
212.592.2001

## **SECURITY SERVICES**

209 East 23rd Street, lower level

Tel: 212.592.2025

Fax: 212.592.2519

Email: [security@sva.edu](mailto:security@sva.edu)

- Nick Agjimurati, director
- Joseph Soohoo, associate director
- Antonio Gutierrez, assistant director
- Isat Paljevic, manager
- Michelle Jones-Spain, supervisor
- Ainsley Johnson, supervisor
- Alex Molano, supervisor
- Ahmad Quail, supervisor
- Latanya Grier, coordinator

## **STUDENT ACCOUNTS**

342 East 24th Street, concourse level

Tel: 212.592.2080

Fax: 212.592.2088

Email: [studentaccounts@sva.edu](mailto:studentaccounts@sva.edu)

- Geanine Rando, director
- Jennyfer Scott, operations manager
- Maria Losada, associate director
- Maya Carter-Ali, coordinator
- Rachel Jackson, operations coordinator
- Zariah Maxwell, department assistant
- Doris Revolorio, student account specialist

## **STUDENT AFFAIRS**

340 East 24th Street, ground floor

Tel: 212.592.2214

Fax: 212.592.2086

Email: [studentaffairs@sva.edu](mailto:studentaffairs@sva.edu)

- Bill Martino, director
- Maria Rovira-McCune, associate director
- Sarah Megan Maltz, receptionist

## **STUDENT CENTER**

217 East 23rd Street, 1st floor

Tel: 212.592.2154

## **STUDENT ENGAGEMENT AND LEADERSHIP**

340 East 24th Street, ground floor

Tel: 212.592.2986

Email: [activities@sva.edu](mailto:activities@sva.edu)

- Kayla Vogel, manager
- Arthur Gathercole, campus activities coordinator

## **STUDENT HEALTH AND COUNSELING SERVICES**

340 East 24th Street, ground floor

Tel: 212.592.2246

Fax: 212.592.2216

Email: [health@sva.edu](mailto:health@sva.edu)

- Arielle Kempler, associate director
- Mark Howell, therapist
- Daniela Caraballo, therapist
- Brett Sharets, therapist
- Holly Fu, therapist
- Suchi Shah, therapist
- Abby Wohl, registered nurse
- Matt Lee, coordinator

## **SVA CAMPUS STORE**

207 East 23rd Street

Tel: 212.592.2900

Monday–Friday, 10:00 AM–6:00 PM

Email: [campusstore@sva.edu](mailto:campusstore@sva.edu)

Website: [svacampusstore.com](http://svacampusstore.com)

- Jennifer Sturtz, director
- Alex Hazel, senior technical support and sales representative
- Jonathan Flaxman, buyer
- Ian Stoner, operations manager
- Eugene Hill, customer service associate
- Alexandra Beguez, senior coordinator
- Alexis Pellegrino, senior coordinator
- Marsha Garcia, buyer

## **SVA DESTINATIONS**

133/141 West 21st Street, 7th floor

Tel: 212.592.2543

Fax: 212.592.2545

Email: [destinations@sva.edu](mailto:destinations@sva.edu)

## **SVA GALLERIES**

601 West 26th Street, 15th floor

Tel: 212.592.2145

Fax: 646.638.2110

Email: [gallery@sva.edu](mailto:gallery@sva.edu)

- Francis Di Tommaso, director
- Tyson Skross, exhibitions manager
- Evan Peltzman, exhibitions coordinator
- Adam Cable, operations manager
- Anna Bida, gallery assistant
- Fan Feng, exhibition coordinator
- Alexandra Campbell, operations coordinator

## **SVA LIBRARY**

380 Second Avenue, 2nd floor

Tel: 212.592.2660

Fax: 212.592.2655

Email: [library@sva.edu](mailto:library@sva.edu)

## **SVA Library West**

133 West 21st Street, lower level

Tel: 212.592.2810

Check [library.sva.edu](http://library.sva.edu) for additional information, including hours and services.

- Caitlin Kilgallen, director
- Rebecca Clark, associate director
- Zimra Panitz, head of technical services
- Phoebe Stein, digital services librarian
- Lorraine Gerety, visual resources curator
- David Pemberton, instruction/periodicals librarian
- Mark Roussel, circulation manager
- Seth Chang, library IT administrator
- Eric Ingram, managing cataloging technician
- Keisha Wilkerson, cataloging technician
- David Shuford, cataloger
- Barbara Calderón-Douglass, librarian
- Beth Kleber, head of archives
- Lawrence Griffin, assistant archivist
- Sheala Finch, reference librarian
- Preston Nelson, coordinator
- Jamsin Smith, circulation manager

## **SVA THEATRE**

333 West 23rd Street

Tel: 212.592.2980

Email: [svatheatre@sva.edu](mailto:svatheatre@sva.edu)

- Adam Natale, director
- Vidya Alexander, operations manager
- Vincent Burich, technical director
- Brian Sierra, assistant technical director
- Amanda Duong, venue manager
- Rebecca Schwartz, business manager

## **TITLE IX OFFICE**

340 East 24th Street, ground floor

Tel: 212.592.2153

Email: [lchristy@sva.edu](mailto:lchristy@sva.edu)

- Laurel Christy, Associate Director, Title IX Coordinator
- Stefanie Joshua-Cordova, Assistant Title IX Coordinator
- Adam Krumm, Assistant Title IX Coordinator
- Bill Martino, Assistant Title IX Coordinator

## **VASA (VISUAL ARTS STUDENT ASSOCIATION)**

340 East 24th Street, ground floor

Tel: 212.592.2130

Email: [vasa@sva.edu](mailto:vasa@sva.edu)

- Kayla Vogel, staff advisor

## **VISUAL ARTS FOUNDATION**

220 East 23rd Street, Suite 609

Tel: 212.592.2227

Fax: 212.725.9789

Email: [president@sva.edu](mailto:president@sva.edu)

- Jeffrey Nesin, president

## **VISUAL ARTS PRESS, LTD.**

220 East 23rd Street, Suite 311

Tel: 212.592.2380

Fax: 212.696.0552

Email: [vapress@sva.edu](mailto:vapress@sva.edu)

- Anthony P. Rhodes, executive creative director
- Gail Anderson, creative director
- Brian E. Smith, design director
- Jennifer Liang, assistant director
- Eric Corriel, digital strategy director
- Linnea Taylor, multimedia designer
- Kevin Cadena, designer and project manager
- Anthony Carhuayo, senior designer
- Mark Maltais, art director
- Laineey Sidell, web content manager
- Laura Valenza, writer and editor

## **VISUAL OPINION (VO) MAGAZINE**

340 East 24th Street, ground floor

Tel: 212.592.2280

Email: [vo@sva.edu](mailto:vo@sva.edu)

- Maria Rovira-McCune, staff advisor

## **WRITING RESOURCE CENTER**

132 West 21st Street, 9th floor

Tel: 212.592.2657

Email: [nfriedland@sva.edu](mailto:nfriedland@sva.edu)

- Neil Friedland, coordinator, Writing Services
- William Fuentes, senior systems administrator
- Leslie Haller, administrative manager
- Luis Cordoba, administrative assistant

## **WSVA RADIO STATION**

214 East 21st Street, 7th floor

Tel: 212.592.2345 (DJ Booth);

212.592.2346 (Station Main Line)

Fax: 212.592.2086

Email: [wsva@sva.edu](mailto:wsva@sva.edu)

- Kayla Vogel, staff advisor

## **YEARBOOK**

214 East 21st Street, lower level

Tel: 212.592.2315

Email: [yearbook@sva.edu](mailto:yearbook@sva.edu)

- Joe Newton, creative director
- Gail Anderson, creative consultant

## **NYC MUSEUMS**

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### **AFRICAN BURIAL GROUND NATIONAL MONUMENT**

290 Broadway, ground floor

New York, NY 10007

212.238.4367

### **ALICE AUSTEN HOUSE MUSEUM**

2 Hylan Boulevard

Staten Island, NY 10305

718.816.4506 (x10)

### **AMERICAN FOLK ART MUSEUM**

2 Lincoln Square

New York, NY 10023

212.595.9533

### **AMERICAN MUSEUM OF NATURAL HISTORY**

Central Park West and West 79th Street

New York, NY 10024

212.769.5100

### **AMERICAN NUMISMATIC SOCIETY**

75 Varick Street, 11th floor

New York, NY 10013

212.571.4470

### **AMERICAS SOCIETY**

680 Park Avenue

New York, NY 10021

212.249.8950

### **ARTISTS SPACE**

11 Cortlandt Alley

New York, NY 10013

212.226.3970

### **ASIA SOCIETY**

725 Park Avenue

New York, NY 10021

212.288.6400

**THE BRONX MUSEUM OF THE ARTS**

1040 Grand Concourse  
Bronx, NY 10456  
718.681.6000

**BROOKLYN BOTANIC GARDEN**

990 Washington Avenue  
Brooklyn, NY 11225  
718.623.7200

**BROOKLYN CHILDREN'S MUSEUM**

145 Brooklyn Avenue  
Brooklyn, NY 11213  
718.735.4400

**BROOKLYN HISTORICAL SOCIETY**

128 Pierrepont Street  
Brooklyn, NY 11201  
718.222.4111

**BROOKLYN MUSEUM**

200 Eastern Parkway  
Brooklyn, NY 11238  
718.638.5000

**CHELSEA GALLERIES**

For a map of art galleries in Chelsea, visit  
[chelseagallerymap.com](http://chelseagallerymap.com)

**CHILDREN'S MUSEUM OF THE ARTS**

103 Charlton Street  
New York, NY 10014  
212.274.0986

**CHILDREN'S MUSEUM OF MANHATTAN**

212 West 83rd Street  
New York, NY 10024  
212.721.1223

**CHINA INSTITUTE IN AMERICA**

100 Washington Street  
New York, NY 10006  
212.744.8181

**CHRISTIE'S**

20 Rockefeller Plaza  
New York, NY 10020  
212.636.2000

**THE CITY RELIQUARY**

370 Metropolitan Avenue  
Brooklyn, NY 11211  
718.782.4842

**COOPER HEWITT, SMITHSONIAN  
DESIGN MUSEUM**

2 East 91st 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

**FEDERAL HALL NATIONAL MEMORIAL**

26 Wall Street  
New York, NY 10005  
212.825.6990

**FRAUNCES TAVERN MUSEUM**

54 Pearl Street  
New York, NY 10004  
212.425.1778

**THE FRICK COLLECTION**

1 East 70th 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**

Riverside Drive and West 122nd Street  
New York, NY 10027  
646.670.7251

**GOETHE-INSTITUT**

30 Irving Place  
New York, NY 10003  
212.439.8700

**GREY ART GALLERY**

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

**THE HISPANIC SOCIETY OF AMERICA**

613 West 155th Street  
New York, NY 10032  
212.926.2234

**HOBOKEN HISTORICAL MUSEUM**

1301 Hudson Street  
Hoboken, NJ 07030  
201.656.2240

**INTERNATIONAL CENTER OF  
PHOTOGRAPHY**

79 Essex Street  
New York, NY 10002  
212.857.0000

**JACQUES MARCHAIS MUSEUM OF  
TIBETAN ART**

338 Lighthouse Avenue  
Staten Island, NY 10306  
718.987.3500

**JAPAN SOCIETY**

333 East 47th 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, 153rd 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 107th Street  
Queens, NY 11368  
718.478.8274

**THE LOWER EAST SIDE TENEMENT  
MUSEUM**

103 Orchard Street  
New York, NY 10002  
212.982.8420

**MADAME TUSSAUDS NEW YORK**

234 West 42nd Street  
New York, NY 10036  
212.512.9600

**MERCHANT'S HOUSE MUSEUM**

29 East 4th Street  
New York, NY 10003  
212.777.1089

**THE MET CLOISTERS**

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

**THE METROPOLITAN MUSEUM OF ART**

1000 Fifth Avenue  
New York, NY 10028  
212.535.7710

**MOMA PS1**

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

**THE MORGAN LIBRARY & MUSEUM**

225 Madison Avenue  
New York, NY 10016  
212.685.0008

**MORRIS-JUMEL MANSION**

Roger Morris Park  
65 Jumel Terrace  
New York, NY 10032  
212.923.8008

**MOUNT VERNON HOTEL MUSEUM**

421 East 61st Street  
New York, NY 10065  
212.838.6878

**EL MUSEO DEL BARRIO**

1230 Fifth Avenue  
New York, NY 10029  
212.831.7272

**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  
855.955.6622

**MUSEUM OF THE CITY OF NEW YORK**

1220 Fifth Avenue  
New York, NY 10029  
212.534.1672

**THE MUSEUM AT FIT**

Fashion Institute of Technology  
Seventh Avenue and West 27th Street  
New York, NY 10001  
212.217.4558

**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)**

11 West 53rd Street  
New York, NY 10019  
212.708.9400

**NATIONAL ACADEMY OF DESIGN**

15 Gramercy Park South  
New York, NY 10003  
212.369.4880

**NATIONAL MUSEUM OF THE AMERICAN  
INDIAN**

1 Bowling Green  
New York, NY 10004  
212.514.3700

**NATIONAL SEPTEMBER 11 MEMORIAL  
AND MUSEUM**

180 Greenwich Street  
New York, NY 10007  
212.312.8800

**NEUE GALERIE NEW YORK**

1048 Fifth Avenue  
New York, NY 10028  
212.994. 9493

**NEW MUSEUM**

235 Bowery  
New York, NY 10002  
212.219.1222

**NEW YORK BOTANICAL GARDEN**

2900 Southern Boulevard  
Bronx, NY 10458  
718.817.8700

**NEW YORK CITY FIRE MUSEUM**

278 Spring Street  
New York, NY 10013  
212.691.1303

**NEW YORK HALL OF SCIENCE**

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

**NEW YORK TRANSIT MUSEUM**

99 Schermerhorn Street  
Brooklyn, NY 11201  
718.694.1600

**NEW-YORK HISTORICAL SOCIETY**

170 Central Park West  
New York, NY 10024  
212.873.3400

**NICHOLAS ROERICH MUSEUM**

319 West 107th Street  
New York, NY 10025  
212.864.7752

**THE NOGUCHI MUSEUM**

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

**THE PALEY CENTER FOR MEDIA**

25 West 52nd Street  
New York, NY 10019  
212.621.6600

**QUEENS HISTORICAL SOCIETY**

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

**QUEENS MUSEUM OF ART**

New York City Building  
Flushing Meadows–Corona Park  
Queens, NY 11368  
718.592.9700

**ROSE CENTER FOR EARTH AND  
SPACE AT THE AMERICAN MUSEUM OF  
NATURAL HISTORY**

Central Park West and West 79th Street  
New York, NY 10024  
212.769.5100

**ROSE MUSEUM AT CARNEGIE HALL**

154 West 57th Street, 2nd floor  
New York, NY 10019  
212.247.7800

**RUBIN MUSEUM OF ART**

150 West 17th Street  
New York, NY 10011  
212.620.5000

**SCHOMBURG CENTER FOR RESEARCH  
IN BLACK CULTURE**

515 Malcolm X Boulevard  
New York, NY 10037  
917.275.6975

**SCULPTURE CENTER**

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

**SNUG HARBOR CULTURAL CENTER &  
BOTANICAL GARDEN**

1000 Richmond Terrace  
Staten Island, NY 10301  
718.425.3504

**SOCRATES SCULPTURE PARK**

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

**THE SOLOMON R. GUGGENHEIM  
MUSEUM**

1071 Fifth Avenue  
New York, NY 10128  
212.423.3500

**SOUTH STREET SEAPORT MUSEUM**

12 Fulton Street  
New York, NY 10038  
212.748.8600

**STATUE OF LIBERTY NATIONAL  
MONUMENT ELLIS ISLAND  
NATIONAL MUSEUM OF IMMIGRATION**

Liberty Island Ellis Island  
New York, NY 10004  
212.363.3200

**THE STUDIO MUSEUM IN HARLEM**

144 West 125th Street  
New York, NY 10027  
212.864.4500

**THEODORE ROOSEVELT BIRTHPLACE**

28 East 20th Street  
New York, NY 10033  
212.260.1616

**THE UKRAINIAN MUSEUM**

222 East 6th Street  
New York, NY 10003  
212.228.0110

**WAVE HILL**

675 West 252nd Street  
Bronx, NY 10471  
718.549.3200

**WHITNEY MUSEUM OF AMERICAN ART**

99 Gansevoort Street  
New York, NY 10014  
212.570.3600

**YESHIVA UNIVERSITY MUSEUM**

15 West 16th Street  
New York, NY 10011  
212.294.8330

# 2022–2023 ACADEMIC CALENDAR

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## FALL 2022

### Sunday, August 28

- Check-in SVA residence halls for new students

### Sunday, August 28 – Sunday, September 4

- Welcome Week for new students accepted for the Fall 2022 semester

### Saturday, September 3

- Check-in SVA residence halls for returning students

### Monday, September 5

- Labor Day; College closed

### Tuesday, September 6

- Fall 2022 undergraduate and graduate classes begin

### Tuesday, September 6 – Tuesday, September 13

- Course adjustment period for Fall 2022 and Spring 2023 semesters

### Tuesday, September 13

- Last day to register for Fall 2022 courses, including independent study

### Thursday, September 15

- Application deadline for SVA students wishing to participate in International Exchange for Spring 2023

### Saturday, September 17

- Fall 2022 Pre-College program begins

### Monday, September 19

- Fall 2022 Continuing Education program begins

### Saturday, October 1

- 2023-2024 FAFSA filing for new and returning students
- SVA-sponsored student Health Insurance Fee waiver deadline for Fall 2022

### Thursday, October 6

- SEVIS registration deadline for all F/J international students

### Monday, October 10

- Online registration for Spring 2023 and Summer 2023 opens for students accepted for the Spring 2023 semester

### Friday, October 21

- Optimal date to resolve Incomplete grades from the Summer 2022 semester

### Monday, October 24

- Last day to officially drop Fall 2022 undergraduate and graduate courses without a grade. Academic progress and financial liability may be affected.

### Tuesday, October 25 – Tuesday, December 6

- Students may drop Fall 2022 undergraduate and graduate courses with a grade of "W". Academic progress and financial liability may be affected. International students must receive approval from the International Students Office to drop below full-time status.

### Wednesday, October 26

- Administrative withdrawal from Spring 2023 courses for students without financial clearance for the Fall 2022 semester

### Saturday, November 19

- Fall 2022 Pre-College program ends

**Monday, November 21 – Wednesday, November 23**

- Course adjustment period for Spring 2023 schedules (departmental advisors' offices)

**Thursday, November 24 – Sunday, November 27**

- Thanksgiving holiday, no Continuing Education classes
- Thanksgiving recess, College closed

**Wednesday, November 30**

- Online registration for Spring 2023 and Summer 2023 ends for students accepted for the Spring 2023 semester

**Thursday, December 1**

- Financial aid deadline for submitting all loan applications for students registered for Fall 2022 only
- Due date for Spring 2023 semester tuition (students not on a pre-approved payment plan)
- Spring 2023 Continuing Education program registration begins
- Registration for Spring 2023 and Summer 2023 for students accepted for the Spring 2023 semester continues by appointment with departmental advisors

**Friday, December 2**

- Deadline for OPT application and program extension request for international students in their final semester of study

**Monday, December 5**

- Last day to officially drop Fall 2022 undergraduate and graduate courses. Academic progress and financial liability may be affected.

**Tuesday, December 13**

- Tuesday undergraduate and graduate classes end

**Wednesday, December 14**

- Wednesday undergraduate and graduate classes end

**Monday, December 19**

- Monday undergraduate and graduate classes end

**Tuesday, December 20**

- Thursday undergraduate and graduate classes end

**Wednesday, December 21**

- Friday/Saturday/Sunday undergraduate and graduate classes end
- Undergraduate and graduate classes end; last day that the Registrar's Office will accept grade changes for the Spring 2022 and Summer 2022 semesters
- Due date for Fall 2022 semester grades

**Thursday, December 22**

- Check-out SVA residence halls for non-returning students

**Thursday, December 22, 2022 – Sunday, January 1, 2023**

- Winter Recess; College closed

**SPRING 2023****Sunday, January 1**

- Due date for Spring 2023 tuition for students on a pre-approved payment plan

**Wednesday, January 4**

- Check-in SVA residence halls for new students

**Thursday, January 5 – Friday, January 6**

- Welcome Week for new students accepted for the Spring 2023 semester

**Friday, January 6**

- Optimal filing date for submitting 2022-2023 FAFSA forms for early action for Fall 2023

**Monday, January 9**

- Spring 2023 undergraduate and graduate classes begin

**Monday, January 9 – Tuesday, January 17**

- Course adjustment period for Spring 2023 and Summer 2023 schedules (departmental advisors' offices)

**Saturday, January 14**

- Spring 2023 Pre-College program begins

**Monday, January 16**

**Martin Luther King, Jr. Day; College closed**

**Tuesday, January 17**

- Last day to register for Spring 2023 courses, including independent study

**Monday, January 23**

- Spring 2023 Continuing Education program begins

**Wednesday, February 1**

- Optimal filing date for new students to submit financial aid FAFSA forms to central processor for 2023-2024 financial aid
- Administrative withdrawal from Summer 2023 courses for students without financial clearance for the Spring 2023 semester

**Wednesday, February 1 – Tuesday, February 14**

Residence hall room selection for returning students

**Wednesday, February 8**

SVA-sponsored student Health Insurance Fee waiver deadline for Spring 2023  
SEVIS registration deadline for all F/J international students

**Monday, February 20**

- Optimal date to resolve Incomplete grades from the Fall 2022 semester

**Monday, February 27**

- Last day to officially drop Spring 2023 undergraduate and graduate courses without a grade. Academic progress and financial liability may be affected.

**Monday, February 27 – Sunday, March 5**

- Spring break; no classes

**Tuesday, February 28 – Monday, April 17**

- Students may drop Spring 2023 undergraduate and graduate courses with a grade of "W". Academic progress and financial liability may be affected. International students must receive approval from the International Students Office to drop below full-time status.

**Wednesday, March 1**

- Optimal financial aid date for returning students to submit 2022-2023 FAFSA application

**Friday, March 3**

- Staff holiday; College closed

**Monday, March 6 – Friday, March 17**

- Online registration for all currently enrolled undergraduate and graduate students for the 2023-2024 academic year (by appointment only)

**Saturday, March 25**

- Spring 2023 Pre-College program ends

**Wednesday, April 5 – Thursday, April 6**

- Passover, no Continuing Education classes

**Friday, April 7**

- Deadline for OPT application and program extension request for international students in their final semester of study

**Monday, April 10**

- Financial aid deadline for submitting all loan applications for Fall/Spring or Spring-only students

**Friday, April 14**

- Application deadline for SVA students wishing to participate in International Exchange for Fall 2023

**Monday, April 17**

- Last day to officially drop Spring 2023 undergraduate and graduate courses. Academic progress and financial liability may be affected.

**Monday, May 1**

- Due date for Summer 2023 tuition
- Undergraduate and graduate classes end; last day that the Registrar's Office will accept grade changes for the Fall 2022 semester
- Due date for Spring 2023 grades

**SUMMER 2023****Tuesday, May 2**

- Summer 2023 semester begins
- Check-out SVA residence halls for non-graduating students

**Monday, May 8**

Summer 2023 Foundation program begins

**Sunday, May 21**

Tentative Date of Commencement, class of 2023

**Monday, May 22**

- Check-out SVA residence halls for graduating students (tentative)

**Monday, May 29**

- Memorial Day; College closed

**Monday, June 5**

- Summer 2023 Continuing Education program begins

**Wednesday, June 14**

- Summer 2023 English and the Visual Arts program housing check-in

**Thursday, June 15 – Friday, June 16**

- Summer 2023 English and the Visual Arts program orientation and registration

**Monday, June 19**

- Juneteenth holiday; College closed

**Tuesday, June 20**

- Summer 2023 English and the Visual Arts program begins

**Friday, June 30**

- Financial aid deadline for submitting 2022-2023 FAFSA application
- Financial aid deadline for submitting 2022-2023 TAP application
- Optimal date to resolve Incomplete grades from the Spring 2023 semester

**Saturday, July 1 – Tuesday, July 4**

- No Continuing Education classes
- Independence Day holiday; College closed

**Sunday, July 9**

- Check-in for Summer 2023 Pre-College program housing students
- Orientation for Summer 2023 Pre-College program

**Monday, July 10**

- Summer 2023 Pre-College program begins
- Summer 2023 Culture, Design and Fine Arts in New York (CDFNY) program begins

**Friday, July 14**

- Summer 2023 Foundation program ends

**Friday, July 28**

- Summer 2023 Pre-College program ends
- Summer 2023 Culture, Design and Fine Arts in New York (CDFNY) program ends

**Tuesday, August 1**

- Due date for Fall 2023 semester tuition

**Thursday, August 3 – Friday, August 4**

- Course adjustment period for Fall 2023 and Spring 2024 semesters (departmental advisors' offices)

**Saturday, August 12**

- Summer 2023 English and the Visual Arts program ends

**Monday, August 21**

- Summer 2023 semester ends

**FALL 2023****Sunday, August 27**

- Check-in SVA residence halls for new students

**Sunday, August 27 – Friday, September 1**

- Welcome Week for new students accepted for the Fall 2023 semester

**Saturday, September 2**

- Check-in SVA residence halls for re-turning students

**Monday, September 4, 2023**

- Labor Day; College closed

**Tuesday, September 5, 2023**

- Fall 2023 undergraduate and graduate classes begin







