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HANDBOOK

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2022

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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 to be aware of. In this regard, I would especially like to call your attention to the sections on attendance (pages 12 and 47), the Family Educational Rights and Privacy Act (FERPA) (page 86), Helping a Student in Distress (page 75), Title IX procedures and the SVA policy on alcohol and drugs (page 71).

We look forward to the 2021–2022 academic year. Our students, this year from 48 states, one U.S. territory and 64 countries, will once again pursue their studies with the focused guidance of our renowned professional faculty.

DAVID RHODES

President

July 2021

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BOARD OF DIRECTORS

Lawrence Rodman, chair

Brian Palmer

Joseph F. Patterson

Anthony P. Rhodes

David Rhodes

Nisha Atre Richardson

Eileen Hedy Schultz

ACCREDITATION

The School of Visual Arts has been authorized by the New York State Board of Regents (www.highered.nysed.gov) to confer the degree of Bachelor of Fine Arts on graduates of programs in Advertising; Animation; Cartooning; Computer Art, Computer Animation and Visual Effects; Design; Film; Fine Arts; Illustration; Interior Design; Photography and Video; Visual and Critical Studies; and to confer the degree of Master of Arts on graduates of programs in 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), 3624 Market Street, Philadelphia, PA 19104, 267.284.5000. 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), 206 Grandville Avenue, Suite 350, Grand Rapids, MI 49503-4014.

The School of Visual Arts' Department of Art Education is currently pursuing accreditation of its educator preparation programs by the Association for Advancing Quality in Educator Preparation (AAQEP). Pursuant to Section 52.21 of the Regulations of the Commissioner of Education, the educator preparation program offered by the School of Visual Arts is 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

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 1,100 on the faculty.

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

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

FIRST AMENDMENT RIGHTS

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

The first 10 amendments of the United States Constitution—the Bill of Rights, ratified more than 200 years ago—were intended to protect individuals from unjust acts by 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, 2020-2021

TOTAL UNDERGRADUATE POPULATION, FULL AND PART-TIME

Undergraduate students	3,192
Graduate students	500

UNDERGRADUATE APPLICATIONS

First-time freshmen	4,314
Undergraduate acceptance rate	71.5%

ENTERING CLASS SIZE AND CHARACTERISTICS

First-time freshmen	563
Transfer students	166
Percent male (both of the above)	27.0%
Percent female (both of the above)	73.0%
Average combined SAT score	1,198
Average combined ACT score	25.4
Average secondary school GPA	3.42
Average age	18 years

CHARACTERISTICS OF UNDERGRADUATE POPULATION

Percent male	26.8%
Percent female	73.2%
States represented	45
Percent out-of-state	27.0%
Countries represented	48
Average age	21 years

RACE/ETHNICITY OF UNDERGRADUATE POPULATION

Nonresident alien	50.7%
Black, non-Hispanic	3.8%
Asian	15.4%
Hispanic	9.9%
White, non-Hispanic	18.6%
Other or unknown	1.7%

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ACADEMIC AFFAIRS

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

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. Nonacademic 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 23rd Street, New York, NY 10010.

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

ACADEMIC STANDING AND PROBATION

Undergraduate students must maintain a cumulative GPA (grade point average) of at least 2.0 and complete the minimum course and departmental degree requirements each semester. Students who do not meet the standards

for good academic standing 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.

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

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Students receiving any form of federal, state or institutional financial aid are required to maintain a minimum cumulative GPA and earn

a certain percentage of the credits they attempt in order to continue receiving aid. For specific guidelines relating to satisfactory academic progress and financial aid, log in to 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). All general degree and major departmental requirements are also stated in the Registration Book.

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

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

ATTENDANCE

The School of Visual Arts is a professional 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. 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 25. 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 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. Included in the email should be:

- The student's justification for the recorded 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.

AUDITING

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 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 from the Registrar's Office.

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

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

CLASS SCHEDULES

The Registration Book includes a complete listing of undergraduate and graduate courses. SVA reserves the right to withdraw, without notice, any course listed in the Registration Book or to add or postpone courses, to rearrange course scheduling and to change instructors. The Registration Book is available as a downloadable PDF at sva.edu/regbook.

The most current course listing is also available online by visiting sva.edu/regbook and selecting “Search Course Offerings.”

COURSE ADJUSTMENT PERIODS

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 for current tuition and fees, and the Academic Calendar for specific dates of the course adjustment periods.

COURSE WITHDRAWALS

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 earlier 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): 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.
- SAT: A score of 700 or better on the SAT I (Verbal) exam is required for a student to be exempted from HCD-1020, Writing and Literature I. A score of 750 or better on the SAT I (Verbal) exam is required for a student to be exempted from both HCD-1020 and HCD-1025, Writing and Literature II.
- 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. 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

Grade	Quality	
	Point	Explanation
A+	4.00	
A	4.00	Excellent
A-	3.67	
B+	3.33	
B	3.00	Above average
B-	2.67	
C+	2.33	
C	2.00	Average
C-	1.67	
D+	1.33	
D	1.00	
D-	0.67	Lowest passing grade
F	0.00	Failing
I	0.00	Incomplete*
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 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 re-apply 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). 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 transcript or 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.

HUMAN SUBJECT RESEARCH/INSTITUTIONAL REVIEW BOARD (IRB)

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

INDEPENDENT STUDY

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

INTERRUPTION OF STUDIES

Situations may arise that prompt students to consider interrupting their studies before earning their degree. 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 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. 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 medical reasons are eligible for a

one-time Medical Withdrawal Tuition Benefit. At the time of withdrawal, the academic advisor will provide the student with a Physician's Verification of Medical Condition (PVMC) form (available for download on sva.edu/health under "Resources").

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 PVMC form to Student Health and Counseling Services within 30 days of the date of withdrawal. Students will be credited for tuition, department fees, course fees, late payment fees, payment plan fees and health insurance fees (provided that the plan has not been used). Housing fees, department fines and previously issued refunds are excluded from this policy.

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

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

FINANCIAL AID CONSIDERATIONS

Students receiving federal subsidized or unsubsidized Stafford loans should note that a withdrawal from the College for any reason, regardless of the intent to return, will initiate a six-month grace period for repayment of those loans. The grace period begins the day after a student stops attending on at least a half-time basis. Once the grace period ends, students must begin repaying any loans. If students 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.

LATENESS

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

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

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

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 350–400 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 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 Neil Friedland, Coordinator of Writing Resource Center at 212.592.2579 or nfriedland@sva.edu.

REGISTRATION

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 contact their academic advisor to have their account re-activated. 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. For complete information regarding online registration, including tutorial videos, detailed instruction documents, and the annual Registration Book, visit sva.edu/regbook.

EXCEEDING 15 CREDITS PER SEMESTER

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

Note that each credit in excess of 15 (or 16 for Visual & Critical Studies majors) will be billed at the current undergraduate per-credit rate. See sva.edu/tuition for current tuition and fees.

In certain circumstances an individual academic department may 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 the change is approved by the International Student Office.

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

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

GRADUATE REGISTRATION

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

REPEATING COURSES

Repeating courses at SVA is allowed only in instances where a student has failed or withdrawn from a course, or when the content of a course is materially different 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

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

STUDY ABROAD

Living 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 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: January 15

SUMMER SVA DESTINATIONS

- Application deadline: April 15
- Portfolio is required for all studio programs
- Limited enrollment

INTERNATIONAL EXCHANGE

To be eligible for international exchange, you must be a full-time matriculated student working toward your BFA degree and have junior standing 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. Illustration majors must meet with the BFA Illustration chair prior to applying for any semester abroad programs. SVA has partner exchange relationships with institutions in the following countries: Belgium, China, Czech Republic, Finland, France, Germany, 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, but will not be released if a student has outstanding financial obligations to SVA. 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 or if there are any outstanding holds on a student's account. 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 and follow the link under the "Transcripts" header.

PERSONAL TRANSCRIPTS

Students who graduated from SVA in 1985 or after, or who have taken classes at SVA within the last year, may download or print a transcript at any time by logging in to MyServices (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 send a completed and signed copy of the Transcript & Enrollment Request Form (available for download at sva.edu/registrar) to this address:
School of Visual Arts
Registrar - Transcripts

209 East 23rd Street
New York, NY 10010

Students may also email a scanned copy to registrar@sva.edu or fax their signed request to 212.592.2069.

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 better. 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 more. 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, with a grade of C or more (18 for BFA Fine Arts majors).

STUDIO

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

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

STUDYING AT ANOTHER INSTITUTION AFTER MATRICULATING AT SVA

Undergraduate students, currently or previously matriculated, must receive advance approval from Academic Advisement and the appropriate departmental chair to study at another 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.

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ACADEMIC ADVISEMENT

133/141 West 21st Street, 7th floor
Monday–Friday, 9:00 AM–5:00 PM
Tel: 212.592.2540
Fax: 212.592.2545
Email: 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

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

136 West 21st Street, 6th floor
Monday–Friday, 10:00 AM–3:00 PM
Tel: 212.592.2370
Email: cd@sva.edu
Online Job Board: collegecentral.com/sva
SVA Portfolios: portfolios.sva.edu

The Career Development staff assists currently matriculated students and SVA alumni in identifying and pursuing their career goals. Counselors are available to advise candidates in career planning and professional development through 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.

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 or read SVA's full FERPA disclosure in the Standards, Procedures, Policies and Regulations section of this Handbook, page 86.

DISABILITY RESOURCES

340 East 24th Street, 1st floor
Monday–Friday, 9:00 AM–5:00 PM
Tel: 212.592.2396
Fax: 212.592.2899
Email: disabilityresources@sva.edu
Website: sva.edu/disabilityresources

MISSION STATEMENT

Disability Resources assists in creating an accessible campus environment at the School of Visual Arts where students with disabilities

have equal access to educational programs and the opportunity to participate fully in all aspects of campus life. Through partnerships with students, faculty and staff members, Disability Resources works to promote students' independence, self-advocacy and development, and also ensures that they are recognized for their abilities, not their disabilities.

DISABILITY ACCOMMODATIONS

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

REASONABLE ACADEMIC ACCOMMODATIONS

Disabilities vary 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
- Smart pen
- Note taker
- Digital recorder
- Sign language interpreters
- CART captioning services
- Preferential seating in class
- Audio books and players
- Early access to course reading lists
- Residential accommodations
- Individual weekly or biweekly check-in meetings with Disability Resources staff

Please note: Personal services, such as bathing, grooming, food preparation, housekeeping, orientation and help with ambulating, are not deemed reasonable accommodations; and

individually prescribed devices, such as hearing aids, glasses, braces, wheelchairs and other mobility devices, are to be purchased by the student.

CLASSROOM ACCOMMODATIONS

Once students have completed the registration process, they are responsible for working collaboratively with Disability Resources. 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 in-class 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 in order 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 “MyAccommodate” from the Quick Links panel.
- 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

133 West 21st Street, 6th floor
Monday–Friday, 9:00 AM–5:00PM
Email: diversity@sva.edu
Website: sva.edu/dei

MISSION STATEMENT

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

EMPLOYMENT OPPORTUNITIES FOR STUDENTS

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) 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, associate chair of ESL, at 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.

PEER-TUTORING PROGRAM

The peer-tutoring program offers one-hour sessions to speakers of other languages who would like to be tutored by, and talk to, English-speaking SVA students. The tutoring focuses on conversational English and fluency. The program provides these sessions once a week for individual students at no cost. Students interested in being tutored or in being a tutor should email Joan Berman, peer-tutoring coordinator, at jbberman@sva.edu.

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

EXHIBITIONS: STUDENTS

601 West 26th Street, 15th floor
Monday–Saturday, 10:00 AM–6:00 PM
Tel: 212.592.2145
Email: gallery@sva.edu
Website: 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 some 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 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

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

Financial Aid administers all forms of financial aid available to eligible SVA students, including scholarships, grants, loans and work-study awards. The Financial Aid Guide as well as online resources such as sva.edu/fa and students' 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

SVA does not have any ownership or other interest in any "Works" (including any artwork, writing, research, animation, film, video, design,

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

INTERNATIONAL STUDENT OFFICE (ISO)

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

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

SEVIS AND THE RESPONSIBILITIES OF INTERNATIONAL STUDENTS

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

It is the responsibility of international students and exchange visitors to maintain a valid immigration status for the duration of their stay in the United States. Students and exchange

visitors must 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 difficulty. Students who wish to apply for a reduced course load must notify their academic advisor and an ISO advisor. They are required to continue full-time registration until their request for a reduced course load is approved by SEVIS.

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 an international student in F-1 or J-1 student status is

administratively withdrawn from a course and fails to maintain the full-course of study requirement as a result, they will fall out-of-status and may accrue days of unlawful presence in the U.S. 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, located on page 27.

PERSONAL PROPERTY

SVA is not responsible for the loss of or damage to personal property, including belongings and artwork left in classrooms, studios, lockers, exhibition 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

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 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

340 East 24th Street, 1st floor
Monday–Friday, 9:00 AM–5:00 PM
Tel: 212.592.2140
Email: 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 2021 semester is scheduled to occur beginning August 29, 2021. Check-in for the spring 2022 semester is Wednesday, January 5, 2022.

CHECK-OUT

The last day for non-graduating residents to check out is Tuesday, May 3, 2022. Graduating seniors must check out the day after commencement. Residents are strongly encouraged to begin making arrangements to move or store their belongings in advance of the check-out deadline.

MAILING ADDRESSES FOR THE RESIDENCE HALLS

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

23rd Street Residence

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

24th Street Residence

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

Gramercy Women's Residence

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

Ludlow Residence

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

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

HOUSING COSTS AND RATES FOR THE 2021-2022 ACADEMIC YEAR

(September through May):

23rd Street Residence

Small Double: \$16,000
Double: \$18,600

24th Street Residence

Small Double: \$18,200
Double: \$19,950
Triple: \$16,550

Gramercy Women's Residence

Double: \$18,050
Shared Studio: \$19,800

Ludlow Residence

Double: \$18,000
Single: \$19,600

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

Students (prospective and current) who cancel their housing:

- Prior to August 13, 2021, forfeit the housing placement fee (\$400).
- After August 13, 2021, forfeit the housing placement fee and are charged a \$500 housing cancellation fee.
- After August 20, 2021, forfeit the housing placement fee, are charged a \$500 housing cancellation fee, and will be responsible for 10% of annual housing costs.
- After September 7, 2021, forfeit the housing placement fee and are responsible for the full cost of housing for the 2021–2022 academic year including fall and spring semester charges.

Students (prospective and current) who withdraw or take a Leave of Absence from SVA:

- Housing placement fee is non-refundable.
- Prior to September 7, 2021, students are held to the SVA student housing cancellation policy outlined above.
- After September 7, 2021 (the start of classes), students are held to the College refund schedule outlined on page 42.

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 whoever 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 89, 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. 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 2021–2022 Academic Year: For the fall 2021 semester, the SVA Residence Hall Guest Policy will be evaluated and phased in according to COVID-19 public health guidance and transmission rates.

Phase 1: Through 9/14/2021, Restricted Guest Visitation

As we transition from the summer 2021 session into the first week of the fall 2021 semester, 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

Beginning 9/15/2021 SVA residential students, who live in the same building, may visit another residential student's room. The visiting resident must wear a face mask, when outside of their personal space and while visiting spaces.

Phase 3: SVA Current Community Members (Residential & Non Residential) Guest Sign In Resumes

Beginning 9/22/2021 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 face mask at all times.

Phase 4: Non-SVA-Affiliated Guests to Residence Halls: Restricted/Pending Review

The Office of Residence Life, in conjunction with the College's Emergency Management and COVID-19 planning taskforce will re-evaluate the policy for external (non-current SVA community members) guests within the Residence Halls during the first week of November. Determinations regarding the policy will be guided by

public health guidance and COVID-19 transmission rates and concerns for the overall safety of the residential community. Note: External guests are permitted to sign in currently for the purposes of assisting with check-in and check-out processes.

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.

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 found in the Residence Life section of MySVA. Priority for a room change is based on how many semesters a student has lived on campus. Changing rooms without following appropriate procedures will result in disciplinary action.

ROOM INSPECTION AND ENTRY POLICIES

SVA reserves the right to enter student living quarters to ensure the health and safety of students. Rooms may be entered for emergencies, monthly health and safety inspections, to complete repairs, conduct pest control procedures

or to conduct an investigation if there is a reasonable cause to believe that someone may be in danger or in violation of College or civil regulations. Students found in violation of health and safety regulations will be given due notice to remove the violation. Failure to do so will result in disciplinary action followed by the confiscation of any item(s) causing the violation.

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

ROOM OCCUPANCY POLICIES

Residents living in shared living spaces such as double rooms or adjoining suites are permitted to occupy only their assigned portion of the room or suite. If a vacancy occurs within the space/suite, the resident(s) 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 in the Student Code of Conduct on page 78, 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

1. Tampering with fire extinguishers, alarms, sprinkler systems, smoke detectors, emergency exits or other safety equipment.
2. Possession and/or use of extension cords to power multiple appliances (as opposed to power strips, which are permitted).
3. Possession and/or use of flammable decorations, appliances or other property that may be deemed a fire hazard, including but not limited to candles, incense and evergreens.
4. Possession and/or use of cooking and other household appliances in the 24th Street and Ludlow Residences, including but not limited to heating coils, hot plates, microwave ovens, open-faced electrical appliances, space heaters and toaster ovens.
5. Use of spray paint, spray adhesive, smoke emitting devices, toxic glue or spray glue.
6. Possession of unauthorized furniture.
7. Use, possession or storage of any weapon, including but not limited to knives, self-defense spray devices, firearms or

- ammunition, dangerous chemicals, fireworks or explosives, regardless of the presence of a state or federal license to possess same.
8. Possession or storage of a gas engine or any form of combustible fuel in the residence halls.
 9. Possession or use of a hoverboard or similar self-balancing scooter.
 10. Possession or use of drones or other unmanned aerial vehicles (UAV).
 11. Keeping pets or animals in any residence hall.
 12. 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.
 13. Possession, use or distribution of an illegal or controlled substance and/or related paraphernalia.
 14. Smoking in the residence halls, or possession of smoking devices such as bongos and hookahs.
 15. Throwing or allowing to fall from residence hall windows, doors, terraces, ledges, roofs or other areas any object or substance.
 16. Unauthorized solicitation or recruitment of any kind.
 17. 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.
 18. 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.
 19. Any harassment or abusive behavior toward another individual.
 20. Physical violence, actual or threatened, against any individual or group of persons.
 21. Engaging in, or threatening to engage in, any behavior that endangers the health or safety of another person, property or oneself.
 22. 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.
 23. Violation of the SVA Residence Life Guest Policy.
 24. Participating in or contributing to the unauthorized entry of another individual, including fraudulent misrepresentation, using false identification, etc., into any part of an SVA residence hall.
 25. Theft, vandalism or damage to another resident's property or SVA property.
 26. Excessive noise as defined by any New York City ordinance or a residence hall policy on noise.
 27. 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.
 28. Unauthorized possession, use or duplication of a residence hall room key.
 29. Unauthorized residence hall room change or room occupancy violation.
 30. Installing an unauthorized lock on a bedroom, bathroom or suite door.
 31. Failure to lock room doors.
 32. 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).
 33. Violation of the SVA Electronic Code of Conduct.
 34. Failure to comply with a request from an SVA staff member.
 35. Failure to successfully complete the terms of a judicial sanction.
 36. 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.

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

217 East 23rd Street

Hours of operation during fall and spring semesters:

Monday–Friday, 10:00 AM–10:00 PM

Saturday–Sunday, 12:00 PM–6:00 PM

Tel: 212.592.2154

Email: activities@sva.edu

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

STUDENT ENGAGEMENT AND LEADERSHIP

340 East 24th Street, 1st floor

Monday–Friday, 9:00 AM–5:00 PM

Tel: 212.592.2986

Email: activities@sva.edu

Student Engagement and Leadership plays an important role in orienting new students to New York City and the SVA campus while creating opportunities for students to connect with one another. 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.

Leadership training is also offered for Orientation Leaders, current SVA students who help connect incoming students to the SVA community. Orientation Leaders engage with incoming students during the summer and guide activities for them throughout the Orientation Welcome Week. For more information on becoming an Orientation Leader, email olselection@sva.edu. 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.

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

STUDENT HEALTH AND COUNSELING SERVICES

340 East 24th Street, 1st floor

Monday–Friday, 9:00 AM–5:00 PM

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

Tel: 212.592.2246

Fax: 212.592.2216

Email: health@sva.edu

Website: sva.edu/health

Services are free and confidential. Students may call 212.592.2246 or email 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. While medical services are not available on-site at SVA, a

registered nurse can assist you in connecting with healthcare 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 25.

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 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 (\$1,380 per semester for the annual plan). The online insurance ID card, insurance claims and other information can be accessed online at sva.edu/uhp. For questions about 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 by the applicable deadline each year. The deadline for the academic year (beginning in the fall semester) is October 1, 2021. 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, 2022.

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, 3:00–6:00 PM
Tel: 212.592.2315
Email: 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 or jnewton2@sva.edu for more information.

TUITION AND BILLING INFORMATION

STUDENT ACCOUNTS

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

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 at least three weeks before payment is due. A \$100 fee may be charged for extensions granted. The Office of Student Accounts offers a payment plan that allows students to pay for tuition, housing and fees in monthly installments, rather than in one payment. There is an annual application fee of \$200 to enroll in the payment plan for the fall/spring terms.

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 canceled. Students who would like to register after the payment due date will be required to pay the tuition before registration.

REFUND POLICY

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

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.

VASA (VISUAL ARTS STUDENT ASSOCIATION)

340 East 24th Street, 1st floor

Tel: 212.592.2130

Email: vasa@sva.edu

VASA is the student government at 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 throughout the 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.

Elected VASA officers for the 2021–2022 academic year are:

Amy (Muxi) Zhou, President

Emily Cabrera, Vice President

Emily Casey, Treasurer

Brigid Slevin, 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 for full details.

VASA supports a variety of clubs, including those that focus on common interests, cultures or traditions, wellness and academic success, etc. 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 vasa.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 fulltime. 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.

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 undergraduate 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.

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.

VETERAN STUDENTS

REGISTRAR'S OFFICE

205 East 23rd Street, 1st floor
Monday–Thursday, 9:00 AM–6:00 PM
Friday, 9:00 AM–5:00 PM
Tel: 212.592.2200
Fax: 212.592.2069
Email: veterans@sva.edu

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

VISITORS

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 OPINION (VO) MAGAZINE

340 East 24th Street, 1st floor
Tel: 212.592.2280
Email: vo@sva.edu

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.

WRITING RESOURCE CENTER

132 West 21st Street, 9th floor
Monday–Friday, 9:00 AM–9:00 PM
Tel: 212.592.2657
Email: nfriedland@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. An instructor from the Humanities and Sciences Department is available through online appointment (made online at sva.edu/academics/undergraduate/writing-resource-center) for at least three hours every day to assist students with general questions about writing or to help them with individual writing assignments related to their classes.

WSVA RADIO STATION

214 East 21st Street, 7th floor
Monday–Friday, 10:00 AM–10:00 PM
Tel: 212.592.2345
Email: wsva@sva.edu

WSVA is the student-run radio station at SVA. Matriculated students can volunteer to host their own weekly radio program while meeting new people and gaining valuable broadcasting experience. The station managers and student staff provide on-air training and support. Activities are held during the academic year only. Listen to the radio station at wsvaradio.sva.edu. For more information or how to get involved, email wsva@sva.edu.

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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) 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 75.

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), 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 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 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 students who appear on their rosters but are not attending classes to the Registrar's Office at 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.
- Faculty members needing assistance with Canvas may contact the Office of Learning Technologies at 212.592.2313 or olt@sva.edu.

ATTENDANCE FOR ONLINE COURSES

Many courses at SVA are conducted online in a combination of synchronous or asynchronous formats. In a distance-education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A student should demonstrate that they participated in class or were otherwise engaged in an academically related activity. Some examples include:

- submission of an academic assignment
- submission of an exam
- documented participation in an interactive tutorial or computer-assisted instruction
- a posting by the student showing their participation in an online study group that is assigned by the faculty member
- a posting by the student in a discussion forum showing their participation in an online discussion about academic matters
- an email from the student or other documentation showing that they initiated contact with a faculty member to ask a question about the academic subject studied in the course

AUDIO VISUAL SERVICES

Audio Visual Services (AVS) provides classroom support to faculty on a request basis. In order to guarantee availability of staff and equipment, requests should be made at least one week in advance and will be processed in a timely manner. It is important that AVS is notified of a class even if scheduled in a smart classroom, so they can ensure the classroom's equipment is operational. Due to the high volume of requests that they 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, and should include the faculty member's name, phone number, course number, class day/time, classroom number and building location. Each request should be identified as a "standing order" if the same equipment is needed every time the class meets. Standing orders do not automatically carry over to the next semester and must be renewed at the start of each semester.

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

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

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

Please note:

- AVS does not supply video adapters for personal laptops, iPads or other external devices.

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

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

CASTING OFFICE

209 East 23rd Street, 6th floor
 Monday–Friday, 9:00 AM–5:00 PM (or by appointment)
 Tel: 212.592.2287
 Email: casting@sva.edu

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

The Casting Office is also able to provide remote actors over Zoom if classes must 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

Faculty members should begin classes promptly and record attendance accurately in Canvas, the College's learning management system (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

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

EMAIL

In an urban college of our size, clear and quick communication is essential. All faculty members receive an SVA email account and have access to MyID (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 should 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), contact the SVA Help Desk at 212.592.2400.

EMPLOYEE INFORMATION

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

Faculty members must have a valid 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

CAREER DEVELOPMENT

136 West 21st Street, 6th floor

Monday–Friday, 10:00 AM–3:00 PM

Tel: 212.592.2370

Email: cd@sva.edu

Online job board: collegecentral.com/sva

Career Development provides an online job board where faculty can post vacancies at their studios or businesses. To access the job board (collegecentral.com/sva), faculty should 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) with any questions or concerns:

- Always use your SVA email address to correspond with students. 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 desk-top 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 86.

FERPA AND ONLINE LEARNING

It is important for faculty to remember that FERPA extends to distance 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.

GRADING

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). 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 would 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

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

apply for independent study. Independent study courses must be approved and added before the last day of the course adjustment periods.

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 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.

INTELLECTUAL PROPERTY RIGHTS OF FACULTY

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

LATENESS

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

MAKING UP A CLASS

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

MODEL REGISTRY

132 West 21st Street, 2nd floor

Monday–Friday, 9:00 AM–7:00 PM

Summer Hours: Monday–Thursday,
9:00 AM–6:00 PM

Tel: 212.592.2404

Email: modelregistry@sva.edu

The Model Registry is in charge of booking and recruiting models for the College. We pride ourselves 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. 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

For each class taught per semester, a faculty member is eligible for paid sick time equal to the number of hours a class is regularly scheduled to meet each week, from September 1 to August 31. The maximum amount of sick time a faculty member may accrue is 56 hours per year. Faculty members who have been employed for 120 days may use their sick time at the beginning of the semester. New faculty must wait 120 days to use sick time. Unused accrued sick time may be carried over to the next year and "banked" to a maximum of 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. See "Faculty Sick Time Policy"

on MyID (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

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

SABBATICALS

Faculty members who have been employed at the College for at least seven consecutive fall and spring semesters are eligible to apply for a sabbatical leave of either one semester at full salary or one academic year at half salary. 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). 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 teacher-student relationship is the foundation of the SVA educational mission. As mentor, educator and evaluator, the teacher is entrusted with considerable and

disproportionate power. Whenever a teacher is responsible for directly supervising a student, a romantic or sexual relationship between them is inappropriate. Any such relationship jeopardizes the integrity of the education process by creating a conflict of interest, and may lead to an environment not conducive to learning. Therefore, SVA policy strictly prohibits faculty from having a romantic and/or sexual relationship with students over whom they have or are likely to have supervisory authority. Likewise, teachers (including graduate and professional students serving as teaching fellows) must not directly supervise any student with whom they have or have had a past romantic or sexual relationship.

Violation of this policy will be grounds for disciplinary action, up to and including termination. For purposes of this policy, "direct supervision" includes the following activities (on or off campus): course teaching; evaluations; grading; advising for a formal project such as a thesis or research; preparing recommendations for employment, fellowship or awards. "Teachers" include faculty members as well as graduate and professional students serving as teaching fellows or in similar institutional roles. "Student" refers to those enrolled in any academic program of the College. While this policy creates a bright line rule for individuals for whom a supervisory relationship exists, faculty and teachers are strongly discouraged from engaging in romantic or sexual relationships with any student, whether under their supervision or not.

Romantic and/or sexual relationships among faculty/teachers and minor students are strictly prohibited.

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

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 27, and "Employing Students," page 50.)

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ALUMNI AFFAIRS AND DEVELOPMENT

136 West 21st Street, 6th floor

Monday–Friday, 9:00 AM–5:00 PM

Tel: 212.592.2300

Email: alumni@sva.edu

Website: sva.edu/alumni

SVA Alumni Affairs is dedicated to advancing the cultural and educational best interests of its members. 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 maintains an active relationship with students through programs such as alumni panels and networking events hosted on campus, and Alumni Affinity Associations. The SVA Alumni Society provides a wide variety of 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)

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

ROUTINE ACCESS BY SVA STUDENTS, FACULTY AND STAFF

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

GUEST POLICY

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

UNANNOUNCED VISITORS

Guests visiting any SVA building without an

appointment, including food delivery personnel, will be asked to wait at the security desk, where they will be met by the appropriate staff member. For information on the guest policy in the residence halls, please see page 34.

CAMPUS NEWS

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

- SVA Features and In the Press—news stories, interviews and press mentions published on sva.edu.
- SVA Today, an email digest of news, events and information from across SVA sent daily during the fall and spring semesters and weekly during the summer.
- SVA Now, a weekly email digest sent to external audiences.
- *Visual Arts Journal*, the College's magazine, published in the fall and spring, and distributed around campus, on sva.edu and at issuu.com. The magazine is also mailed to SVA alumni.
- Social-media accounts on Facebook (facebook.com/schoolofvisualarts), Twitter (@[sva_news](https://twitter.com/sva_news)), Tumblr (schoolofvisualarts.tumblr.com), Instagram (@[svanyc](https://www.instagram.com/svanyc)) and LinkedIn (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.
- Event calendars displayed at various locations around campus and available as takeaways in the SVA Library, Student Center and other locations.

CAMPUS TRANSPORTATION

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

CLASSROOM/STUDIO RESERVATIONS

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

COLLEGE CLOSINGS — UNSCHEDULED

It is sometimes necessary for the College to suspend classes temporarily on short notice, especially during the winter months. Severe weather can create hazardous travel conditions throughout the region that make it difficult or impossible for members of the SVA community to safely 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 or call SVA's main phone number, 212.592.2000.

DIGITAL IMAGING CENTER (DIC)

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

DIC PRINT STUDIO

209 East 23rd Street, 1st floor
Monday–Friday, 9:00 AM–11:00 PM
Saturday, 10:00 AM–9:30 PM
Sunday, 12:00 PM–9:30 PM
(Except during holidays)
Note: During the summer, the DIC is closed on weekends.
Tel: 212.592.2152
Fax: 212.592.2024
Email: dicprint@sva.edu

To access the DIC labs, please visit our website for the latest information at sva.edu/dic.

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 is not permitted anywhere in the building, in accordance with New York State law. This includes the stairwells and bathrooms. Students must go outside of the building to smoke. This also includes the usage of vape devices.
- Do not connect, disconnect or remove any piece of DIC equipment from a computer system.
- Consult a lab assistant or systems administrator if it is necessary to change a system configuration.
- Do not print out manuals or long tutorials.
- Try to conserve paper and save a few trees!
- Please be courteous when using your cell phones in the DIC. 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 six months.

THEFT

Respect for the property of others is expected at all times. Report any missing items or other security issues to a member of the administrative staff or the security guard on duty. Unfortunately, sometimes thefts do occur, so please be mindful of all your belongings (keep purses, hard drives and other valuables with you). 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 pickup time. If you have not picked up equipment or called by the end of this grace period, it will be given to anyone who asks for it, and you will be assessed a "no call/no show" fine. All equipment room fines must be paid before you can borrow or reserve any new equipment. Call if you will be late.

LATE RETURN FINES

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

PICKUPS, RETURNS AND EXTENSIONS

Early pickups, late returns and extensions can usually be arranged in advance. We try to be as flexible as possible. If you have a special situation, have your instructor contact us. Extension requests must be made 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.

SOCIAL DISTANCING AND THE DIGITAL IMAGING CENTER

Per the CDC guidelines in regard to COVID-19, the Digital Imaging Center has implemented certain procedures to make sure that the staff are able to keep the lab a safe and clean environment for all.

For more information about social distancing and the guidelines, please visit <https://sva.edu/features/message-from-sva-about-covid-19-novel-coronavirus>.

For more information about the Digital Imaging Center, please visit our website at sva.edu/dic.

EMERGENCY PREPAREDNESS AND NOTIFICATION

SVA has an Emergency Response Plan that includes information about operating status parameters, incident priorities and performance expectations, shelter-in-place 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.

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. 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: 212.592.2460
- 209 East 23rd Street: 212.696.4632
- 214 East 21st Street: 212.475.1659
- 380 Second Avenue: 212.614.8026
- 335 West 16th Street: 212.929.0296
- 24th Street Residence: 212.592.2768
- 342 East 24th Street: 212.592.2960
- Gramercy Women's Residence: 212.777.2843
- Ludlow Residence: 212.254.3730
- 23rd Street Residence: 212.889.2797
- SVA Theatre: 212.592.2248
- 24-hour Security (209 East 23rd Street): 212.696.4632

EXHIBITIONS: INVITATIONAL

SVA's exhibition program affords students the opportunity to study the work of renowned artists and designers, hear them speak at lectures or even meet them in person—all on campus. Since 1960, SVA has exhibited the work of some of the most significant figures in modern art, including 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

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 the 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

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

IDENTIFICATION CARDS

REGISTRAR'S OFFICE

205 East 23rd Street, 1st floor

Monday–Thursday, 9:00 AM–6:00 PM

Friday, 9:00 AM–5:00 PM

Tel: 212.592.2200

Email: registrar@sva.edu

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

LIBRARIES AT SVA

SVA LIBRARY

380 Second Avenue, 2nd floor

Tel: 212.592.2660

Email: library@sva.edu

Website: library.sva.edu

SVA LIBRARY WEST

133 West 21st Street, lower level

Tel: 212.592.2810

Email: library@sva.edu

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

For access to the Curatorial Practice Library (212.592.2274) and the MFA Computer Arts Library (212.592.2778), please contact those 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 wider 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 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 eresources, 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 work space 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 Blu-ray players that you can borrow and bookable group study rooms.

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 flatbed/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 at 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 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.

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).

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 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). For more information about image resources, as well as general Visual Resources info, check out the VRC's research guide: sva.libguides.com/vrc.

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

Located in the Main Library at 380 Second Avenue on the 2nd floor, the Glaser archives are dedicated to preserving and making accessible design works of significant artistic, cultural and historical value by preeminent designers, illustrators and art directors who have close ties to SVA. Holdings include the work of Gail Anderson, Ivan Chermayeff and Tom Geismar, Seymour Chwast, Heinz Edelmann, Louise Fili, Milton Glaser, Keith Godard, Steven Heller, Ed McCabe, James McMullan, Tony Palladino, George 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 archives@visualartsfoundation.org for details. Check our website for more information and collection samples: 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 (under "Account & Policies") for a complete description.

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

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

THEFT AND DEFACEMENT

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

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

LIBRARIES: NYC PUBLIC

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

NYPL BRANCH LIBRARIES: CIRCULATING

Mid-Manhattan Library

455 Fifth Avenue at 40th Street

Tel: 212.340.0863

Picture collection: 212.340.0878

Website: nypl.org/locations/mid-manhattan-library

Epiphany Branch Library

228 East 23rd Street

(between Second and Third avenues)

Tel: 212.679.2645

Website: nypl.org/locations/epiphany

NYPL for the Performing Arts

40 Lincoln Center Plaza at 64th Street

Tel: 917.275.6975

Website: nypl.org/locations/lpa

NYPL RESEARCH DIVISIONS: NON-CIRCULATING

Art and Architecture Collection

476 Fifth Avenue at 42nd Street, room 300

Tel: 212.930.0835

Website: nypl.org/locations/schwarzman/art-architecture-collection

Schomburg Center for Research in Black Culture

515 Malcolm X Boulevard at 135th Street

Tel: 917.275.6975

Website: nypl.org/locations/schomburg

Science, Industry, and Business Library

188 Madison Avenue at 34th Street

Tel: 917.275.6975

Website: nypl.org/locations/sibl

Stephen A. Schwarzman Building

476 Fifth Avenue at 42nd Street

Tel: 917.275.6975

Website: nypl.org/locations/schwarzman

NEW YORK CITY ART AND DESIGN LIBRARIES

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

Anthology Film Archives

32 Second Avenue at 2nd Street

Tel: 212.505.5181

Website: anthologyfilmarchives.org

Cooper Hewitt, Smithsonian Design Museum Library

9 East 90th Street

Tel: 212.849.8330

Website: cooperhewitt.org/collections/library

Foundation Center

32 Old Slip, 24th floor

Tel: 212.620.4230

Website: foundationcenter.org

International Center of Photography Library

1114 Avenue of the Americas at 43rd Street

Tel: 212.857.0004

Website: icp.org/facilities/library

The Metropolitan Museum of Art Libraries and Research

Thomas J. Watson Library

1000 Fifth Avenue at 81st Street

Tel: 212.650.2225

Website: metmuseum.org/research/libraries-and-study-centers

MoMA Manhattan Library

4 West 54th Street

Tel: 212.708.9433

Website: moma.org/research-and-learning/library

New-York Historical Society Library

170 Central Park West at 77th Street
Tel: 212.873.3400
Website: nyhistory.org/library

LOCKERS

Locker space is provided for current SVA students in two buildings: 214 East 21st Street (for photography 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; telephone: 212.592.2025 and 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. 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, 8:00 AM–8:00 PM
Saturday–Sunday, 9:00 AM–5:00 PM

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

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

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

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

Mount Sinai Doctors

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

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

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

HOSPITALS

Bellevue Hospital

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

Mount Sinai Beth Israel

First Avenue (at East 16th Street)
212.420.2000

NYU Langone's Tisch Hospital

550 First Avenue (at East 33rd Street)
212.263.5800

DENTISTRY

NYU Dentistry

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

EYE & EAR

New York Eye and Ear Infirmary of Mount Sinai

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

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 multi-factor 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 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 information.
- 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 antimalware 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 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 or contact the SVA Help Desk at 212.592.2400 (option 1) or helpdesk@sva.edu. The Help Desk is available Monday–Friday, 9:00 AM–5:00 PM.

SVA CAMPUS STORE

207 East 23rd Street
Monday–Friday, 10:00 AM–6:00 PM
Tel: 212.592.2900
Email: store@sva.edu
Website: 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

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.

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

Some of the most visible and highly regarded creations from the press throughout the past 50 years are SVA's New York City subway posters. These posters have become a hallmark of great design in the New York landscape and have brought SVA international acclaim. The posters have featured the work of designers and artists such as Gail Anderson, Marshall Arisman, Chris Buzelli, Paul Davis, Stephen

Doyle, Louise Fili, Milton Glaser, Marvin Matelson, James McMullan, Jerry Moriarty, Tony Palladino, Paula Scher, Yuko Shimizu, George Tscherny and Robert Weaver.

The Visual Arts Press offers several paid design internships each year. Student interns are selected based on qualifications and a portfolio review. Visit vap.sva.edu/internships to find out more and how to apply.

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ALCOHOL AND DRUG POLICY

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

SVA students and employees are prohibited from possessing, using, distributing, dispensing or manufacturing illegal drugs and/or alcoholic beverages of any kind on SVA property (including the residence halls) or as part of any event sponsored by SVA or any SVA organization. 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: drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects.

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 • 212.870.3400
- **Inter-Group Association of Alcoholics Anonymous of New York**
nyintergroup.org
212.647.1680
- **New York City Area of Narcotics Anonymous**
nycna.org
212.929.6262
- **The Addiction Institute of New York**
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 81.

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 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.

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.

Below 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: <https://www.nysenate.gov/legislation/laws/PEN/P3TMA220>.

NEW YORK STATE PENALTIES: ALCOHOL

New York law also prohibits the sale or possession of alcohol in certain circumstances. Below is a list of some common offenses and penalties relating to alcoholic beverages provided 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 under 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) or Human Resources (tel: 212.592.2645, email: 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.

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 that 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.
- In addition to completing a STAR report, consider referring the student to Student Health and Counseling Services, reachable at 212.592.2246 or email at health@sva.edu. Additional information on the office can be found here and on page 40.

If you have any questions about how you can support a student in distress, complete a STAR report at 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 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 toward 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

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.

STUDENT RESPONSIBILITY AND COVID-19

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 one another 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 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, reporting of symptoms and COVID-19 diagnostic testing as required.
- Not to attend any classes or college functions if they are ill.
- If a student tests positive for COVID-19, they will notify Student Health and Counseling

Services at student-covid-alert@sva.edu immediately and follow their guidance to either leave campus/residence halls or relocate to an isolation area on campus. They will only return to the residence halls or campus if/when they are medically cleared.

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. Disorderly, disruptive or aggressive behavior that interferes with the general comfort, safety, security, health, welfare or education of a member of the SVA community, or the regular operation of the College.
2. Damage, destruction or removal of another student's work or property.
3. Intentionally and/or knowingly providing false information, documents, testimony or evidence.
4. Unauthorized entry or misuse of College property or contributing to the unauthorized entry of another individual.
5. Vandalism or damage to personal or SVA property.
6. Engaging in, or threatening to engage in, any behavior that endangers the health or safety of another person, property or oneself.
7. Physical violence, actual or threatened, against any individual or group of persons.
8. Engaging in behavior prohibited under the Discrimination, Discriminatory Harassment, and Retaliation Policy.
9. 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.)

10. Harassing conduct of any kind, toward any member of the SVA community.
11. Use, possession or storage of any weapon, including but not limited to knives, self-defense spray devices, firearms or ammunition, dangerous chemicals, fireworks or explosives, regardless of the presence of a state or federal license to possess same.
12. Possession, use or distribution of alcohol, narcotics and other controlled substances on College grounds, including residences.
13. Unauthorized possession of pets or animals in College facilities.
14. Possession or use of a hoverboard or similar self-balancing scooter.
15. Possession or use of drones or other unmanned aerial vehicles (UAV).
16. 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.
17. Violation of the College alcohol, drug or smoking policy.
18. Theft of services or property, including failure to report knowledge of possession of stolen property.
19. Disrespect to any member of the SVA community, including models, and/or failure to comply with the lawful directions of College faculty or staff.
20. Inappropriate use of mobile devices in the classroom.
21. Failure or refusal to testify as a witness at a disciplinary hearing.
22. 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.
23. Failure to abide by or complete the terms of a judicial sanction.
24. Attempting to commit an act that violates the Student Code of Conduct.
25. Assisting another student to commit an act that violates the Student Code of Conduct.

26. 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 can be found on pages 78–79. Community members should contact Bill Martino, Director of Student Affairs, at wmartino@sva.edu or 212.592.2212, or Maria Rovira-McCune, Associate Director of Student Affairs, at 212.592.2897 or 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 82.

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

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

STUDENT CODE OF CONDUCT DISCIPLINARY COMMITTEE HEARING

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

The Student Code of Conduct Disciplinary Committee consists of:

- Director of Student Affairs or his designee
- 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 (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 decision made by the Director of Student Affairs with respect to scheduling issues shall be final. In cases where the Director of Student Affairs or his designee has previously made a determination, the Disciplinary Committee may affirm that decision or modify it in any respect, including imposing more severe sanctions.

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

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

STUDENT CODE OF CONDUCT SANCTIONS

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

Warning

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

Probation

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

Mandatory Health Referral

A student may be referred to Student Health and Counseling Services or an outside and 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.

Deferred Suspension

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

Suspension

Exclusion from College premises, all classes and activities. While the maximum period for

suspension is one academic year, a conditional suspension may be given with reinstatement based on fulfillment of specified requirements.

Interim Suspension

The College may suspend a student on an interim basis, prior to any hearing before the Director of Student Affairs or his designee, or the Student Code of Conduct Disciplinary Committee, if the College determines in its absolute discretion that there is a basis to conclude that the continued presence of the student at the College poses a substantial and immediate threat to the SVA community or causes 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.

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 deemed appropriate.

APEALS

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.

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

Complaints or reports concerning SVA faculty and staff should be directed to Vennette Jones, Director of Human Resources, 380 Second Avenue, 8th floor, 212.592.2620, 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

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 or grade appeals (page 14), 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

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/sexualmisconduct.

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, including immediate expulsion from the College or termination of employment, in accordance with the policies and procedures outlined in this Handbook.

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

Support systems and complaint procedures are in place to help anyone who feels they have been discriminated against or harassed. Since discrimination and harassment can take many forms and occur in a wide range of settings and behaviors, individuals may feel uncertain whether an experience is harassment or

discrimination. Nonetheless, anyone who feels they may be the victim of harassment or discrimination by a member of the SVA community should take immediate action. Early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, SVA strongly urges the prompt reporting of complaints or concerns, as outlined in the following sections “Student Complaint Procedures” and “Faculty and Staff Complaint Procedures” (page 85).

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. 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.

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 Vennette Jones, Director of Human Resources, 380 Second Avenue, 8th floor, 212.592.2620, vjones@sva.edu. Additional details regarding the employee non-discrimination policy may be found on MyID (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.

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

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

SVA is committed to complying with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in employment, academic, student admission and/or financial aid decisions, or in any other programs or activities. Accordingly, all members of the School of Visual Arts community, including applicants, students, employees (both faculty and staff) and third parties doing business with SVA, are strictly prohibited from engaging in sex-based discrimination and harassment 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, and to speak with SVA's Title IX Coordinator:

Laurel Christy

340 East 24th Street, ground floor

Tel: 212.592.2153

Email: lchristy@sva.edu

BUILDING SECURITY PROCEDURES

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

DAMAGES

SVA property that is damaged through negligence or abuse will be replaced or repaired at the going rate and charged to whomever is responsible. Students who fail to make payment in a timely manner may be withdrawn from classes.

HAZARDOUS AND/OR DANGEROUS MATERIALS POLICY

SVA prohibits the presence or use of hazardous or dangerous materials, including dangerous artists' materials, on campus. If you need more information on the use, handling and disposal of the products or materials, please contact Environmental Health and Safety at 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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

STUDENT FERPA RIGHTS

- The right to inspect and review your educational records. You may submit a written request to the Registrar that specifies the record(s) you wish to inspect. SVA will make arrangements for access and notify you of the time and place where the record(s) may be inspected.
- The right to request the amendment of your education records that you believe to be inaccurate, misleading or otherwise in violation of your privacy rights under FERPA. To do this, simply write the SVA office responsible for the record, make clear which part you want changed and specify what you feel is inaccurate or misleading. If SVA decides not to amend the record, the College will notify you in writing of the decision and advise you of your right to a hearing regarding the request for amendment.
- The right to agree to disclosures of personally identifiable information (PII) contained in educational records (information that would make identity easily traceable—e.g., your Social Security number), except to the extent that FERPA authorizes disclosure without consent. An example of disclosure without consent would be the opening of your records to school officials with legitimate educational interests. A college official is a person employed by SVA in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A college official also may include a volunteer or contractor outside of SVA who performs an institutional service or function for which the college would otherwise use its own employees and who is under the direct control of the college with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent, or a student volunteering to assist another school official in performing their tasks. A college official has a legitimate educational interest if the official needs to

review an education record in order to fulfill professional responsibilities for SVA.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures of SVA to comply with the requirements of FERPA. The name and address of the office that administers FERPA 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.

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.

INTERNET POLICIES AND PROCEDURES/SVA ELECTRONIC COMMUNICATIONS

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

Users are not permitted to use SVA computing facilities in any manner that violates institutional policies or procedures, SVA's privacy policy, or which violates 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 backup 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 other legally protected status. Individuals remain at all times subject to the College's Harassment Policy.

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

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

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

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

The computer resources and networks provided by the College reflect the computer environment at large. Since this environment is dynamic and constantly evolving, these guidelines may change accordingly from time to time. It is the responsibility of each user in the SVA community to stay informed of current policies. Up-to-date policies can be found on SVA's

Policy website at 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 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 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, email 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), 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), using the MyWorkOrder Facilities Service Request. This procedure ensures that the problem is documented and follow-up measures are taken.

MISSING STUDENT POLICY AND PROCEDURE

The Federal Higher Education Opportunity Act (HEOA) requires that institutions providing on-campus housing establish a missing student notification policy for students living in on-campus housing. In accordance with this legislation, students must be informed that they have the option of identifying an individual whom the

institution may contact no later than 24 hours after the time a student is determined missing.

SVA has a procedure for students to follow to register this emergency contact.

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

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

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

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

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

The purpose of this policy is to identify circumstances in which conflicts of interest may arise and to provide guidance in addressing and resolving those 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 an actual or apparent conflict 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	96
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ACADEMIC DEPARTMENTS

BFA ADVERTISING

209 East 23rd Street, 2nd floor

Tel: 212.592.2160

Fax: 212.592.2014

Email: bfaadvdes@sva.edu

Gail Anderson, chair

Richard Wilde, chair emeritus

Ori Kleiner, motion graphics coordinator

Matthew Iacovelli, assistant to the chair

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: bfaanimation@sva.edu

Hsiang-Ching Moe, chair

Gabriela Ilijeska, technology manager

Samantha Lee, assistant manager

Nicolette Piscitelli, coordinator

Philip Fehr, system administrator

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

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

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

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

Emily Frederick, director of operations, advisor

Valerie Sereno, special programs and
projects coordinator

Elizabeth DelliCarpini, internship coordinator

Katelyn McWatters, assistant to the chair

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 CARTOONING

209 East 23rd Street, 2nd floor

Tel: 212.592.2165

Email: illuscartug@sva.edu

Viktor Koen, chair

Thomas Woodruff, chair emeritus

Carolyn Hinkson-Jenkins, director of operations

Paula Paylor, office assistant

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

Jimmy Calhoun, chair
Brian Frey, director of operations
Mikaela Zwyrer, assistant to the chair
Deanna De Maglie, special projects
Mahtab Aslani, academic advisor
Richard Hagen, senior systems administrator
Joseph Mulvanerty, senior digital video systems administrator
Darryl Wright, senior systems administrator
Raphael Ribot, systems administrator
Kenneth Varvel, front office manager
Mahtab Aslani, academic advisor

MFA COMPUTER ARTS

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

Terrence Masson, chair
Bruce Wands, chair emeritus
Angelica Vergel, director of operations
India Lombardi-Bello, assistant to the chair
Charlotte Allen, project coordinator
Milos Paripovic, senior systems administrator
Darren Santa Maria, a/v systems administrator
Robert Campbell, systems administrator

MA CURATORIAL PRACTICE

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

Steven Henry Madoff, chair
Brian Wood, director of curatorial research

BFA DESIGN

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

Gail Anderson, chair
Richard Wilde, chair emeritus
Kevin O'Callaghan, chair, 3D Design
Kaori Sakai, studio manager, 3D design
Ori Kleiner, motion graphics coordinator
Matthew Iacovelli, assistant to the chair

Paula Paylor, department assistant
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

Steven Heller, co-chair
Lita Talarico, co-chair
Veronika Golova, director of operations

MFA DESIGN FOR SOCIAL INNOVATION

136 West 21st Street, 5th floor
Tel: 212.592.2205
Fax: 212.592.2308
Email: dsinfo@sva.edu

Miya Osaki, chair
Chessa Cahill, director of operations
Christian Gomez, systems administrator
Gaelin Linhares, administrative assistant

MA DESIGN RESEARCH, WRITING AND CRITICISM

136 West 21st Street, 2nd floor
Tel: 212.592.2228
Fax: 212.243.1019
Email: designresearch@sva.edu

Molly Heintz, chair
Eric Schwartz, director of operations

MPS DIGITAL PHOTOGRAPHY

132 West 21st Street, 2nd floor
Tel: 212.592.2170
Fax: 212.592.2004
Email: mpsphoto@sva.edu

Tom P. Ashe, chair
Marko Kovacevic, director of operations
Sara Seferian, studio manager

MPS DIRECTING

132 West 21st Street, 8th floor
Tel: 212.592.2705
Fax: 212.592.0518
Email: directing@sva.edu

Bob Giraldi, chair
Megan Hessenthaler, director of operations
Jeanette Sears, systems administrator

MPS FASHION PHOTOGRAPHY

214 East 21st Street, 3rd floor
Tel: 212.592.2096
Email: mpsfashionphotography@sva.edu

Barry Sutton, program director

BFA FILM

209 East 23rd Street, 5th floor
Tel: 212.592.2180
Fax: 212.592.2115
Email: csatterfield@sva.edu

Mary Lee Grisanti, acting chair
Salvatore Petrosino, director of operations
Charles Creighton Satterfield, assistant to the chair
Michael DelVecchio, senior production manager
Tien-Li Wu, senior systems administrator
Kamil Dobrowolski, systems administrator
Steven Burgess, production office assistant
Mark Crowell, web administrator
Robert Moore, floor supervisor
John-Michael Byrd, academic advisor
Elvera Vilson, academic advisor
Brian Petersen, studio supervisor
Rashan Castro, production office assistant
Jason Laxes, production assistant

BFA FINE ARTS

335 West 16th Street, 5th floor
Tel: 212.592.2510
Fax: 212.592.2244
Email: ssherman4@sva.edu

Suzanne Anker, chair
Samuel Sherman, assistant to the chair
Dora Riomayor, academic advisor

Joseph Tekippe, systems administrator,
digital lab
Evan Durkin, administrative assistant
Andrew Cziraki, digital lab assistant
Gustavo Murillo Fernandez Valdes, digital
assistant
Tarah Rhoda, bio art lab manager

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
Jamie Gustavson, printshop assistant

Sculpture Facilities

335 West 16th Street, ground floor, lower level
Tel: 212.989.9457
Fax: 212.592.2215

Daniel Wapner, manager
Sung Jin Choi, senior technical advisor
Mark Rosen, senior systems administrator
Luis Navarro, systems administrator

MFA FINE ARTS

133/141 West 21st Street, 9th floor
Tel: 212.592.2500
Fax: 212.592.2503
Email: mfafinearts@sva.edu

Mark Tribe, chair
Mark Ramos, academic advisor
Aya Rodriguez-Izumi, project coordinator

HONORS PROGRAM

133/141 West 21st Street, 5th floor
Tel: 212.592.2093
Fax: 212.592.2564
Email: jcohan2@sva.edu

Jeremy Cohan, director
Paloma Crousillat, director of operations

HUMANITIES AND SCIENCES

380 Second Avenue, 8th floor
Tel: 212.592.2623
Email: humanities@sva.edu

Kyoko Miyabe, chair

Helene Rubinstein, associate chair, English and
the Visual Arts Program

Laurie Johenning, director of operations

Phyllistine Travis, English and the Visual Arts
program

Susan Kim, assistant to the chair

Neil Friedland, coordinator, Writing Resource
Center

William Fuentes, systems administrator,
Writing Resource Center

Leslie Haller, office coordinator,
Writing Resource Center

Luis Cordoba, administrative assistant, Writing
Resource Center

BFA ILLUSTRATION

209 East 23rd Street, 2nd floor
Tel: 212.592.2165
Fax: 212.592.2014
Email: illuscartug@sva.edu

Viktor Koen, chair

Thomas Woodruff, chair emeritus

Carolyn Hinkson-Jenkins, director of operations

Stephanie Kim, operations manager

Jason Little, cartooning coordinator

Curtis Edwards, program coordinator

Paula Paylor, department assistant

Karina Ayure, academic advisor

Wayde McIntosh, academic advisor

Gerard Newland, systems administrator

Luis Perez, lab technician

Kenneth Huertas, assistant lab technician

MFA ILLUSTRATION AS VISUAL ESSAY

136 West 21st Street, 12th floor
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Dawn Hood, coordinator, special projects
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209 East 23rd Street: 212.696.4632
214 East 21st Street: 212.475.1659
335 West 16th Street: 212.929.0296
380 Second Avenue: 212.614.8026
23rd Street Residence: 212.889.2797
24th Street Residence: 212.592.2768
Gramercy Women's Residence: 212.777.2843
Ludlow Residence: 212.254.3730
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SVA LIBRARY

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ALICE AUSTEN HOUSE MUSEUM

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AMERICAN FOLK ART MUSEUM

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AMERICAN MUSEUM OF NATURAL HISTORY

Central Park West and West 79th Street
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AMERICAN NUMISMATIC SOCIETY

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ASIA SOCIETY

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BROOKLYN BOTANIC GARDEN

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BROOKLYN CHILDREN'S MUSEUM

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Brooklyn, NY 11213
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BROOKLYN HISTORICAL SOCIETY

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BROOKLYN MUSEUM

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CHELSEA GALLERIES

For a map of art galleries in Chelsea, visit
chelseagallerymap.com

CHILDREN'S MUSEUM OF THE ARTS

103 Charlton Street
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CHILDREN'S MUSEUM OF MANHATTAN

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CHINA INSTITUTE IN AMERICA

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THE CITY RELIQUARY

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FEDERAL HALL NATIONAL MEMORIAL

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FRAUNCES TAVERN MUSEUM

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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
Flushing, NY 11354
718.939.0647

QUEENS MUSEUM OF ART

New York City Building
Flushing Meadows–Corona Park
Flushing, 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**

15 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
Temporary space: 429 West 127th 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 249th Street
Bronx, NY 10471
718.549.3200

WHITNEY MUSEUM OF AMERICAN ART

99 Gansevoort Street
New York, NY 10014
212.570.3600

YESHIVA UNIVERSITY MUSEUM

15 West 16th Street
New York, NY 10011
212.294.8330

ADDRESS LOCATOR

WEST SIDE: ABOVE 59TH STREET

1–99: Central Park West and Columbus Avenue
100–199: Columbus and Amsterdam avenues
200–299: Amsterdam and West End avenues
300–399: West End Avenue and
Riverside Drive

WEST SIDE: BELOW 59TH STREET

1–99: Fifth and Sixth avenues
100–199: Sixth and Seventh avenues
200–299: Seventh and Eighth avenues
300–399: Eighth and Ninth avenues
400–499: Ninth and Tenth avenues
500–599: Tenth and Eleventh avenues

EAST SIDE

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

2021-2022

ACADEMIC CALENDAR

AUGUST 2021

- Sunday, August 29 • Check-in SVA residence halls for new students
- Sunday–Friday, August 29–September 3 • Orientation for new students accepted for the fall 2021 semester

SEPTEMBER 2021

- Saturday, September 4 • Check-in SVA residence halls for returning students
- Monday, September 6 • Labor Day; College closed
- Tuesday, September 7 • Fall 2021 undergraduate and graduate classes begin
- Tuesday–Tuesday, September 7–14 • Course adjustment period for fall 2021 and spring 2022 terms
- Tuesday, September 14 • Last day to register for fall 2021 courses, including independent study
- Wednesday, September 15 • Application deadline for SVA students wishing to participate in International Exchange for the spring 2022 semester
- Saturday, September 18 • Fall 2021 Pre-College program begins
- Monday, September 20 • Fall 2021 Continuing Education program begins

OCTOBER 2021

- Friday, October 1 • 2022–2023 FAFSA filing for new and returning students
- SVA-sponsored Student Health Insurance Fee waiver deadline for fall 2021
- Thursday, October 7 • SEVIS Registration deadline for all F/J international students
- Monday, October 11 • Online registration for spring 2022 and summer 2022 opens for students accepted for the spring semester
- Wednesday, October 20 • Administrative withdrawal from spring 2022 courses for students without financial clearance for the fall 2021 semester
- Friday, October 22 • Optimal date to resolve Incomplete grades from the summer 2021 semester
- Monday, October 25 • Last day to officially drop fall 2021 undergraduate and graduate courses without a grade. Academic progress and financial liability may be affected.
- Tuesday, October 26–Tuesday, December 7 • Students may drop fall 2021 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.

NOVEMBER 2021

- Saturday, November 20 • Fall 2021 Pre-College program ends
- Monday–Wednesday, November 22–24 • Course adjustment period for spring 2022 schedules (departmental advisors' offices)
- Wednesday–Sunday, November 24–28 • Thanksgiving holiday; no Continuing Education classes
- Thursday–Sunday, November 25–28 • Thanksgiving recess; College closed
- Tuesday, November 30 • Online registration for spring and summer 2022 ends for students accepted for the spring 2022 semester

DECEMBER 2021

- Wednesday, December 1 • Financial aid deadline for submitting all loan applications for students registered for fall 2021 only
- Due date for spring 2022 semester tuition for students not on a pre-approved payment plan
- Spring 2022 Continuing Education program registration begins
- Registration for spring and summer 2022 for students accepted for the spring 2022 semester continues by appointment with departmental advisors
- Friday, December 3 • Deadline for OPT application and program extension requests
- Tuesday, December 7 • Last day to officially drop fall 2021 undergraduate and graduate courses. Academic progress and financial liability may be affected.
- Tuesday, December 14 • Tuesday undergraduate and graduate classes end
- Wednesday, December 15 • Wednesday undergraduate and graduate classes end
- Tuesday, December 21 • Thursday undergraduate and graduate classes end
- Fall 2021 Continuing Education program ends
- Wednesday, December 22 • 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 and summer 2021 semesters
- Due date for fall 2021 semester grades
- Check-out SVA residence halls for non-returning students
- Thursday, December 23–Sunday, January 2 • Winter recess; College closed

JANUARY 2022

- Monday, January 3 • Due date for spring 2022 tuition for students on a pre-approved payment plan
- Wednesday, January 5 • Check-in SVA residence halls for new students
- Thursday–Friday, January 6–7 • Orientation for new students accepted for the spring 2022 semester
- Friday, January 7 • Optimal filing date for submitting 2022–2023 FAFSA forms for early action for fall 2022
- Monday, January 10 • Spring 2022 undergraduate and graduate classes begin
- Monday–Tuesday, January 10–18 • Course adjustment period for spring and summer 2022 schedules (departmental advisors' offices)
- Saturday, January 15 • Spring 2022 Pre-College program begins
- Monday, January 17 • Martin Luther King, Jr., Day; College closed
- Tuesday, January 18 • Last day to register for spring 2022 courses, including independent study
- Monday, January 24 • Spring 2022 Continuing Education program begins

FEBRUARY 2022

- Tuesday, February 1 • Optimal filing date for new students to submit financial aid FAFSA forms to central processor for 2022–2023 financial aid
- Administrative withdrawal from summer 2022 courses for students without financial clearance for the spring 2022 semester
- Tuesday–Tuesday, February 1–15 • Residence hall room selection for fall 2022 returning students
- Tuesday February 8 • SVA-sponsored Student Health Insurance Fee waiver deadline for spring 2022
- Wednesday, February 9 • SEVIS Registration deadline for all F/J international students
- Monday, February 21 • Optimal date to resolve Incomplete grades from the fall 2021 semester
- Monday, February 28 • Last day to officially withdraw from spring 2022 undergraduate and graduate courses without a grade. Academic progress and financial liability may be affected.

MARCH 2022

- Tuesday, March 1 • Optimal financial aid date for returning students to submit 2022–2023 FAFSA application
- Tuesday, March 1–Monday, April 18 • Students may be dropped from spring 2022 undergraduate and graduate courses with a grade of "W." International students must receive approval from the International Student Office to drop below full-time status.

- Monday–Sunday, February 28–March 6 • Spring break, no classes
- Friday, March 4 • Staff holiday; College closed
- Monday–Friday, March 14–25 • Online registration for all currently enrolled undergraduate and graduate students for the 2022–2023 academic year (by appointment only)
- Saturday, March 26 • Spring 2022 Pre-College program ends

APRIL 2022

- Friday, April 8 • Deadline for OPT application and program extension request for international students in their final semester of study
- Monday, April 11 • Financial aid deadline for submitting all loan applications for fall/spring or spring-only students
- Friday, April 15 • Application deadline for SVA students wishing to participate in International Exchange for fall 2020
- Friday–Saturday, April 15–16 • Passover; no Continuing Education classes
- Monday, April 18 • Last day to officially drop spring 2022 undergraduate and graduate courses. Academic progress and financial liability may be affected.

MAY 2022

- Monday, May 2 • Due date for summer 2022 tuition
- Undergraduate and graduate classes end; last day that the Registrar's Office will accept grade changes for the fall 2021 semester
- Due date for spring 2022 grades
- Tuesday, May 3 • Summer 2022 Foundation program begins
- Summer 2022 semester begins
- Check-out SVA Residence Halls for non-graduating students
- Thursday, May 12 • Commencement, Class of 2022 (tentative)
- Friday, May 13 • Check-out SVA residence halls for graduating students (tentative)
- Monday, May 30 • Memorial Day; College closed

JUNE 2022

- Monday, June 6 • Summer 2022 Continuing Education program begins
- Wednesday, June 15 • Summer 2022 English and the Visual Arts program housing check-in
- Thursday–Friday, June 16–17 • Summer 2022 English and the Visual Arts program orientation and registration
- Monday, June 20 • Juneteenth holiday; College closed
- Tuesday, June 21 • Summer 2022 English and the Visual Arts program begins

- Thursday, June 30 • Financial aid deadline for submitting 2021–2022 FAFSA application
- Financial aid deadline for submitting 2021–2022 TAP application

JULY 2022

- Friday, July 1 • Optimal date to resolve Incomplete grades from the spring 2022 semester
- Saturday–Monday, July 2–4 • No Continuing Education classes
- Independence Day holiday; College closed
- Sunday, July 10 • Check-in for summer 2022 Pre-College program housing students
- Orientation for summer 2022 Pre-College program
- Monday, July 11 • Summer 2022 Culture, Graphic Design and Fine Arts in New York (CDFNY) program begins
- Summer 2022 Pre-College program begins
- Monday, July 25 • Summer 2022 Foundation program ends
- Friday, July 29 • Summer 2022 Culture, Graphic Design and Fine Arts in New York program ends
- Summer 2022 Pre-College program ends

AUGUST 2022

- Monday, August 1 • Due date for fall 2022 semester tuition
- Thursday–Friday, August 4–5 • Course adjustment period for fall 2022 and spring 2023 semesters (department advisors' offices)
- Friday, August 12 • Summer 2022 English and the Visual Arts program ends
- Monday, August 22 • Summer 2022 semester ends
- Sunday, August 28 • Check-in SVA residence halls for new students
- Sunday–Friday, August 28–September 2 • Orientation for new students accepted for the fall 2022 semester

SEPTEMBER 2022

- 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

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NOTES

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