

Certificate of Fine Arts

Student and Faculty

Handbook



2017 - 2018

**Effective September
2017**

All dates subject to change 5/30/2017

Academic Calendar 2017-2018*

FALL 2017

Sep 4 Mon Labor Day (building closed)
Sep 5 Tue Student Orientation (10am | mandatory for all students)
Library Orientation (by assignment | Library)
2017 Fellows Exhibition Opening (6-8pm | Wilkinson Hall)
Sep 6 Wed First Day of CFA & MFA Classes
Library Orientation (by assignment | Library)
MFA Thesis I Group Critiques (2:30-5pm | Wilkinson Hall)
Sep 7 Thu Studio Safety Meeting (1-2pm | Wilkinson Hall | mandatory for all students)
Sep 9 Sat First Day of Continuing Education Classes
Sep 12 Tue MFA Master Class Lottery (1-2pm)
Sep 15 Fri MFA & CFA Add/Drop Deadline
Oct 3 Tue All-student Meeting and Student Artist Council (SAC) Elections
Oct 11 Wed Take Home a Nude | Sotheby's
Oct 18 Wed MFA Thesis I Midterm Critiques (2:30-5pm)
Oct 20 Fri Midterm Grades Due
Nov 11 Sat Academy Open House
Nov 14 Tue MFA Thesis I Midyear Critique Lottery
Nov 22 Wed All Evening classes canceled
Nov 23-26 Thu-Sun Thanksgiving Break (no classes | building closed)
Nov 29 Wed MFA Thesis I Group Critiques (2:30-5pm)
Dec 8 Fri Deck the Walls
Dec 15 Fri Last Day of CFA & MFA Classes
Final Grades Due
Dec 18-20 Mon-Wed MFA Thesis I Midyear Critiques (mandatory for second-year MFA students)
Dec 22-Jan 2 Winter Break (building closed)
Please Note: Monday, Tuesday, Thursday & Friday Classes must schedule 1 make-up session each

SPRING 2018

Jan 2-14 Winter Recess (regular building hours | reduced Library hours | studios open)
Jan 15 Mon Martin Luther King Day (building closed)
Jan 16 Tue First Day of CFA & MFA Classes
Jan 17 Wed MFA Thesis II Group Critiques (2:30-5pm | Wilkinson Hall)
Jan 23 Tue MFA Master Class Lottery (1-2pm)
Jan 26 Fri Add/Drop Deadline for MFA Classes
Feb 19 Mon President's Day (regular building hours | all classes in session)
Feb 28 Wed MFA Thesis II Midterm Critiques (2:30-5pm)
Mar 2 Fri Midterm Grades Due
Mar 3 Sat MFA Open House
Mar 3-11 Sat-Sun Spring Break (regular building hours | reduced Library hours)
Mar 21 Wed MFA Final Thesis Papers Due
Apr 1 Sun Easter (building closed)
Apr TBA Tribeca Ball
Apr 10 Tue MFA Thesis II Final Critique Lottery (1-2pm)
Apr 18 Wed MFA Thesis II Group Critiques (2:30-5pm)
Apr TBA MFA Open Studios
May 7 Mon Last Day of Spring CFA & MFA Classes
May 8-10 Tue-Thu MFA Thesis II Final Critiques (mandatory for second-year MFA students)
May 10 Thu Final Grades Due
May 11 Fri MFA Thesis Exhibition Drop off
May 16 Wed 2017 Commencement Rehearsal (4pm)
May 17 Thu 2017 Commencement (3pm)
2017 MFA Thesis Exhibition Opening (6-8pm)
May 26 Sat 2017 MFA Thesis Exhibition Closes
May 26-27 Sat-Sun Spring Studio Move-out
May 28 Mon Memorial Day (building closed)
Please Note: Monday Classes must schedule 1 make-up sessions (Martin Luther King, Jr. Day)

SUMMER 2018

May 29 Tue First Day of CFA Classes & Studio Move-in
Jun 3 Sun Summer Undergraduate Residency Dormitory Check-in (Session 1)
Jun 4 Mon Summer Undergraduate Residency Studio Move-in (Session 1)
 First Day of Summer Undergraduate Residency Classes (Session 1)
Jun 29 Fri Last Day of Summer Undergraduate Residency Classes (Session 1)
Jun 30 Sat Summer Undergraduate Residency Dormitory Check-out (Session 1)
Jul 4 Wed Independence Day (building closed)
Jul 8 Sun Summer Undergraduate Residency Dormitory Check-in (Session 2)
Jul 9 Mon Summer Undergraduate Residency Studio Move-in (Session 2)
 First Day of Summer Undergraduate Residency Classes (Session 2)
Aug 3 Fri Last Day of CFA & Summer Undergraduate Residency Classes (Session 2)
Aug 4 Sat Summer Undergraduate Residency Dormitory Check-out (Session 2)
Aug 6 Mon CFA Final Critiques
Aug 7 Tue CFA Commencement
 2017 CFA Exhibition Opening
Aug 8 Wed CFA Summer Studio Move-out

Mission Statement

The New York Academy of Art is a unique graduate school that combines intensive technical training in the fine arts with active critical discourse. We believe that rigorously trained artists are best able to realize their artistic vision. Therefore, Academy students learn traditional methods and techniques and are encouraged to use these skills to make vital contemporary art. As such, the Academy serves as a creative and intellectual center for all artists dedicated to highly skilled, conceptually aware figurative and representational art.

The New York Academy of Art was founded in 1982 by artists, scholars and patrons of the arts, including Andy Warhol, who were interested in fostering the resurgence of figurative and representational art. In 1993 the Academy purchased its current facility at 111 Franklin Street, a renovated five-story, 42,000 square foot landmark building, which was constructed in 1861 in the heart of Tribeca.

Continuing Studies Mission Statement:

The mission of the Continuing Studies program at the New York Academy of Art is to promote the creative development of novice, emerging and professional artists by providing both quality academic instruction and direct participation in our vibrant creative community.

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Certificate of Fine Arts Program Introduction

The New York Academy of Art offers a non-degree Certificate of Fine Arts Program (CFA) that adheres to the mission of the Academy by balancing technical proficiency with critical awareness. The Director of Continuing Studies oversees the CFA Program and reports directly to the Dean of Academic Affairs. The goals of the program are to guide students in the development of a strong body of work to lay the foundation for a career as a practicing studio artist or for graduate admissions.

Central to the Academy is the study of the human form and the reinterpretation of traditional methods of art instruction for the contemporary artist. The courses offered through the CFA Program focus on the complex nature of the human form and its relationship to the creation of vital contemporary art. The CFA Program's curriculum combines study in figurative drawing, painting and sculpture with courses in cast drawing, anatomical study and art history. It is the program's goal to provide students with proficient knowledge of anatomy, perspective, composition and the effects of light on form to render the figure from the imagination as well as from life, preparing them for the rigors of active studio life and MFA candidacy.

The CFA Program is designed for artists who seek intensive training in contemporary representational art. Applicants for the program may include:

- Individuals with an existing degree who are looking for the specific experience and training that the New York Academy of Art offers.
- Individuals who would like to develop a portfolio of work for application to graduate schools.
- Practicing artists wishing to explore a new medium or seeking the technical skills to support a move toward figuration.
- Individuals interested in making a career change who want to become immersed in art making.
- International students looking for a year of intensive studio work before beginning a Masters of Fine Art Program.

Program Overview

The Certificate of Fine Arts Program is a one-year, three semester program developed to enable students to create a body of work in preparation for a graduate school application, for practicing artists and students who are seeking the specific training that the New York Academy of Art has to offer and for individuals who are interested in making a career change.

The program requires full-time enrollment. Candidates for the CFA Program must complete a total of 36 credits. A grade of "C" or above is required in all courses for completion of the CFA. Students must earn at least 12 credits per semester to maintain matriculation status and can earn no more than 16 credits in any semester. Additionally, each student is required to complete a final CFA Capstone Project for exhibition and present this project at the Final Critique.

The Academy educates students in the rendering of the human form with an understanding of the intrinsic structures that allow it to serve as a powerful vehicle for meaning. Developing artists acquire the tools necessary to invest their work with sound draftsmanship, convincing technique and visual authority. They also engage in high-level discourse about the nature of contemporary figurative art within a curriculum and a campus that embraces the energetic and culturally diverse environment of the New York art community.

The course of instruction is rigorously structured. Issues of rendering are addressed from the perspectives of different media and modes of expression. Studio courses and unique elective courses concerning figuration are explored as they pertain to art history and contemporary theory. The history of art, ideas and technique are examined, creating a foundation upon which the CFA graduates can build a lifetime of artistic production.

Admission Criteria

Students are admitted to the Certificate of Fine Arts program through a rigorous application process.

Applications are reviewed by a three-person committee consisting of the Dean of Academic Affairs, the Director of Continuing Studies and the Faculty Chair of the MFA program. Applications are reviewed based upon the potential for success within the program and aptitude for individual growth

Potential students submit an application consisting of:

- A portfolio of up to 20 images of recent artwork that represents the applicant's technical ability, interests and the direction of their work.
 - Arranged in chronological order
 - Five of which are suggested drawings rendered from life
 - All must have been created within the past 3 years, half of which must have been rendered within the past 12 months
 - Those submitting images of sculptures should include no more than two views of each piece
- A Slide List that must have the artist's name at the top of the page. Each entry must have a number that corresponds to the image in the portfolio. Each entry must contain:
 - Corresponding number
 - Title of work
 - Materials used to make the work
 - Dimensions of the work (height x width x depth)
 - Year the work was completed

Example of a slide list entry:

1. Self Portrait, Oil on Canvas, 4"x6", 2009

- Statement of purpose

A one-page statement of purpose describing the students educational objectives and career goals that indicates why they believe these will be advanced by study at the Academy. Applicants are encouraged to discuss work in the portfolio and indicate how study at the Academy will further their development
- Optional résumé

Advisor

The advisor meets with each student individually to learn about his or her relevant background, knowledge, and skill level, as well as what the student hopes to gain from enrollment in the Certificate Program. With this information the advisor can assist students in selecting the course of instruction that is most useful to their particular goals and ambitions. Advisors meet with students at the beginning and end of each semester and whenever students have questions or concerns about the courses or the program

Certificate of Fine Arts Curriculum

The Certificate Program provides a thorough training in traditional methods and techniques and enables students to use these skills in the creation of vital contemporary art.

Required

FALL SEMESTER

	Credits
Drawing I	3
Painting I	3
Écorché	3
Structural Drawing	3
Semester Total	12

SPRING SEMESTER

Drawing II	3
Painting II	3
Art History I	3
Select one of fall semester electives	3
Semester Total	12

SUMMER SEMESTER

Capstone Project	6
Art History II	3
Select one of summer semester electives	3
Semester Total	12
CFA Total Credits	36

Electives

	Credit
Sculpture	3
Color Theory & Compositional Design	3
Perspective	3
Anatomical Drawing	3

Course Descriptions

Figure Drawing I: 3 credits

This course begins the process of developing the student's ability to represent the human figure in pictorial space, clearly situated on a perspective ground plane. Emphasis is placed on gaining an in-depth understanding of the body's underlying geometry and anatomical structure. A conceptual model of the figure that addresses volume, movement, proportion, perspective and light, is developed by correlating students' drawing from observation with master drawings and diagrams that present the body as a series of interlocking volumes governed by hierarchical principles. Students work from casts in the Academy's collection to reinforce and enhance drawing comprehension and skills. Instruction will emphasize the integration of the lessons from cast drawing and life drawing. Students will engage in self-directed work to explore and extend the forms, techniques, content and possibilities of drawing. Regular critique sessions are designed to inform and provide positive support to this self-directed work.

Figure Drawing II: 3 credits

This course emphasizes proportional accuracy, foreshortening, detail-mass relationships and the use of light and shadow to draw the figure as a convincing volumetric and spatial form. It integrates the conceptual geometricized model presented in Figure Drawing I with the perceptual, naturalistic concerns presented by the live model. Long poses allow the student to develop drawings that reflect a more complete realization of the human form.

Structural Drawing: 3 credits

Drawing from casts represents a quintessential practice within the academic curriculum. The Academy's cast collection is a treasured repository of sculptural forms from Classical Antiquity and the Renaissance. As examples of great sculptural art, the casts reward close study with insights into how reality is abstracted, simplified, clarified and translated into artistic form. In addition to careful study of the full-size casts, particular attention is directed toward heads, facial features, hands, feet and drapery. Artistic theories of light and shade are presented. Both linear and dimensional depictions of sculptural form are extensively explored.

Anatomical Drawing: 3 credits

The goal of this course is to improve the student's powers of observation by providing a basic understanding of the human body's underlying structures and to delineate strategies for representing those forms two-dimensionally. Emphasis is placed on anatomy (skeletal structure, muscular origins and insertions, and surface forms) and proportion. Ample time is given to students to work directly from the model. Focus is also placed upon the variety of the human form as represented by artists both historical and contemporary.

Painting I, Direct Painting: 3 credits

This course examines the language and techniques of direct painting from the figure, still life and plaster casts. Students will paint using a variety of strategies derived from current and historical practice. Direct painting has been the method of choice for figurative painting in the modern era, but other techniques are encountered in the history of western art, often as foundations or reference studies for more layered development. Theoretical approaches to tonal structure and color theory will be addressed in depth. While emphasis in this course is on analytical seeing/interpreting, self-directed work plays a significant role. By providing a classroom structure for the review of independent work, the course achieves a vital dialogue between the method of direct painting and the myriad intentions of the artist.

Painting II, Indirect Painting: 3 credits

This is a course in optical mixing of color through layering, the common painting method in pre-modern times and gaining in acceptance among contemporary artists. Students paint using underpainting (imprimatura), glazing and scumbling techniques. Through this method of episodically building up a painting, students are able to address a variety of problems in sequential fashion and indirect painting becomes a valuable resource for students' independent studio work. Projects in this course include self-directed assignments and instructed classroom figure painting.

Écorché: 3 credits

This course provides a thorough analysis of human anatomy through the construction of an écorché (an anatomical sculpture of a flayed figure). Each student begins by sculpting a skeleton out of plastilene, onto which is attached first the deep and then the superficial muscles of the body. Relying on Old Master drawings, diagrams, specially prepared dissection casts and the live model, the instructor demonstrates how the forms of the bones, muscles and tendons are transferred to the écorché.

Sculpture, Perceptual Modeling: 3 credits

This course addresses the challenge of sculpting the human figure from observation, in combination with a systematic study of the largely invisible underlying structure of the figure. Initial instruction promotes analytical seeing and interpretation. Exploration of linear and volumetric systems of proportion supports architectonic organization in the realization of the figure through the process of modeling. As the semester progresses, students pursue independent work that combines the substance of the studio instruction with their form sensibility and ideas.

Art History I: 3 Credits

This course covers the development of art forms from the Renaissance to the late 19th century. Emphasis is on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course includes but is not limited to the art of the Renaissance and Baroque periods, Romanticism and Impressionism.

Art History II: 3 Credits

The course discusses the issues and art movements of the late nineteenth century to the present. A study of artistic developments, primarily in Europe and the United States, from Post- Impressionism through the postmodern era. Consideration is given to the diversity of artistic expressions in this period within their cultural, theoretical, and political contexts. Particular attention is given to the impact on art of such late 20th- century cultural phenomena as feminism, identity politics, multiculturalism, environmental awareness, the AIDS epidemic, the explosion of the media and technology, and to the ways in which these phenomena have helped to spawn new artistic media.

Perspective: 3 Credits

This course addresses theoretical and applied perspective in order to build spatial environments within artworks. Artificial perspective is applied in both one-point and two-point modes. Observational tactics of sighting are applied to on-site perspective problems, including shadows and reflections. Additionally, historical theories on perspective are addressed with a particular focus on methods of representation and visual phenomena. Students are encouraged to examine issues and methods of perspective in the context of their own pictorial concerns.

Color Theory & Compositional Design: 3 Credits

This course will explore the mystery and magic of color interaction, and discover how to use color purposefully in your painting. The principles of “color theory” observed by Josef Albers are sometimes thought of as being modernist, but these principles were understood and employed by the old masters. Artists such as Vermeer, Hopper and Monet understood the secrets of color—how to adjust and manipulate color relationships to intensify the portrayal of light and material, to strengthen a composition, or to create spatial effects.

Capstone Project: 6 Credits

At the end of the student’s second semester, they meet with their Capstone Project Committee to discuss the scope of their Capstone Project for the coming semester. The Capstone committee is comprised of the Dean of Academic Affairs, the Director of Continuing Studies and two CFA faculty members. The individual student, in consultation with this committee, agrees upon the scope of the work to be completed for the Capstone Project and the required, accompanying written statement.

Students are assigned a studio for their independent work on their Capstone Project in the beginning of their third semester. They meet with their Capstone advisors, individually, four times throughout this semester to review progress on their work and receive constructive feedback.

Additionally, each student is required to complete a written Artist Statement in support of his or her final CFA Capstone Project. The Artist Statement is meant to place the student’s work into the context that is intended by the student, explaining personal significance or goals for the work, historical, cultural or artistic points of reference, techniques or methods used and their intended purpose in the production of the student’s work.

Students are required to present this written statement during Final Critiques of the Capstone Project. The Capstone Project, its exhibition and accompanying Artist Statement are considered part of the CFA candidate’s evaluation.

Evaluation of the Capstone Project

The final Capstone Project and its exhibition will account for 90% of the final grade for the Capstone Project. The accompanying written Artist Statement will account for 10% of the final grade for the Capstone Project.

Final grading is completed by the student’s Capstone Committee based upon the following rubric:

30% Technical evaluation of Capstone Project
30% Formal evaluation of Capstone Project
30% Content evaluation of Capstone Project
10% Artist Statement evaluation
100% Grade

Grades are determined by averaging the grades submitted by the Committee members.

Student Evaluation

The Academy's grading system is the primary means for gauging students' academic progress. Permanent academic records are kept for every student and are designed to record each student's achievement. The grading system reflects the national norm in academic grading. Faculty use the grading rubric listed below to document the student's ability to meet overall progress and specific course requirements and outcomes that are listed and outlined in each course syllabi.

Students are provided with syllabi for each course in which they are registered. Syllabi list the aims of the course, outline student performance expectations and note the relative marking weight of assignments and other pertinent marking procedures. In addition, faculty members discuss grading criteria with students at the beginning of the semester and reiterate course objectives throughout the semester to insure that students remain focused on goals. Course syllabi are kept on file as reference in the Academy Library. Final course grades are determined by faculty members for class work completed under their instruction and are given at the end of each semester.

Critiques with Capstone Project led by the Dean of Academic Affairs, Director of Continuing Studies and CFA Faculty. This committee will meet with each Certificate candidate at the end of the second semester to discuss the scope of the student's Capstone Project and grade each student upon the successful completion of the Capstone Project and its accompanying artist statement based upon the following grading scale. The Capstone Project and its exhibition are considered part of the CFA candidate's student evaluation.

GRADING SCALE

Students may be awarded the following grades at the end of each semester:

- A Work of the highest quality.
- A- Work of high quality.
- B+ Very good work, indicating better than average ability.
- B Good work, satisfying course requirements.
- B- Below average work.
- C Well below average work, lowest passing grade.
- F Failure.
- W Withdrawal, requiring permission. No penalty on record.
- UW Unofficial Withdrawal. Equivalent to "F" in calculating GPA; no credit earned.
- I Incomplete.

Grade Point Average

The grade point average is determined at the end of each semester by multiplying the number of credits earned by the numerical values attributed to those grades, and dividing the total by the number of credits completed, including failed courses, if any. The numerical values of the grades are as follows:

A (3.86-4.0)

A- (3.7-3.85)

B+ (3.3-3.69)

B (3.0-3.29)

B- (2.7-2.99)

C (2.0-2.69)

F (0-1.99)

The grade point average for each semester is used to determine probationary status and all other matters concerning academic status. The cumulative grade point average is used to determine eligibility for financial aid and honors. Credits transferred from another institution are not included in the cumulative grade point average.

Grade of Incomplete

The grade of "I" (Incomplete) is given to indicate the temporary deferment of a regular grade. Although a faculty member is under no obligation to assign an Incomplete, it may be granted when course work is delayed for legitimate reasons.

It is the responsibility of the faculty member to determine when a grade of Incomplete is appropriate. In making this determination, he or she may request in writing from the student an explanation of why course work was not completed, along with documents that serve to verify the nature of the problem. If a grade of Incomplete is assigned, the faculty member must communicate clearly to the student what is required for completion of the course and the date by which it must be done, no later than three weeks after the start of the following semester. Incomplete grades that are not changed by that time will appear as "UW" (Unofficial Withdrawal) on the permanent transcript and factored in as an "F" in calculating the grade point average. A student may not receive more than two (2) grades of Incomplete in one semester.

Grade Changes

Students may only request a change of final grade within one week of the end of the semester in which the course was completed. Such changes should be addressed to the faculty member and must be approved by the Director of Continuing Studies.

Grade Appeals

Students whose request for a grade change has been declined by the instructor may submit a written statement to the Director of Continuing Studies explaining why they consider the grade inappropriate, and may request a review by the CFA Subcommittee comprised of the Dean of Academic Affairs, Director of Continuing Studies and the MFA Faculty Chair. All decisions made by the CFA Subcommittee are final. The Director of Continuing Studies must receive appeals for grade changes immediately after the original request has been denied.

Satisfactory Academic Progress

“Satisfactory academic progress” is a measurement of the student’s successful progress in their studies and status (part time/full-time). Satisfactory progress is evaluated once per calendar year, using standards that are both qualitative (academic performance as measured by grade point average) and quantitative (total number of academic credits earned within specified time periods).

Academic Performance as Measured by Grade Point Average

To meet this standard, a student must maintain the level of academic performance required to remain at the Academy as a full-time matriculated student.

Attempted 12 or more credits/semester: **3.0 GPA**

Attempted six (6) or more credits/semester: **3.0 GPA**

Total Credits Earned and Time Limits for Degree/Certificate Completion

The Academy has determined what level of performance/grades count toward the required credits earned, as follows:

All courses in which a grade of “A” through “C” have been assigned will count toward the required quantitative standard. Failed courses (F), audited courses, courses which are Incompletes (I) will NOT count toward the total credits earned and the achievement of this quantitative standard. Any student who receives an “I” in any course must notify the Registrar when the “I” is changed into a letter grade, in order for credits earned in that course to be counted the standards of performance. Students Who Fail to Meet Academic Standards

Students who fail to attain the qualitative and/or quantitative standards outlined above may:

Consider “repeating” a failed course. Students may repeat courses that have been passed with low or average grades in order to raise their cumulative grade point average (GPA).

Attendance

Due to the instructional rigor invested in many of its courses, the Academy has specific attendance requirements for both instructed and uninstructed sessions (studio sessions).

INSTRUCTED SESSIONS

Attendance at instructed sessions is mandatory. The individual instructor is responsible for taking attendance and may fail any student who has missed four (4) or more instructed classes. Students must notify the instructor in writing if they know in advance that they will be absent from a particular class, and must ask the instructor to specify what course content (readings, and assignments) will be covered during their absence. Students are responsible for making up class work during all periods of absence and may request permission to perform comparable study, which may be granted at the discretion of the instructor. Each instructor may augment the Academy’s attendance policy with additional expectations.

UNINSTRUCTED SESSIONS

Attendance at both instructed and uninstructed sessions is mandatory.

After four (4) absences the instructor may fail the student. Excessive tardiness, unexcused tardiness or early departures from class will be counted as absences.

Exams and Deadlines

Students must complete all assignments by their expected due dates, attend all examinations, and otherwise meet all deadlines imposed by the faculty and administration, unless excused in advance. Failure to meet such obligations may result in reduced grades or loss of credit.

Dismissal

Because the curriculum is structured in a sequential manner, failure in some courses may prohibit the student from progressing to the following semester because the prerequisites will not have been met. A student who receives a grade of “F” in one of the prerequisite courses will be asked to withdraw from the institution and may elect to re-enroll for the coming year or when the failed course can be repeated. A student dismissed because of poor performance may be readmitted to the school if it is determined by the CFA Subcommittee that the student has removed the obstacles to progress. Appeals of dismissals on academic grounds are permitted. In such cases, the student must request a hearing before the CFA Subcommittee in writing within two (2) weeks of the date of notification of dismissal.

Students who feel they are having difficulty in a course should seek to remedy the issue during the semester itself. In certain cases (see above), a student can petition the faculty member for a grade of “I” (Incomplete) in the problematic course(s). In addition, each student receives unofficial Midterm grades as a way to benchmark progress, and should these grades be unsatisfactory, it is incumbent upon the student to approach the faculty member(s) and discuss ways to improve performance before the final grades are issued at the end of the semester.

Faculty

Armetta, Robert

Robert Armetta holds an MFA from the New York Academy of Art, where he graduated in 1998. He is the former director of the Long Island Academy of Fine Art, in Glen Cove, New York. He teaches drawing and painting at the New York Academy of Art, and conducts workshops around the country and in Umbria, Italy. He has exhibited widely, and his work is featured in numerous books and magazines. He divides his time between his studios in Brooklyn, New York, and Harrisburg, Pennsylvania.

Eardley, Cynthia

Eardley earned her BA from Rutgers University. Her figurative sculptures have been shown in solo and group exhibitions in galleries and museums nationwide, including the Monique Knowlton Gallery, Museum of South Texas, Huntsville Museum, New Museum of Contemporary Art, and most recently, Sideshow, Ceres, and Rhonda Schaller galleries (New York). Her work has been discussed in numerous publications, including The New York Times, Sculpture, The Village Voice, The Nation, Sculpture Review, and ARTnews magazine, where her figurative sculpture was featured in “The New Realism.” Former co-founder and co-director of the architecture/public arts group SITE, Inc, her trompe-l’oeil design for Best Products in Richmond, Va., the “Peeling Project,” was the first in a series by SITE that was reviewed and exhibited worldwide, including the Museum of Modern Art (NYC). A 2005 monograph (SITE: Identity in Density, Images Publishing, Melbourne) features several examples of her early architectural work. She teaches sculpture, anatomy, and art history at the New York Academy of Art Graduate School of Figurative Art. She has also taught at Pratt Institute, the University of the Arts, and the Newark Museum School and participated in numerous lectures and arts conferences nationwide. Her writings on art have been published in Bomb magazine, the Women’s Caucus on Art National Update, and most recently, The Brooklyn Rail.

Saluja, Manu

Manu Saluja's work hangs in public and private collections in the United States, Canada, the United Kingdom, and India. Her paintings have been exhibited at The Royal Ontario Museum in Toronto and at The Reach Gallery Museum in British Columbia. She teaches at the Long Island Academy of Fine Art and has given lectures and presentations at The Museum of Arts and Design, the Asian Art Museum of San Francisco and The Royal Ontario Museum. She is a 2013 recipient of The Stobart Foundation Grant and a finalist in the Art Renewal Center's 2011 Salon of Contemporary Realism. Saluja earned her BFA at the School of Visual arts studying with John Frederick Murray. She received her MFA from the New York Academy of Art, and joined the Academy's Continuing Education Faculty in 2013.

Thompson, Dan

Thompson received his BFA from the Corcoran School of Art and his MFA from the New York Academy of Art, and also studied at the Water Street Atelier and the Art Students League. He has received numerous awards including the Grand Prize for Best of Show at the American Society of Portrait Artists' International Competition, 2001, Honors Award, Portrait Society of America, 2000, Walter Erlebacher Award, New York Academy of Art, 1999, and the Elizabeth Greenshields Foundation Grant, 1997 and 2001. He has exhibited widely and is currently represented by the Eleanor Ettinger Gallery, New York, Century Gallery, Alexandria, Virginia, and the Morseburg Galleries, Los Angeles.

Lecture Series & Professional Practice

LECTURE SERIES

Each fall, in coordination with the Art and Culture Seminars, the Academy hosts an ambitious speaker program featuring prominent figures working in the arts and within a broad array of cultural contexts. To date the Academy has invited prominent visual artists, celebrated authors, seasoned critics as well as noted scholars to speak on issues that relate to contemporary culture. The goal is to expose our student and faculty body to a wide range of ideas and topics that will enrich the day-to-day academic discourse in the classroom and impact on the contextual decisions shaping each student's studio practice and professional research.

PROFESSIONAL PRACTICE

Professional Practice lectures and workshops, which run during the fall and spring semesters, effectively and efficiently prepare students for the practical realities of operating in the art world. The aim of the program is to develop students' awareness of career opportunities and skills for navigating the professional world. Workshop sessions expose students to the worlds of private studios, galleries, museums, higher education, grants and residencies, and related careers. Considered are: practical and legal issues of finding studio space and gallery representation; presentation, documentation, promotion and pricing of work; writing artists' statements and resumes; researching granting and residency opportunities and writing applications; researching job opportunities and writing letters of application. Students should gain an understanding of the structure of the art world and strategies for identifying and planning a career strategy.

Tuition & Cost of Attendance 2017–2018

Tuition and Fees

Tuition	\$25,000
Fees*	<u>\$750</u>
Total 2015-16 Tuition and Fees	\$25,750

* Includes registration, exhibition, model, materials and technology fees.

Tuition Payment

The institution expects students to keep their financial accounts current. Students are billed on a semester-to-semester basis and receive an account statement of tuition and fees. Full payment is due no later than the first day of class each semester. No student may attend semester classes until the full semester's tuition has been paid either by check, money order, credit card. If the student fails to pay tuition fee within the first week of classes, the student is responsible for a late fee of \$850. Students in default of bursar payments may not pre-register, enroll or attend the next semester classes. Students dependent on government sponsored financial aid programs (both domestic and foreign), supplemental bank loans or bank financed tuition payment plans are advised to adhere to application deadlines to insure that their funds arrive in a timely manner.

Students leaving school for any reason are entitled to a refund according to the schedule indicated below.

Tuition Refunds

Refund policy for students who withdraw before the end of the:

- First Week of Class – 100% of tuition
- Second Week of Class – 90% of tuition
- Third Week of Class – 70% of tuition
- Fourth Week of Class – 60% of tuition
- Fifth Week of Class – 50% of tuition
- After the Sixth week – 0% of tuition

Academy Scholarships

Students demonstrating merit may receive annual scholarship awards ranging from \$500 to \$13,000. Completed admission applications are reviewed, graded and ranked by the CFA Subcommittee. Award amounts are deducted from the student's tuition bill. Awards are for one year.

The Academy reserves the right to adjust scholarship in the event you are awarded any other substantial scholarship support.

APPLICATION & DEADLINES

All CFA applicants are considered. All application materials must be complete and postmarked by application deadline.

NOTIFICATION: APPLICANTS ARE NOTIFIED OF AWARD IN A LETTER OF ACCEPTANCE

Facilities and Resources

The Academy occupies two (2) renovated five-story landmark buildings. During their course of study, all students are provided with either communal or private studio space as dictated by their program track and progress in the course. Drawing and painting classrooms are located on the fifth floor. Studios for second year painting and drawing students are on the fourth floor. The third floor contains the primary sculpture classroom, shared and private studio spaces for first and second year sculptors, and some first and second year painting and drawing studios. The second floor contains private and shared studios and a multi-purpose classroom. Wilkinson Hall and a multi-purpose classroom are on the first floor. Wilkinson Hall is used for public lectures, special programs and exhibitions. A drawing/anatomy resource room (containing casts, reference diagrams and anatomical models) and the Library are located on the first floor of our adjoining building. The print shop, tool shop, a classroom, and communal studio space for first year students occupy the garden level. Student and faculty lockers for personal storage are located throughout the building.

Cast Collection

The cast collection on display consists of 19th Century plaster casts of Classical, Renaissance and later European sculpture, most on extended loan from the Metropolitan Museum of Art, Cornell University and Amherst College. An extensive four-year restoration of the collection was completed in 2006.

Library

The Academy Library provides written, visual, and electronic resources to meet the intellectual and creative needs of the Academy's community of artists. Through specialized collections, bibliographic instruction, and outstanding services, the Library is a space for technical study, critical exploration, and idea generation, and equips students with the skills necessary to embark on a lifetime of learning and artistic growth.

The Library collects in the areas of the visual arts and includes titles specifically selected to support the CFA curriculum.

THE PRINT COLLECTION CURRENTLY FEATURES:

Over 7,000 books with a focus on the work of figurative artists, art history, art criticism, and anatomical studies, as well as the historical periods in which figurative art flourished: ancient Greece and Rome, the Renaissance, Baroque, and Neo-Classical periods. The media of painting, sculpture, and drawing are emphasized, with additional collections in the areas of printmaking, photography, religion, philosophy, and sciences.

Over 250 videotapes and DVDs including workshops, movies, and documentaries

Periodical subscriptions covering contemporary art, culture, and literature

Oversize books and prints

A lending library of fiction and philosophy

OTHER LIBRARY FEATURES INCLUDE:

Mac computers featuring Photoshop, Illustrator, Maya, and Poser

Scanners

Internet access in the Library and WiFi throughout the building

Large-format color printer, color printer and copier

Electronic Resources including subscriptions to ARTstor digital image library, J-Stor database of academic journals, and access to Gale databases including Academic OneFile. Online video collections including lectures, demonstrations, workshops, and documentaries.

Faculty and alumni artist files

The Academy's institutional archives and rare books collection (restricted access)

Audio/ visual equipment including digital projectors, tripods, photography and video equipment, and laptop computers.

The Library is open to students, faculty, and alumni of the New York Academy of Art and is located on the first floor of 105 Franklin Street. Library hours are Monday-Friday 9:00 a.m. to 9:30 p.m. and Saturday-Sunday 1 p.m. – 7 p.m. when classes are in session.

INSTRUCTION Library orientation sessions are held at the start of each academic year to provide bibliographic instruction and introduce library resources and policies. Incoming students are required to attend one session. A separate information session held later in the Fall is aimed toward second year students beginning their thesis research. The librarian is available throughout the year for one-on-one instruction with research tools and strategies. **ACADEMY WRITING CENTER** In addition to research guidance, the Academy Writing Center assists students with planning, organizing, writing, and citing research papers in the visual arts.

To contact the Librarian please call 212.966.0300 ext. 964 or send e-mail to hfrisbee@nyaa.edu.

Student Services

Immunization Records

New York State Public Health Law (PHL-2165) and Title 10 New York Codes, Rules and Regulations Subpart 66-2 (10 NYCRR Subpart 66-2) require students to provide proof of immunity against measles, mumps and rubella prior to the first day of classes.

Measles

Students born on or after January 1, 1957 must submit proof of immunity to measles. Only one of the following is required:

The student must submit proof of two doses of live measles vaccine: the first dose given no more than four (4) days prior to the student's first birthday and the second at least 28 days after the first dose; or

The student must submit serological proof of immunity to measles. This means the demonstration of measles antibodies through a blood test performed by an approved medical laboratory; or

The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had measles disease; or

The student must submit proof of honorable discharge from the armed services within 10 years from the date of application to the institution. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services; or

If a student is unable to access his/her immunization record from a health care provider or previous school, documentation that proves the student attended primary or secondary school in the United States after 1980 will be sufficient proof that the student received one (1) dose of live measles vaccine. If this option is used, the second dose of measles vaccine must have been administered within one (1) year of attendance at a post-secondary institution.

Mumps

Students born on or after January 1, 1957 must submit proof of immunity to mumps. Only one of the following is required:

The student must submit proof of one dose of live mumps vaccine given no more than four (4) days prior to the student's first birthday; or

The student must submit serological proof of immunity to mumps. This means the demonstration of mumps antibodies through a blood test performed by an approved medical laboratory; or

The student must submit a statement from the diagnosing physician, physician assistant, or nurse practitioner that the student has had mumps disease; or

The student must submit proof of honorable discharge from the armed services within 10 years from the date of application to the institution. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services.

Rubella

Students born on or after January 1, 1957 must submit proof of immunity to rubella. Only one of the following is required:

The student must submit proof of one (1) dose of live rubella vaccine given no more than four (4) days prior to the student's first birthday; or

The student must submit serological proof of immunity to rubella. This means the demonstration of rubella antibodies through a blood test performed by an approved medical laboratory (Since rubella rashes resemble rashes of other diseases, it is impossible to diagnose reliably on clinical grounds alone. Serological evidence is the only permissible alternative to immunization.); or

The student must submit proof of honorable discharge from the armed services within 10 years from the date of application to the institution. The proof of honorable discharge shall qualify as a certificate enabling a student to

attend the institution pending actual receipt of immunization records from the armed services.

Proof of immunization shall specify the vaccines and gives the dates of administration, physician-verified history of disease, laboratory evidence of immunity, medical or religious exemption. This includes documents such as a certificate from a physician, a copy of the immunization portion of the cumulative health record from a prior school, a migrant health record, a union health record, a community health plan record, a signed immunization transfer card, a military dependent's "shot" record, the immunization portion of a passport, an immunization record card signed by a physician, physician assistant or nurse practitioner, or an immunization registry record.

Exemptions From Immunization Requirements

Medical Exemption

If a licensed physician, physician assistant, or nurse practitioner, or licensed midwife caring for a pregnant student, certifies in writing that the student has a health condition which is a valid contraindication to receiving a specific vaccine, then a permanent or temporary (for resolvable conditions such as pregnancy) exemption may be granted. This statement must specify those immunizations which may be detrimental and the length of time they may be detrimental. Provisions need to be made to review records of temporarily exempted persons periodically to see if contraindications still exist. In the event of an outbreak, medically exempt individuals should be protected from exposure. This may include exclusion from classes or campus.

Religious Exemption

A student may be exempt from vaccination if, in the opinion of the institution, that student or student's parent(s) or guardian of those less than 18 years old holds genuine and sincere religious beliefs which are contrary to the practice of immunization. The student requesting exemption may or may not be a member of an established religious organization. Requests for exemptions must be written and signed by the student if 18 years of age or older, or parent(s), or guardian if under the age of 18. The institution may require supporting documents. It is not required that a religious exemption statement be notarized. In the event of an outbreak, religious exempt individuals should be protected from exposure. This may include exclusion from classes or campus. In accordance with PHL Section 2167 and Title 10 New York Codes, Rules and Regulations Subpart 66-2 (10 NYCRR Subpart 66-2), the Academy distributes information about meningococcal disease and vaccination to students.

Medical Insurance

Students are not required to be covered but are highly encouraged to have health insurance while enrolled at the Academy. See the Director of Student Affairs for healthcare options.

Health and Personal Counseling

The Registrar maintains a list of local physicians, hospital clinics, emergency rooms and mental health experts to which students may be referred when in need of such services. All requests are kept confidential.

Medical Emergencies

In the case of injury or other health emergency on the premises, contact the most accessible staff or faculty member. If possible, a faculty member or school official will accompany the student to the nearest hospital emergency room. First-aid kits are located on all floors. The first-aid kits are supplied with bandages and other items useful for minor injuries.

Transcript Requests

Requests for transcripts must be submitted in writing to the Registrar. Please include social security number, the name and address of the recipient, and a check made payable to the New York Academy of Art. Official transcripts (sent directly from the school with official signature school seal) are \$5.00, and unofficial transcripts (released to the student) are \$2.00.

Student Orientation

All new and continuing students are expected to attend student orientation, held at the beginning of each school year. Included in the sessions:

An overview of the CFA program, schedules, and calendar.

A detailed explanation of this handbook, including Scholastic Standards and Institutional Policies.

Student ID card photographs and signatures.

Institutional Policies:

Subscribing to Policies

The Academy is responsible for formulating the policies and scholastic standards that govern its relationship with students. By enrolling in the Academy, students agree to subscribe to these policies and scholastic standards.

Responsibility for progress toward graduation is that of the student, who at all times must be aware of credit and graduation requirements. If doubt exists, the student should consult the Registrar.

Students receiving benefits under any of the Veterans Public Laws or State Rehabilitation Acts are subject to VA and State regulations, as well as those of the school, in matters of attendance, curriculum and other school operations. Students are obligated to learn about such regulations.

General Provision

Students, faculty and other staff, as well as visitors and other licensees and invitees on campus property, are prohibited from engaging in, among other things, any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organizations. The penalties for violations will include the ejection of a violator from campus property and, in the case of a student, staff or faculty violator, his or her suspension or expulsion.

NON-DISCRIMINATION POLICY: BIAS-RELATED/HATE CRIMES, DISABILITIES AND SEXUAL HARASSMENT

The Academy is committed to equal opportunity in education and employment in compliance with federal regulations, executive orders and local, state and federal laws. Accordingly, the Academy does not discriminate on the basis of gender, age, race, color, religion, sexual orientation, ethnic or national origin or disability in administration of its educational policies, educational programs and activities, admissions policies, scholarship and loan programs, hiring and assessment policies and other school-administered programs. Bias-related conduct is prohibited not only by Academy policies but also by laws that include, but are not limited to: Title VI of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Title VII; the Americans with Disabilities Act of 1990; Section 504 of the Rehabilitation Act of 1973; the Civil Rights Restoration Act of 1988; and the New York State and New York City Human Rights Laws. Any member of the Academy community who engages in a discriminatory act directed at an individual or a group of individuals will be held accountable.

Every student of the institution has the right and responsibility to report acts of discrimination without the fear of any retaliation by administration, faculty or other students. Such reporting is considered vital to the Academy, and in no

manner will a student be punished, disciplined or led to fear for academic standing for reporting questionable conduct. The complaint procedure is outlined below. Inquiries concerning the application of these regulations may be referred to Dean, New York Academy of Art, 111 Franklin St. New York, NY 10013, (212) 966-0300.

Bias-Related/Hate Crimes Policy

Perpetration of hate crimes or bias-related harassment or violence is criminal activity and the subject of the federal Hate/Bias Crime Reporting Act of 1990 and the New York State Hate Crimes Act of 2000 (Penal Law Article 485). Such activity includes conduct that is motivated by a victim's race, color, creed, national origin, gender (including gender identity), sexual orientation, age, marital or family status, disability or citizenship status. Types of bias-motivated conduct include threatening verbal harassment, use of force, intimidation or coercion, or defacing or damaging property.

Bias-related crime is divided into two (2) legal categories: aggravated harassment in the first degree (NYS Penal Code Sec. 240.31), which is a Class E Felony, and aggravated harassment in the second degree (NYS Penal Code Sec. 240.30), which is a Class A Misdemeanor. An individual is guilty of aggravated harassment in the first degree when, with the intent to harass, annoy, threaten or alarm another person because of race, color, religion or national origin of such person, the individual damages premises primarily used for religious purposes, or acquired pursuant to Section 6 of the religious corporation law and maintained for the purpose of religious instruction, and the damage to the premises exceeds fifty dollars; or commits the crime of aggravated harassment in the first or second degree within the preceding ten years. An individual is guilty of aggravated harassment in the second degree when the individual strikes, shoves, kicks, or otherwise subjects another person to physical contact, or attempts or threatens to do the same because of the race, color, religion or national origin of such person.

Penalties for bias-related crimes range from fines to imprisonment, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Hate/bias crime incidents that rise to a felony level are reported to the district attorney. Non-felony hate/bias crime incidents may be adjudicated through the Academy.

Disabilities Policy

No qualified handicapped person shall, on the basis of the handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any educational program or activity. A qualified handicapped person, with respect to postsecondary and vocational education services, is one who meets the academic and technical standards requisite to admission or participation in the education program or activity. The Academy shall make reasonable accommodation to the known limitations of an otherwise qualified handicapped individual (including modifications in policies, practices or procedures when the modification are necessary to afford service to individuals with disabilities) unless the accommodation imposes an undue hardship on the operation of the program or activity.

Faculty/Student Conflict of Interest

It is of paramount importance to an atmosphere of unbiased assessment at the Academy that faculty members and administrators treat all students with equal respect and give equal attention to their work. In order to maintain this atmosphere of equality, Faculty members and administrators are strongly discouraged from socializing with students off campus unless as an entire class or through Academy related events. Faculty members and administrators are discouraged from meeting with individual students off-campus as it promotes the appearance of favoritism and compromises objective assessment. Faculty members and administrators are not allowed to accept gifts from current students or to hire current students for their studio practice or any other endeavors off-campus. Privileging individual students with jobs, gifts and/or meals creates social and pedagogical imbalances that are destructive to a sense of fairness and a just assessment of student work.

Sexual Harassment Policy

Harassment of any student or employee of the Academy on the basis of sex is prohibited. The New York Academy of Art, in accordance with Title IV of the Federal Civil Rights Act of 1964, has a zero tolerance policy for all types of sexual harassment within the institution. Should allegations of such conduct occur, the Academy takes decisive action that includes thorough investigation, disciplinary action as required, and holds the right and responsibility to dismiss any student, or terminate any faculty member or employee found to be in violation of the law.

Specifically, sexual harassment is defined as any unwanted sexual oriented conduct– verbal, physical or by innuendo – with or between students, faculty or employees. Included in the definition of sexual harassment is any conduct that creates an intimidating, hostile or offensive educational environment; that interferes with academic progress, student safety or student satisfaction; or that can be perceived as placing conditions on academic standing or progress. Examples of sexual harassment include (but are not limited to) unwelcome sexual advances, touching, sexual suggestions about one’s appearance, sexual insults, sexually motivated jokes and innuendo, sexually explicit comments or discussions, and sexually offensive name-calling.

The Academy provides training for all employees, faculty members and students regarding sexual harassment in the four key categories:

- Total Institutional Awareness that includes all employees, faculty members and students regardless of position or status;
- Eradication of Sexual Harassment from the Institution that includes observing institutional conduct and reporting incidents of sexual harassment as soon as they occur;
- Moral Improvement to improve teamwork and unify employees, faculty and students in a common goal; and
- Behavioral Changes that focus on identifying specific behaviors that could pose a problem and teaching employees, faculty members and students how to communicate in an appropriate manner.

The Academy seeks to provide an educational environment that is conducive to high morale and productivity. Students have the right to carry out their educational rights and responsibilities without the fear of sexual harassment. Sexual harassment, as defined by law, is discrimination.

Title Officer: Katie Hemmer
Director of Admissions & Registrar
khemmer@nyaa.edu
212.966.0300 x5961

Digital Protocol and Use of Electronic Devices

While the Academy encourages the use of technology, the use of laptops and smartphones in the classroom for nonacademic related purposes can be distracting and degrade the educational experience. Therefore, Academy policy prohibits the use of electronic devices for non-academic related purposes while class is in session. No student, without advance expressed permission from the instructor in charge of the class, shall use any electronic device (computer, cell phone, smart phone, MP3 player, iPhone, iPod, pager, PDA, electronic recording device, etc.) during class to:

- Access email or the internet;
- Communicate by text or instant messaging and communication services;
- Make a video or audio recording of class activities;
- Take Photographs;
- Listen to music on headphones;
- Play computer games;
- Watch movies; or
- Work on assignments for other classes.

Students may use computers and other electronic devices during class only for note-taking and other purposes expressly approved by the instructor. At their discretion, instructors may further restrict or prohibit the use of computers and other electronic devices in their classrooms for pedagogical reasons.

Use of images, recordings or content taken from classes is restricted and may only be posted on social media with the consent of the instructor.

Exceptions include those cases in which a student has a registered and documented disability that requires the use of assistive devices and the use of cell phones to communicate in health and/or safety-related emergencies.

Grievances

The Academy's Grievance Policy covers all complaints concerning discriminatory behavior, the institution in general and other students or faculty or staff members. The student should first discuss the issue with the Faculty Chair, Dean or President, who will make every effort to resolve the issue. All cases of grievance are reported to the President and, if deemed necessary, to the Board of Trustees. Should a grievance not be resolved at the initial level, a grievance committee will be formed and take the following steps:

Students must report questionable conduct to the Faculty Chair, Dean or President. Such allegations will be investigated in a thorough, prompt and consistent manner. Students will not be asked to confront the individual(s) they report. Students reporting questionable conduct will be informed of the outcome of the investigation and of any corrective action or discipline imposed upon the perpetrator. Students reporting questionable conduct are protected by confidentiality in that, with the exception of those persons involved (i.e. the person accused of discrimination, the President, Dean, Faculty Chair, Grievance Committee and law enforcement officials where warranted) information regarding the incident(s) will not be shared with any other person.

The President may refer adjudication of claims to a Grievance Committee appointed by the President and composed of an administrator, two faculty members and two students. If the claim is referred to the Grievance Committee, the student will be notified of this action in writing. A student may also request a Grievance Committee hearing to appeal the imposition of a penalty determined by the President.

The appointed administrator (chosen by the President) serves as Committee Chair. The Committee Chair sets a hearing date and notifies all participants. The complainant and respondent to the complaint are requested to state their cases in writing and submit them to the Committee Chair at least one week prior to the hearing. Written arguments are distributed to Committee members.

All Committee members must be present for a quorum to exist. Committee members interview the complainant, respondent and witnesses, as necessary. If one of the parties involved in the disciplinary action does not appear for the hearing, or files a written request for a continuance, the Committee shall, at its discretion, hear the case, and decide upon an appropriate disciplinary action, if any.

The Committee Chair must issue written findings, including a description of documentation and testimony considered by the Committee in its deliberation. As necessary, the written findings will be supplemented by the recommendation of the Committee of a penalty, if any. Findings are sent to the student and the President.

If a student appeals the findings, he or she may send a written appeal to the President, stating the reasons for disagreeing with the Committee's recommendations. If the President considers the student's request to have validity, the President may choose to meet with the Committee and request that it reconsider its decision. In the event that the Committee does not wish to reopen the case, the decision stands.

Academic Freedom Policy

Members of the Academy have freely associated themselves with the Academy and have thus affirmed their commitment to an atmosphere of mutual tolerance and respect. Students should be aware that Academy faculty are accorded full and unhindered academic freedom in their research, creative work, publications and exhibitions. Individual faculty members are entitled to freedom in the classroom as long as their activities and discussions are related to stated curriculum and course content. Intimidation or physical coercion of any member of the community is a violation of the Academy's principles and rules of conduct as is any attempt by any member of the community to disrupt or prevent the conduct of an Academy function or activity (such as a lecture, special private or public event or ceremony) or to block the legitimate activity of any person on Academy premises.

Academic Records Policy

The Academy maintains and preserves the confidentiality of student records. Access to student education records is regulated by the Family Educational Rights and Privacy Act of 1974, as amended (FERPA, commonly called the Buckley Amendment). FERPA ensures that students (who are or have been enrolled in the Academy) may, under certain conditions, review and, if necessary, correct information in their education records. In addition, they may consent to have the Academy disclose personally identifiable information in these records to sources outside the Academy, except where FERPA authorizes disclosure without consent. By means of a signed written statement, a student may waive his or her rights under FERPA, as provided by law; the Academy does not require, however, that a student waive any or all of these rights as a condition to receive any service or benefit.

Records subject to FERPA include those relating directly to a student or former student, but do not include records kept by faculty or administrative staff that are in their sole possession and unavailable to other parties; employment records of students (except those pertaining to students employed as a result of their status as students) that relate only to the individual in his or her capacity as an employee, and are not available for use for any other purpose; and records containing only information that relates to an individual after that individual is no longer enrolled as a student and that does not relate to the individual as an enrolled student (for example, information concerning an alumnus/a). Students may review their education records to the full extent permitted by FERPA.

Educational Records

The Academy maintains the following categories of education records:

- **Academic Records:** maintained by the Registrar and including the application for admission and supporting documents such as test scores, transcripts of prior study, letters of recommendation; matriculation records; registration forms; course schedules; merit scholarship award letters; faculty evaluations; advisement audit forms; application for graduation form; transcripts; complaints filed by or against the student; actions of Grievance Committees; correspondence concerning academic work or standing. These records are transferred to archives five years following graduation and stored permanently.
- **Placement Files:** maintained by the Office of Career Services and containing letters of evaluation solicited by a student and maintained at the student's request for the purpose of forwarding to other educational institutions, organizations, prospective employers, or for other purposes designated by the student. These may be confidential letters that may or may not be read by the student (such as those for which the student has signed a waiver of his/her right to review) and may not be read by any other person outside the Academy not explicitly designated by the student. The Academy uses the letters only for the purpose for which they were written. The records are stored by the Office of Career Services for 30 years.
- **Financial Aid Records:** maintained by the Registrar and including applications for financial aid; financial statements submitted by students and/or their parents; the Academy's analysis of the applications; letters to and from the student concerning financial aid, scholarship and commencement awards; and loan documents detailing the type, amount and interest rate of loans. The records are transferred to archives after 3 years and are stored for seven years.
- **Financial Account Records:** maintained by the Bursar and containing records regarding a student's financial accounts with the Academy, including tuition charged; scholarships; payments received by and amounts owed to the Academy; any correspondence regarding the accounts. The records are transferred to archives and are stored for seven years.
- **Employment Records:** maintained by the Bursar and including personal identification information, time-sheets and payroll processing material. The records are transferred to archives and are stored for seven years.

Procedure for Review of Education Records

The Academy follows set policies concerning the retention and destruction of records. Destruction of records under outstanding request for review will be precluded.

A student or former student who wishes to review his/her education records must send a dated request to the

appropriate Academy office that houses the records to be reviewed. The office will respond within 30 days of receipt of the request to determine a date when the records may be reviewed with a staff person designated to answer questions. During the review, the student may make handwritten notes of records. Requests for making photocopies of specific records must be sent to the appropriate office, which must reply within 30 days of receipt of the request. Copies, charged at \$0.25 per page, will be paid for by the student or former student (in advance if mailed) unless a student can satisfactorily demonstrate that such a charge would prohibit the exercising of the right to review the records. The Academy may refuse to make and send photocopies of education records when a student or former student resides within normal commuting distance and is able to travel to the Academy. A student may review only the specific information relating to him/herself, should records contain information regarding more than one student. Students will not be given access to the following education records: (a) financial records and statements of parents or any information contained therein unless the student's parents have explicitly permitted in writing such access; (b) confidential letters or statements of recommendation concerning applications for admission, employment, or prizes for which a student has signed a waiver of his or her right to review those letters and statements.

Procedures for requesting transcripts are outlined in the section on Student Services, under Transcript Requests.

Procedure for Correction/Modification of Education Records

If a student believes that information in his/her education record is inaccurate, misleading or in violation of the privacy or other rights of the student, and wishes to challenge part of the education record, he/she should raise the issue with the office holding the record in question. Requests for change of grade are made through this process only if the student believes the grade was incorrectly entered into the transcript. The procedure for review and change of grade is described in the section on Grading and Scholastic Standards, under Grade Changes and Grade Appeals. If the challenge cannot be resolved through informal discussion, the student should submit a written request for a change to the record to the Dean who shall make a determination regarding the requested change. A student whose challenge is denied may request in writing a hearing with the President or person appointed by the President. Such a hearing will be held within 30 days of receipt of the request, and the student will be given at least 10 days prior notification as to the date, place and time of the hearing. In accordance with applicable federal regulations, the student will be entitled to present evidence at the hearing and be assisted by individuals of his or her choice at his or her own expense, including an attorney. The President or designee shall make a decision in writing within 30 days of the conclusion of the hearing, based solely on the evidence presented at the hearing and including a summary of the evidence and reasons for the decision. This will be the final decision. If it is decided that the information is not incorrect or in violation of the student's privacy, the student may place in his/her education records a statement commenting upon the information in the education records and/or reasons for disagreeing with the decision. This statement will become a part of the education record and be disclosed whenever the challenged portion of the education record is disclosed.

Disclosure of Personally Identifiable Information from Education Records

Aside from the exceptions listed below, the Academy will refuse to disclose to a third party personally identifiable information from the education record of a student without the student's prior written consent, which must be dated, signed and specify the records to be disclosed, the purpose of the disclosure and the parties to whom the disclosure may be made. Except for disclosures of directory information (as defined below), the Academy will inform the party to whom a disclosure of personally identifiable information from the education record of a student is made that no further disclosure of such information shall be made without written consent of the student. If a party outside the Academy to whom the Academy discloses personally identifiable information (other than directory information) violates this restriction, the Academy will not allow that third party access to information from education records for at least five (5) years. The Academy or a party that has received education records or information from education records may release the records or information without consent after the removal of all personally identifiable information provided that the educational agency or institution or other party has made a reasonable determination that a student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information.

Upon request, the Academy shall provide to the student a copy of the record that is disclosed to the third party. The Academy will maintain a record of requests for access to education records and of disclosures of personally identifiable information from education records and the reasons for such disclosures, as required by law, with the following exceptions: (a) requests by or disclosures to a student; (b) if the student has provided written consent that specifies the parties to whom disclosure is to be made; (c) requests by or disclosures to Academy officials who ave

legitimate educational interests; (d) requests for or disclosures of directory information. The record of requests and disclosures may be examined by the student, Academy officials or staff responsible for the records, and other parties entitled to review education records (and authorized as a means of auditing the operation of the system).

EXCEPTIONS TO NON-DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION FROM THE EDUCATION RECORD:

Disclosure of directory information of the following kinds concerning present and former students: (a) name of a student who is or has been in attendance; (b) dates of attendance; (c) local and other addresses of student and local telephone number and e-mail address; (d) date and place of birth and mother's maiden name; (e) degree and awards received; (f) previous educational institution(s) attended; (g) name and address of parent or guardian; (h) student identification number (where it cannot be used to gain access to education records except when used with one or more other factors to authenticate identity); (i) photograph. A student may file a written request with the Registrar, within the first 30 days of the academic year, for the withholding of any or all of the personally identifiable information listed above; such requests must be made each academic year (see Non-disclosure Requests, below).

Disclosure to other Academy officials, including staff and faculty members, who have legitimate educational interests: Students who are members of disciplinary or grievance committees will be considered Academy officials for the limited purpose of fulfilling committee responsibilities. Outside consultants retained by the Academy for advice on a matter of legitimate educational interest (any matter affecting a student's standing or necessary for an evaluation of a student's academic work, or any matter concerning the planning, execution and evaluation of academic, administrative, employment or financial programs of the Academy) will be considered Academy officials for the limited purpose of the consultation, as will outside web-based and e-mail services to the extent they have access to educational records.

Disclosure to officials of local and State educational agencies and Federal agencies auditing federally-supported education programs, as provided by law: If the student has given written consent for the disclosure or the collection of personally identifiable information as specifically authorized by Federal law, the information collected for those purposes must be protected so that personal identification of individuals by anyone except the Federal or State officials is not permitted, and the information must be destroyed when no longer needed for the purposes for which it was collected. A State or local educational authority or Federal official or agency that makes further disclosures of information from education records must record the names of the additional parties to which it discloses information and their legitimate interests in the information if the information was received from an institution (including the Academy) that has not already recorded the further disclosures itself or from another State or local official or Federal official or agency. The Academy must list in a student's record of disclosures the names of the State and local educational authorities and Federal officials or agencies that may make further disclosures of the information on behalf of the Academy.

Disclosure for the purpose of determining eligibility for, or the amount or conditions of, financial aid and for enforcement of the terms or conditions of financial aid. Disclosure to parents or guardians of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954: Parents or guardians of a dependent student will be notified in the following cases: if the student has voluntarily withdrawn or has been required to withdraw from the Academy for academic, medical or for disciplinary reasons; if the student has been placed on academic warning; if the student's academic good standing or promotion is at issue; if the student has been placed on disciplinary probation. In non-extraordinary circumstances, disclosure will be limited to information about a student's official status at the Academy.

Disclosure to comply with a judicial order or lawfully issued subpoena: The Academy will make a reasonable effort to notify the student of the order or subpoena unless the court, in the case of a federal grand jury subpoena, or a court or other issuing agency, in the case of other subpoenas issued for a law enforcement purpose, has ordered the Academy not to disclose to any person the existence or contents of the subpoena or any information furnished in response to the subpoena. Any party that re-discloses education records in compliance with a court order or subpoena is required to provide notice to the student.

Disclosure to appropriate parties in a health or safety emergency: The Academy may disclose personally

identifiable material to parties that are in a position to meet the emergency, if, based on the information available at the time of the determination, there is a rational basis for the Academy's determination that disclosure is necessary to keep from harm or injury and protect the health or safety of the student or other individuals and that the Academy is unable to address the situation itself. The Academy will record the significant and articulable threat that forms the basis of such disclosure.

Disclosure to accrediting organizations as necessary and to organizations administering student aid programs or conducting studies on improving instruction: The Academy will require that such studies are predicated on a written agreement that specifies the purpose, scope and duration of any study and the information to be disclosed; require the organization to use personally identifiable information from education records only to meet the purpose(s) of the study as stated; limit any disclosures of information to individuals in the organization conducting the study who have a legitimate interest in the information; and require the organization to destroy or return to the Academy all personally identifiable information when the information is no longer needed for the purposes of the study. If an organization fails to destroy information when no longer needed for the purpose for which the study was conducted, the Academy will not allow that organization access to information from education records for at least five (5) years.

Disclosure to Academy officials and to officials and faculty in other schools or institutions of postsecondary education who have legitimate educational interests in the behavior of a student: The Academy may disclose information, including any concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the Academy community, to a school in which the student seeks or intends to enroll, or in which the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

Disclosure in connection with any disciplinary proceeding: The Academy may disclose the final results of and any sanctions from disciplinary proceedings with respect to an allegation made against a student, if the student has committed a violation of the Academy's rules or policies.

Disclosure to an alleged victim of any crime of violence (as defined in 20 U.S.C. 1232g(b)(6) and 18 U.S.C. 16) or a non-forcible sex-offense: The final results of and any sanctions from any disciplinary proceeding conducted by the Academy against the alleged perpetrator of such crime with respect to that alleged crime or offense may be disclosed to the alleged victim, regardless of whether the Academy concluded a violation was committed.

Disclosure concerning sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. 14071: The Academy may disclose information provided to it pursuant to 42 U.S.C. 14071 and applicable Federal guidelines.

Non-Disclosure Requests

A student may request that the Academy not release directory information (see definition above) and/or awards or honors granted by filing a written, dated and signed request for non-disclosure with the Registrar within the first 30 days of the academic year; such requests must be made each academic year. A student who requests non-disclosure of directory information will be excluded from any on-line directory and from the Commencement Program unless the student makes a written request to the Registrar that an exception be made for the Commencement Program.

Complaints

A student has the right to file a complaint concerning alleged failures by the Academy to comply with the requirements of the Act and the applicable regulations. A complaint must be filed within 180 days of the date of the alleged failure or of the date that the student knew or reasonably should have known of the alleged failure. Complaints should be submitted in writing to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202-5920. The text of FERPA is available on-line at: <http://www.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf>

Termination of FERPA Rights

Unless otherwise so directed by the student, FERPA rights do not terminate and they remain with the individual. No information other than that designated as directory may be released even upon the graduation or death of the student, unless the student has designated otherwise.

Personally identifiable information about a deceased student may only be released with the consent of the executor/ executrix of the estate or parents of the deceased, for a period of 50 years after the death. Beyond that time, access is permitted to any party without prior consent.

Social Security and Student Identification Number Policy

In compliance with applicable Federal and state statutes concerning the use of Social Security Numbers (SSNs), the Academy handles SSNs or any equivalent identifier with confidentiality and safeguards them from unauthorized disclosure. Student identification numbers are randomly generated and assigned so that SSNs are not used as primary identifiers except as required by law or business necessity, for financial aid records, employment records and other business and governmental transactions. Student identification numbers will be used in lieu of SSNs for electronic and paper data systems to identify, track and service each individual student. The Academy ensures that: requests for SSN data are for the legitimate purpose indicating intended use of such information; SSNs are blacked out of any document requested when the SSN is not relevant to the request; and transactions involving SSNs or student identification numbers are conducted in a secure manner and this data is protected at all stages (in storage, transit and backups).

Plagiarism

The Academy holds students to the highest standards of academic conduct and honesty. Plagiarism and copyright infringement will not be tolerated. Plagiarism, or the use of another's work, words, or expressions without attribution or permission, includes paraphrasing in a form close to the original. Whether the sources being borrowed are published or unpublished, in print or on the Internet, they must be cited. Plagiarism can result in suspension or expulsion from the Academy. Within the visual arts practice, plagiarism can take a variety of forms including transcription, recognizable appropriation, simulation or use of another artist's work as part of a student's conceptual practice. Visual plagiarism can be avoided by citing all sources, research material and influences in the development of student work. By extension, students may not submit work for an assignment that has already been submitted for a previous assignment within the course or in another course.

Copyright Policy

Likewise, the Academy attempts to combat unauthorized distribution of copyrighted material. It is illegal to violate any of the rights provided by copyright law to the owner of the copyright, although there are limitations on these rights, including the doctrine of "fair use." The Copyright Act of 1976 can be found at <http://www.copyright.gov/>. The doctrine of "fair use" is largely governed by case law. Students with questions concerning copyright and fair use can ask the Academy librarian for further direction. Downloading copyrighted material from the Internet without permission is illegal. Students should not use the Academy's or their personal computers to distribute copyrighted material without the permission of the copyright owner. Under certain circumstances, the Academy may be compelled to disclose violations of law by its students and faculty.

Alcohol and Substance Abuse Policy

The Academy prohibits the possession, use or distribution of alcohol and illicit drugs by students, faculty and employees, in compliance with federal, state and local laws. It is expected that all members of the Academy community will conduct themselves in a responsible manner on the premises and at all activities sponsored by the Academy whether within the building or at other locations. In accordance with the Drug-Free School and Communities Act Amendments of 1989, the Academy annually distributes to all students, faculty and employees informational material concerning substance abuse (including health risks and sources of assistance) and Academy policies, including Academy and criminal sanctions, for violation of these policies.

Exhibition Inclusion Policy

Student work is presented to the public in a number of ways including exhibitions in the hallways of every floor, in the Cast Hall, off campus, at events and through online presentations.

The Academy makes every effort to be inclusive when selecting student work for its exhibitions and events. The quality of the work being considered, its appropriateness for specific exhibitions and equitable visibility are taken into account for all exhibitions.

All students are encouraged to participate in the Student Curatorial Committee that meets as needed during the year. The Student Curatorial Committee selects works for exhibitions twice annually. Faculty and staff are responsible for selecting all remaining exhibitions and are sensitive to the exhibition needs of the student body and the Academy's alumni community. The Faculty Chair and the Dean of Academic Affairs are responsible for selecting work for the Thesis Exhibition in consultation with graduating students.

The Academy retains the right to determine when, if, how long, and where artwork will be displayed for any Academy exhibition. The Academy retains the right to relocate or to remove any work from exhibition that may be in violation of the law, that may be hazardous to the health and/or safety of viewers or participants, or that may be disruptive to the educational process. All exhibitions must be approved by the Department of Exhibitions if the name of the Academy is to be involved and if the public will be viewing the exhibition/event.

Art Sales

The New York Academy of Art works year-round to provide its students, alumni and faculty with numerous professional exhibition opportunities. Exhibitions take place both on and off-site and may include but are not limited to; MFA Open Studios, Tribeca Ball, Summer Exhibition, Take Home a Nude, The Reunion Show, and Deck the Walls. Using industry standard exhibition practices and procedures, the Academy has established a set of protocols for students to follow in the event of sales or commissions take place as a result of Academy generated opportunities.

- All sales and commissions resulting from Academy related exhibitions will be managed by the Exhibitions department.
- As part of the professional practice program, the Academy works with students to establish pricing guidelines for their artwork. There will be one to two mandatory pricing lectures during the academic year.
- All correspondence with buyers relating to payments, shipping, handling and delivery of sold work will be overseen by the Exhibitions Department.
- Unless otherwise agreed to in advance, the artist shall receive 75% of the final sale price of any work sold or commissioned through Academy exhibitions. The Academy shall receive 25% of the final sale price in order to cover costs associated with the marketing and promotion of exhibitions and events (printing, mailing, advertising, press outreach and buyer cultivation).
- All commissions generated by an Academy event, exhibition or as a result of an Academy introduction are to be facilitated exclusively by the Academy.
- The Academy cannot be held responsible for late, missed, or non-payments resulting from sales taking place outside of these guidelines.
- Current students who are recipients of scholarships, residencies, and Fellowship awards are required to donate one piece of art to Take Home a Nude in consultation with the Marketing and Exhibitions Department.
- To encourage familiarity and experience with standard practices, students are asked to follow Academy guidelines as they relate to artwork submissions, drop-off and pick up timelines, art handling and packing instructions

Facilities Policies

Advisory Committee on Campus Safety

The Advisory Committee on Campus Safety meets each year to review campus crime statistics and other campus safety policies and procedures. The President (or his/her designee), who chairs the Committee, is authorized upon request to provide all campus crime statistics as reported to the United States Department of Education. On request, campus crime statistics will be provided as hard copy mailed to the individual within ten days of the request. The information provided will include all of the statistics that the campus is required to ascertain under Title 20 of the U.S. Code Section 1092 (f). The Academy's Director of Campus Security serves as the designated campus contact who is authorized to provide such statistics. The United States Department of Education's web site address for campus crime statistics is: www.ope.ed.gov/security

Identification Cards

Academy identification cards (ID cards) are issued to all students at Orientation. Students are required to carry their ID cards at all times while on campus and to present it at the lobby security desk upon entry and to Academy staff and officials whose assigned responsibilities authorize them to seek proper identification upon request. Access to all areas of the building beyond the lobby is by keycard only. Academy ID cards function as keycards. This security entry system is part of the emergency notification program in the event of any emergency to ensure that all persons are accounted for. Students who have misplaced their ID cards must go to the front security desk, sign in, and leave a photo ID (such as a driver's license) in exchange for a temporary card. Students who have lost their cards must obtain a replacement card by completing the Student ID Card Authorization Form and paying the \$10 replacement fee at the Office of Accounting at 111 Franklin Street, GL 105, 212-966-0300. Completed form and receipt of payment must be submitted to the Registrar registrar@nyaa.edu.

Visitors' Policy

All visitors to the Academy must present a valid form of identification and sign in at the lobby security desk upon entry. Visitors will be issued a visitors pass that must be worn at all times. Visitors must be accompanied by a student or member of the Academy staff or faculty while on the premises and may not interfere with course instruction or studio work. Classroom visitors must be approved by the instructor in advance. Visitors interested in applying for admission should be advised to arrange in advance for a tour through the Office of Admissions. Visitors under the age of 16 are not permitted beyond the second floor.

Fire Drills

Fire drills in which all students, staff and faculty are required to participate are held each semester. Failure to take part in a fire drill is a violation of New York City law. Fire drills are signaled by an announcement over the intercom, followed by an alarm.

Smoking

Smoking is not permitted anywhere in the building or on the fire escape. Faculty members and administrators are responsible for ensuring compliance with this regulation. Continued non-compliance may result in a fine and/or expulsion.

Cell Phones, Audio Devices and Musical Instruments

Ringers on cell phones must be turned off while on the premises. If a call is received during class or studio time, or while working in the student studios, students must exit the classroom or studio before engaging in conversation. Out of courtesy to others, conversations should be kept to a minimum and must be conducted quietly. The use of personal audio equipment is not allowed during instructed class sessions. In studios, students must keep noise to a minimum so that neighboring students are not disturbed. Students wishing to listen to music in their studios must use headphones. Musical instruments may not be played in studios or elsewhere in the building.

Condition of Classrooms and Equipment

Students should support the efforts of the school's maintenance staff to ensure that classrooms and equipment are maintained in the best possible condition. Paintbrushes, palettes, paintboxes and other implements should be cleaned in assigned areas only. At the end of class, students must return easels, taborets and other classroom furniture back to storage locations. Unwanted materials should be disposed of in the proper containers and not left on studio floors or tables. Walls should be kept clean and furniture moved in a manner that is not damaging. Removing easels, modeling stands, props and other furniture from classrooms to studios or other locations in the Academy is strictly prohibited. These items are designated for classroom use only.

The Academy houses a collection of plaster casts molded from antique and Renaissance masterpieces. Many are on longterm loan from The Metropolitan Museum of Art, Harvard University, Cornell University and other institutions. It is strictly forbidden that these casts be touched or moved without authorization and supervision. Any person causing damage to the casts will be held financially and legally responsible.

Studios

Full-time CFA students are entitled to studio space at the Academy in their third semester to work on their Capstone Project. Students will have a shared studio equipped with an easel and taboret or sculpture stand. None of the school's instructional furniture (easels, drawing tables, stools, modeling stands, etc.) may be taken into student studios. No curtains, cardboard, sheets, etc. may be used to block the student's studio entrance. All students using an assigned studio space are required to sign the Studio Agreement Form and abide by all of its terms. Failure to do so will result in revocation of studio privileges.

Service Animals

Pets kept for pleasure or companionship are not permitted in the Academy's facilities or studios. Service animals are permitted. Service animals are animals trained to assist people with disabilities in the activities of normal living. The Americans with Disabilities Act (ADA) defines service animals as "any" animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.

This means that:

- The individual must have a disability as defined by the ADA, and
-
- The accompanying animal must be trained to do specific tasks for the qualified individual.

If an animal meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or an animal training program. The New York Academy of Art complies with the ADA in allowing use of service animals for students. Pets, "comfort animals", and therapy animals are not allowed in any campus buildings under this policy. Students desiring to use a service animal on campus should first contact Director of Student Services to register as a student with a disability. The Director of Student Services will evaluate the documentation of disability and discuss with the individual any accommodations appropriate to the functional limitations of the disability.

Faculty or staff wishing to use a service animal on campus should contact the Director or Human Resources. The Director of Human Resources, in consultation with the Director of Student Services will evaluate the disability and make any appropriate recommendations.

Permission may be granted by a professor/instructor, dean or other administrator for a pet to be in on campus for a specific reason at a specific time (e.g., a pet dog is used as a demonstration tool in a class).

Model Hires

Students may hire only Academy-approved models for use within the school building. Information on contacting models can be obtained through the Model Coordinator. Payment for model service is to be determined by the

student on consultation with the model and made by the student to the model directly.

Use of Empty Classrooms by Students

Students who wish to use an empty classroom for a model session or independent work must sign up for a particular time and room with the Registrar. Availability of classroom space is dependent on all Academy programs and functions.

Hazardous Material Storage

When not in use, hazardous materials must be stored in the red fire proof cabinets located on each floor. Containers other than the original containers must be clearly marked describing their contents or they will be discarded. Paints and other hazardous materials may not be stored in refrigerators; any non-food items in the refrigerators will be discarded. All hazardous waste must be discarded in the red safety cans located on each floor. There are cans for liquids and for oily rags. Hazardous waste must never be flushed down the drains. Turpentine is not allowed for use within the Academy; if it is found, it will be discarded. Details about the use of materials are outlined in the Studio Agreement Form. Any questions concerning the safety or use of materials should be directed to the Studio Manager or Director of Operations.

First Aid

First aid stations are located on each floor.

Lockers

Lockers are provided for all students. Student work, materials and personal items should be secured in lockers. Students must provide a key or combination lock.

Personal Property

The Academy does not assume responsibility for the loss or damage of personal belongings, artwork or material anywhere in the building. Students are encouraged to keep handbags, wallets and other valuable possessions secure and may consider having their insurance extended to cover such items. Material, artwork and other personal property left in the school by students after end of the semester will be disposed.

Official Notices

All items of importance are emailed to students at their Academy email accounts and/or posted on student bulletin boards. Such emails and postings constitute due notice for official purposes. Students are strongly advised to check their emails and the student bulletin boards periodically.

Posting/Solicitation

Solicitation by students of donations or selling of goods or subscriptions is not permitted in the building. Nothing is to be posted on the bulletin boards or walls without approval of Director of Student Affairs.

Student Misconduct

The following examples of misconduct warrant investigation and possible penalties:

- Physical coercion, assault, intimidation, harassment and verbal abuse;
- Harassment of classmates, instructors, members of the Academy staff either by e-mail, online posting or via the use of social media;
- Disruptive behavior or instigation of disruption of a class or other school activity, creating public annoyance or alarm, fighting, unreasonable noise;

- Tampering with, misusing or vandalizing fire safety equipment or security systems or devices;
- Willful defacing, damaging or destroying of school property, or defacing, damaging or destroying of another's property;
- Unauthorized removal, theft or mutilation of Library materials;
- Unauthorized entry, use of keys to schoolrooms and facilities, unauthorized presence in Academy offices or spaces at times when such presence is prohibited;
- Unauthorized or fraudulent use of services or facilities (such as computers, telephone or reprographic facilities);
- Participating or encouraging cheating by copying, forging or otherwise gaining academic information from an unauthorized source;
- Forging, alteration or other misuse of academic documents, records or identification cards;
- Knowingly and deliberately supplying false information in an application for financial aid or scholarship from the Academy or processed by the Academy;
- Deliberate misrepresentation of lying during a formal Grievance or Disciplinary Committee procedure; » Refusal to provide identification to school officials, including security and maintenance personnel;
- Possession or use of a firearm, explosives, fireworks or other weapons including mace or pepper spray;
- Lighting or attempting to light a fire;
- Sale, purchase or use on Academy property of an illegal substance or drug;
- Behavior that involves the abuse of alcoholic beverages, including laws governing minimum drinking age.
- Students may report misconduct, both academic and non-academic, to the President, the Dean or the Faculty Chair.

Misconduct of an academic nature, including plagiarism, cheating, forging, alteration or other misuse of academic documents, is subject to investigation and disciplinary action by the Faculty Committee. Decisions of the Faculty Committee are final. Non-academic misconduct (for example, violation of building regulations) is subject to investigation and possible imposition of penalty by the President. The President may refer adjudication of such non-academic misconduct to a Disciplinary Committee as outlined below.

Disciplinary Committee Procedures

Appointed by the President, the Disciplinary Committee is composed of an administrator (who serves as Committee Chair), two faculty members and two students. If student misconduct is referred to the Disciplinary Committee, the student will be notified of this action in writing. A student may also request a Disciplinary Committee hearing to appeal the imposition of a penalty determined by the President. The Committee Chair sets a hearing date and notifies all participants. The complainant and respondent to the complaint are requested to state their cases in writing and submit them to the Committee Chair prior to the hearing. Written arguments are distributed to Committee members.

All Committee members must be present for a quorum to exist. Committee members interview the complainant, respondent and witnesses, as necessary.

If the student involved in the disciplinary action does not appear for the hearing, or files a written request for a continuance, the Committee shall, at its discretion, hear the case, and decide upon an appropriate disciplinary action, if any.

The Committee Chair must issue written findings, including a description of documentation and testimony considered by the Committee in its deliberation. As necessary, the written findings will be supplemented by the recommendation of the Committee of a penalty, if any. Findings are sent to the student and the President.

If a student appeals the findings, he or she may send a written appeal to the President, stating the reasons for disagreeing with the Committee's recommendations. If the President considers the student's request to have validity, the President may choose to meet with the Committee and request that it reconsider its decision. In the event that the Committee does not wish to reopen the case, the decision stands.

The Committee Chair must issue written findings, including a description of documentation and testimony considered by the Committee in its deliberation. As necessary, the written findings will be supplemented by the recommendation of the Committee of a penalty, if any. Findings are sent to the student and the Executive Director.

If a student appeals the findings, he or she may send a written appeal to the President, stating the reasons for disagreeing with the Committee's recommendations. If the President considers the student's request to have validity, the President may choose to meet with the Committee and request that it reconsider its decision. In the event that the Committee does not wish to reopen the case, the decision stands.

Possible penalties for misconduct include:

- Reprimand: a verbal or written notice indicating that a recurrence of the misconduct may result in further penalties.
- Probation: indicating the student is in official jeopardy and the commission of a serious offense during this period will normally result in suspension or expulsion.
- Suspension: a suspended student forfeits all privileges of enrollment and may be required to petition for readmission.
- Expulsion: permanent separation from the Academy.
- Restitution: in cases where there has been damage or loss to the school or an individual. Failure to make restitution may result in, among other things, the denial of graduation or further enrollment.

The President may impose an emergency suspension when in his or her judgment, such action appears necessary (a) for reasons relating to a student's physical or emotional safety and well-being or the safety and well-being of a member of the Academy or its property; or (b) to deal with a continuing disturbance or a forcible interference by students with any Academy activity. If a student is suspended in this manner, the suspension may be lifted by the President or referred to the Faculty Committee.

These institutional penalties are in addition to any penalties or liabilities pursuant to the violation of the civil or criminal laws of the State of New York. The President may, depending on the gravity of the violation, institute a civil or criminal complaint with appropriate public officials.

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The Honorable Hugh L. Carey
Christopher Forbes
David W. Levinson
Dennis Smith
Tom Wolfe
Leonard E. B. Andrews *
Fred Hughes*
Caroline Newhouse*
Andy Warhol*
*deceased

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Marsha Williams, *Database Administrator*

This Handbook is intended to provide useful information and guidelines regarding the policies affecting the students of the MFA program of the Academy. It is not a contractual document and may be revised by the Academy's administration or Board of Trustees at anytime.

The Academy reserves the right to change any curricular offering, policy governing students or financial regulation stated herein whenever and as the requirements of the Academy demand.

The information in this Handbook supersedes the information included in all prior Student Handbooks. Neither this Handbook nor any of its parts or predecessors constitutes or creates a contract or privilege. No one has or can acquire any entitlement to the application or continuation of any particular policy or procedure in the Handbook.

