STUDENT HANDBOOK 2015/2016
MESSAGE FROM THE PRESIDENT

Dear NYSID Student,

This publication is the product of many individuals within the College who are working hard to ensure that your time at NYSID is spent in an environment devoted to your success. We are committed to providing you with the opportunities to pursue your creative and academic interests in an atmosphere that is conducive to teaching and learning. The Student Handbook is a demonstration of these principles and contains important information on the services the College provides as well as measures developed to guarantee them.

As a student at NYSID, you have rights and responsibilities that we would like you to become familiar with. The College assures these rights while expecting you to fulfill your responsibilities by taking ownership of your education, and knowing our College’s policies and procedures on academic programs and student life as articulated in this handbook and the Academic catalog. They are designed to help you understand what you can expect of NYSID and what NYSID expects of you. If you have any questions I urge you to contact the appropriate staff member or administrator.

New York School of Interior Design is a unique community. Our size is such that familiarity is natural and mutual respect is the standard. This, combined with a stellar education, is what makes the College the force that it is. On behalf of the faculty, staff, administration, and the Board of Trustees, I wish you success as we work toward providing you with the best education in an atmosphere of understanding and civility.

Sincerely,

[Signature]

David Sprouls
President
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INTRODUCTION

The purpose of this handbook is to provide a guide to life at the New York School of Interior Design. NYSID is committed to providing an educational environment that is both challenging and of the highest quality; the rules and regulations set forth in this handbook are designed to support those goals. Your participation in all areas of student life at NYSID is encouraged.

A student’s attendance at the College constitutes an agreement with the College to abide by the standards and regulations expressed in the Student Handbook and the Academic Catalog. Students are responsible for knowing the information contained in these publications. Failure to read either publication does not excuse students from the requirements of the policies and procedures of NYSID. Each student is responsible at all times for knowing her/his own standing in reference to the published academic policies, regulations, and standards of the College.

Policies specified in this publication are effective as of the date of publication and supersede those published previously. The College reserves the exclusive right to change any policies or provisions contained in this publication without prior notice and to comply with any applicable law, rule, or regulation. Updates are found on the NYSID website and Portal.
GENERAL INFORMATION

Academic Calendar 2015/2016

Fall 2015
August 31–September 4 ............................................ New Student Orientation
September 7 .................................................................. Labor Day
September 8 .................................................................. Fall semester begins
September 14 .......................................................... Last day to add Fall courses
September 28 .......................................................... Last day to drop Fall courses
October 26 .............................................. Last day for voluntary withdrawal from Fall courses
November 25 ............................................... Thanksgiving recess begins — no evening classes
November 26–29 .................................................... Thanksgiving holiday — no classes
Monday, December 21 .............................................. Fall semester ends

Spring 2016
January 18 .......................................................... Dr. Martin Luther King Day (no classes)
January 19 .......................................................... Spring Semester begins
January 25 .......................................................... Last day to add Spring courses
February 8 .......................................................... Last day to drop Spring courses
February 15 .......................................................... President’s Day (no classes)
March 7–March 13 .................................................. Spring Recess (no classes)
March 14 .................................................. Last day for voluntary withdrawal from Spring courses
March 26–March 27 .................................................. Easter Weekend (no classes)
May 9 .......................................................... Spring term ends
NYSID Directory

General Telephone Number...................................................... 212.472.1500
Toll Free Line ........................................................................... 800-33-NYSID
70th Street Lobby Reception.................................................... Ext. 410
69th Street Lobby Reception.................................................... Ext. 409
Fax .......................................................................................... 212-472-3800
Website .................................................................................. www.nysid.edu
NYSID Portal .......................................................................... portal.nysid.edu

Administrative Offices
Location: 69th Street Building, 2nd Floor 212-472-1500
Admissions .............................................................................. Ext. 205
Financial Aid ........................................................................... Ext. 204
International Students .............................................................. Ext. 203
Dean of Students .................................................................. Ext. 202
Registrar .................................................................................. Ext. 209
Bursar ..................................................................................... Ext. 208
Academic Affairs .................................................................. Ext. 304
Career Services ....................................................................... Ext. 308
President .................................................................................. Ext. 402

Administrative Offices
Location: 70th Street Building 212-472-1500
Location: 70th Street Building ..................................................... 212-472-1500
Library ..................................................................................... Ext. 214
Bookstore ................................................................................. Ext. 418
Development ............................................................................ Ext. 431
Information Technology ............................................................ Ext. 424
Facilities/Security .................................................................. Ext. 420
Hours & Facilities

Building Access & Hours

Students

The NYSID ID must be presented and scanned upon entering all buildings and should be carried whenever on school property. Only registered students bearing current ID cards and authorized visitors are permitted access to campus facilities. Refusal to present one’s ID card upon request by NYSID authorized personnel will result in immediate removal from the premises. ID cards may be obtained through the Office of the Registrar on the second floor of the 69th Street building.

NYSID Uptown Buildings

Due to security requirements, students are not permitted to bring family members, friends, or pets to any area of the College without written consent from NYSID Administration. Students who violate this policy will be subject to disciplinary action. All visitors must present a valid form of identification and sign in at the reception desk in either the 69th or 70th Street lobbies to gain access to school facilities. A visitor tag must be displayed at all times while on campus. The lobby receptionists will call an office to verify that a visitor is expected.

70 Street Building

Fall Semester
Monday – Friday ..................... 8am – 10pm
Saturday & Sunday .................. 8am – 8pm

Spring Semester
Monday – Friday ..................... 8am – 10pm
Saturday & Sunday .................. 8am – 8pm

Summer Session
Monday – Thursday .................. 8am – 10 pm
Fridays in June ...................... 9am – 2pm
Fridays in July ....................... 9am – 2pm
Closed Saturday & Sunday

Building hours are subject to change and will vary when classes are not in session. Updates are posted on the NYSID portal.

NYSID Library

Fall & Spring Semester
Monday–Thursday ................... 9am to 9pm
Friday ................................. 9am to 9pm
Saturday ............................ 10am to 6pm
Sunday ............................... 12 noon to 8pm

Summer
Refer to website for up-to-date hours info.

Holidays
Refer to website for up-to-date hours info.

NYSID Bookstore (70 Street Entrance)

Fall & Spring semesters
Monday–Friday ....................... 9am to 6:30pm

Summer
Refer to website for up-to-date hour info

Holidays
Refer to website for up-to-date hour info
NYSID 69 Street Gallery

Fall & Spring semesters
Tuesday–Saturday .................... 11am–6pm

Summer
Monday–Thursday .................... 11am–6pm

Check nysid.edu/publicprograms for current exhibition schedule.

NYSID 69 Street Administrative Offices

September–May
Monday–Friday ......................... 9am–5pm

June
Monday–Thursday ....................... 9am–5pm
Friday ........................................ 9am–2pm

July & August
Monday–Thursday ....................... 9am–5pm
Closed Friday

NYSID Graduate Center

Fall Semester
Monday–Friday ................. 8:15am–midnight
Saturday & Sunday ................. 9am–6pm

Spring Semester
Monday–Friday ................. 8:15am–midnight
Saturday & Sunday ................. 9am–6pm

Summer
Monday–Thursday ................. 8:15am–10pm
Friday (June) ......................... 9am–2pm
Friday (July) ......................... 9am–5pm
Closed Saturday & Sunday

Building hours are subject to change and will vary when classes are not in session. Updates are posted on the NYSID Portal.

Students may enter using all entrances to the Graduate Center and via the stairwell to the 3rd floor through the Park Avenue lobby only.

Graduate Center Visitors: The Graduate Center is not open to visitors without written permission from the Dean of Students Office or Office of Academic Affairs. All visitors must present a valid form of identification and sign in at the reception desk to gain access to school facilities. A visitor tag must be displayed at all times while on campus. Pets are not permitted in any area of the College.
Extended Building Hours

Building hours are extended during the final two weeks of the school semesters and summer session to give students additional hours of access. Hours may vary from building to building. Students should check the NYSID Portal for details. Notices will also be posted around campus.

*Hours of operation are subject to change. Please refer to the website/portal for updated information.

Emergency Closings

In case of inclement weather or an emergency, NYSID will close whenever the New York City public schools close. Weekend classes may be closed due to inclement weather or emergencies. Closings can be checked on the NYSID website, the NYSID Portal, or by calling the main NYSID number at 212-472-1500.

The Galleries at New York School of Interior Design

The College operates a gallery at 161 East 69th street on the ground floor. The NYSID Gallery is open to the public and presents professional exhibitions on topics related to interior design, architecture, and the history of the decorative arts as well as student thesis exhibitions. The Graduate Center also presents graduate thesis exhibitions, viewed by appointment only.

The College installs two major exhibitions of student projects each year. The fall BFA thesis students exhibit their work in January and the spring BFA, MFA, and MPS students exhibit their work in May.

Roof Terrace

The roof terrace of the 70th Street building can be used as a location for studio classes and can also serve as a place to study, have lunch, or hold informal gatherings.

Whiton Student Center

The Whiton Student Center, named for the founder of the College, Sherrill Whiton, is located on the lower level of the 70th Street building. The space is periodically used for events, exhibitions of student work and critiques for design studio classes.

Student Lounge & Café

There is also a student lounge and the NYSID Café. The café is open for breakfast and lunch with snacks and beverages, Monday through Thursday, 8am to 6:30pm, and Friday, 8am to 3:30pm, when the College is in session. Vending machines are located in the student lounge and are accessible at all times.

Library

The NYSID Library, located in the 70th Street building, provides service for all current NYSID students and faculty. In addition to approximately 15,000 volumes of books and magazines, the library acquires a wide range of online resources, including a growing collection of electronic journals and books. The library has three full-time librarians providing research assistance to students and faculty. Books and magazines are international in scope, covering historical and contemporary aspects of interior design, architecture, decorative and fine arts.

The library maintains a website at library.nysid.edu from which users can link to the online catalog, BobCat, to find titles in the library’s collection. The library website provides access to online research guides.
as well as electronic databases that contain both full-text journal articles and high-resolution images. Walk-in assistance at the library’s information desk is always available during library hours, and off-site assistance is just a phone call or email away.

Librarians at NYSID offer orientation sessions throughout the school year for classes, including project-specific search guidance. The library staff creates online “LibGuides” for students and faculty to assist with using the extensive collections in the library.

The library maintains subscriptions to the following online resources:

**Art Full Text and Art and Architecture Complete**: two databases devoted to research in art and architecture with more than 600 full-text journals.

**Avery Index**: a survey of more than 2,500 US and foreign journals covering the current literature of architecture and design.

**Gale Infotrac**: the premier source for peer-reviewed, full-text articles from the world’s leading journals and reference sources offering millions of article and full coverage of The New York Times.

**Artnet**: an auction house database in the decorative arts that provides sales results and images.

**ARTstor**: a database of more than 1 million images, 20 percent dedicated to architecture.

**Building Green**: a site that provides accurate, unbiased, and timely information designed to help building-industry professionals and policy makers improve environmental performance.

**E-books**: a growing number of e-books can be researched through the library’s subscriptions to Credo Reference, ebrary, or Ebsco’s e-book collections.

**JSTOR**: a database that contains full text of more than 150 journals.

**Materials Connexion**: a database of advanced, innovative and sustainable materials and processes with descriptions of the materials and manufacturer’s contact information.

The library maintains an auction catalog collection located in the Mario Buatta Materials Atelier. Magazines and journals are maintained in the library for the past three years, with older issues in storage and available to students by request from the information desk. The library maintains the Materials and Products Literature Collections, which can be found in two locations: the Mario Buatta Materials Atelier in the 70th Street building and the Ruth and C.J. Trimble Materials Collection in the Graduate Center.

Students have full access to the books, magazines, and materials of the NYSID library and a wider range of libraries in New York. NYSID students and faculty may use their NYSID ID card to borrow books and use the collections at New York University’s Bobst Library; the New School’s University Center Library; and the Cooper Union Library. The library is a member of a consortium that allows student access to more than 250 libraries in New York City with a METRO pass, available on request at the library information desk.

The library maintains both a black-and-white copier and a full-color scanner. Scanning is free and available on a first-come, first-served basis. To make print copies, a copy card must be purchased by the student for $1; additional funds can be added to the card. Copy cards can be purchased and
value added at the library information desk.

Undergraduate students may check out up to 10 books at a time, while graduate students may borrow up to 25. The loan period for books is 28 days, and fines will be accrued after that time if the book is not renewed or returned. Books may be renewed online for an additional period of 28 days. Audiovisual materials may not be renewed. Students maintaining a fine of $5 or more may not borrow until the fine is reduced. Fines for undergraduate and graduate students are 25 cents per day, $1 per hour for reserves and $1 per day for recalled books and audiovisual material. The fee for a lost book is $105. It will be used for replacement and processing. Any unpaid amounts are subject to collection by an outside agency. Fines and fees totaling more than $20 will result in a registration block at NYSID. Students who borrow books from consortium libraries are subject to the borrowing policies, fines, and charges of those institutions. Any destructive act toward books, magazines and other library property such as writing on or removing pages and images is subject to replacement fines and possible disciplinary sanctions, including dismissal from the College.

Mario Buatta Materials Atelier

The Mario Buatta Materials Atelier, located on the second floor of the 70th Street building adjacent to the library, provides workspace for students. It is furnished with drafting tables, computer workstations, plotters, and printers that are connected to the NYSID computer network. Also located in the Atelier is the Materials Library, where students can find product binders, auction catalogs, and materials samples including textiles, tile, wood, and glass.

Bookstore

The bookstore, located in the Main Lobby near the entrance to the 70th Street building, offers course supplies and gift items.

Lighting Lab

Located at 70th Street building and 401 Park Avenue South, the lighting labs contain examples of current technology in lamps, luminaires, and lighting controls and serves as both a teaching facility and a place where students may test lighting concepts for design projects.

Computer Facilities

NYSID maintains a wide range of computer technology for student use. The Mario Buatta Materials Atelier is equipped with computers designated for student use only. These computers are available on a first-come, first-served basis. Additionally, when there is no class in session computers located in classrooms can be used by students. There is access to the NYSID network via Wi-Fi in both the 70th Street building and at the Graduate Center. Students should use their student ID and password to access the Wi-Fi network. This Wi-Fi network is for school-related work only. Downloading music, videos, or other non-school-related information is prohibited. Users will be automatically logged out of the system when a prolonged period of inactivity occurs. The library has computer stations for research purposes.

In the Graduate Center there are computer workstations at every student desk. NYSID is not responsible for the proper connection of personal laptops and/or hardware compatibility. Any hardware directly connected to the NYSID network must be approved by the IT department prior to
usage. Software information for students who wish to equip their own computers are available at portal.nysid.edu.

Printers, Plotters, Scanners, & DVD Writers

Printers and plotters and scanners for student use are maintained at both the 70th Street building and the Graduate Center. All hardware that has a scanner connected to it is also equipped with a DVD writer. Students are asked to coordinate printing times with each other especially during high-volume hours. NYSID encourages students to maintain a schedule to reserve printing times. Special paper may be used only on the designated plotters and printers at designated times, which are posted near the output devices and on portal.nysid.edu.

Academic Computing and IT Policies

NYSID computer facilities are available for use by all currently registered students for course-related work only. Students are assigned a student account on the academic network and should contact the Office of the Registrar for further information regarding how to access their account. The sharing of student accounts is prohibited and may result in disciplinary action. When not scheduled for use by a class, workstations in classrooms may be used for independent work.

Students may not store personal files on the network or use computer facilities for work unrelated to their classes. Student accounts are electronically monitored for potential abuse. A student account cannot be transferred, loaned, or rented to others. Offenders will lose computer privileges, be responsible for any costs incurred by the abuse of privileges, and may be subject to disciplinary action up to and including dismissal. NYSID is not responsible for files erased, damaged, or stolen. NYSID is not responsible for student computer hardware or cell phones. NYSID is not responsible for files stored on NYSID computers. It is each student’s responsibility to make backup copies of files on removable media. Tampering with the setup and/or configuration of hardware, duplication of copyrighted materials, or the installation of software or hardware on school equipment is prohibited and may result in disciplinary action. NYSID does not endorse or permit copyright infringement of software, music, or other intellectual property, and any infringement of copyright consistent with state and federal laws will result in the loss of computer privileges and may result in dismissal from the College. Peer to Peer file sharing is not permitted. The download of sexually explicit material or the sending of threatening email or information through the NYSID computer network will not be tolerated and may result in the loss of computer privileges and dismissal from the College.

Technology and Printing Fees

All students who register for academic courses at NYSID must pay the technology fee at the time of registration. This fee covers the administrative cost of registration and provides students with access to technology at the College. Each student is assigned an account number and may log on to the NYSID Portal both on campus and from a remote location. When a student uses more than their printing and materials fees, the student’s account will be automatically billed for an additional allowance of printing. Students can check their usage and current printing and materials fees at portal.nysid.edu under Technology Services.
Print/Materials fees for undergraduate courses are assigned by course and based on average usage. Individuals who substantially exceed average usage will be assessed an additional printing fee. Graduate students pay a single print fee per semester to cover course printing. Students are responsible for monitoring their accounts and being aware of their print usage level. No refunds for unused printing allowances will be made for any reason, including graduation, withdrawal from the College, leave of absence, or dismissal.

All computer accounts are closed two weeks after the end of the semester, including the summer session. Please see “NYSID Semester Timeline” for more information found on portal.nysid.edu under Technology Services. All digital files are archived at that time. Students can fill out an Application for Retrieval of Archived Student Data found under Technology Services. Students are responsible for transferring or saving their files prior the end of each semester.

Model Shop
A major resource of both the Graduate Center and the 70th Street building are the model shops (one at each location) that provide access to proper work space and technology needed for model construction. Tables with cutting mats are available as well as a laser cutter. Training workshops are provided to assist students in becoming proficient in the use of the laser cutter.
STUDENT LIFE

At NYSID, we believe it is important to nurture your life both inside and outside the classroom and all NYSID students are encouraged to participate in student life. Activities and events revolve around socializing and fun, exploring New York City as well as enhancing life as a professional designer through group trips, visits behind-the-scenes at designer showrooms and guest lectures.

The Student Events and Activities Calendar is posted on the NYSID Portal and the NYSID website. Notices will also be posted throughout the campus and on the student activities bulletin boards in the Mario Buatta Materials Atelier and at the Graduate Center. A NYSID Student Newsletter is also distributed twice a semester to keep you informed of all of the recent student news and events.

NYSID has active student organizations that support diverse interests, promote student involvement and encourage leadership opportunities to explore and develop skills to assist beyond the classroom. These clubs and associations help students connect to each other and the global and local interior design community.

Student Clubs

American Society of Interior Designers (ASID) is the oldest and largest professional organization devoted to interior design, with a membership of 30,000. The members of NYSID’s large and active student chapter take tours of residential design firms, hotels, and showrooms, and participate in activities that complement academics and build professional networks.

NYSID’s Contract Club arranges visits to top-tier commercial interior design firms, which have included Gensler, Kravet Inc., Farrow & Ball, and others.

International Interior Design Association (IIDA) a professional organization that perpetuates global collaboration among interior designers. Members of this chapter have the opportunity to compete for awards and scholarships and attend networking events.

U.S. Green Building Council (USGBC) Student Chapter promotes sustainable initiatives through professional networking and a common goal to educate the community about creating and maintaining a sustainable environment. One of their ongoing projects is developing a “green rooftop” for NYSID’s 70th Street Location.

Graduate Student Association represents the interests and needs of the graduate student body by serving as a liaison between students and the NYSID faculty and administration working towards enhancing the overall student experience. They also organize and sponsor events throughout the academic year.

Undergraduate Student Association functions as the voice of the student body and is the primary forum through which student concerns are brought to the attention of the College’s administration. They also organize and sponsor events throughout the academic year.
Personal/Professional Development Programs

Lunch & Learn series brings prominent designers, architects, and experts in the field to the campus for intimate discussions with students.

Supporting the Whole Designer series teaches the life skills designers need to thrive, from time-management to public speaking. Penni Morganstein, PhD, the school’s staff psychologist, curates this series.

Health & Wellness Festival is a week of offerings to stimulate visual creativity and relieve stress. Take yoga or meditation, get a massage, or attend a lecture on health-related topics.

Community Service

NYSID’s relationships with area nonprofit organizations enable students to share their design skills with those in need and assist with rebuilding struggling communities. NYSID is involved with such organizations as Design Industries Foundation Fighting AIDS (DIFFA), Park(ing) Day, Holiday House, Ronald McDonald House, and New York Cares.

For more information regarding student life contact Karen Higginbotham, dean of students, at khigginbotham@nysid.edu.

Student Health Insurance

NYSID requires all undergraduate and graduate students taking nine or more credits to be covered by a health insurance plan. Any student who does not already have a health insurance plan will be automatically enrolled in the Nationwide Life Insurance Company, a program arranged by the College and administered through University Health Plans, Inc. A brochure outlining benefits may be found online at the University Health Plans’ website www.universityhealthplans.com under the New York School of Interior Design link. Students who are enrolled in this plan will be billed for single coverage. The rate for the 2015-2016 year is $1,801. This covers the period from 8/27/15 to 8/26/16.

This is an annual plan; students will be enrolled for both the fall and spring semesters. Any student who already has a health insurance plan that is comparable to the health insurance program offered by the College may choose to waive this coverage. Please be sure that services covered by your current health insurance plan are reasonably accessible in the NYSID area and include lab work, prescription drugs, outpatient hospital services, emergency room care, and hospitalization.

In order to waive coverage, you must login to the NYSID Portal.

Any student who does not submit a waiver form by the deadline will automatically be
enrolled and charged for the full cost of the academic year. Waivers will not be accepted after the deadline. No exceptions or refunds will be granted. If a student’s number of credits drops below 9 after the deadline, he/she will still be responsible for the full cost of the academic year. Questions regarding health insurance plan may be directed to the Dean of Students Office.

**International Students**

It is important that international students remain informed of policies and procedures affecting their F1 student visa status. Please refer to the International Student Guide and the international student page on the NYSID Portal for specific guidelines, policies, and procedures to maintain F1 student status. NYSID abides by U.S. government regulations set forth for international students, and information is subject to change without notice. For questions and updates regarding international student matters, contact International Student Services Specialist John La Barbera at jlabarbera@nysid.edu.

**Student Support Services**

**Academic Advising**

Students can arrange an appointment with their academic advisor Monday – Friday, 9am–5pm. The Academic Advisor’s offices are located on the third floor of the 69th Street building, by calling the Office of Academic Affairs at extension 304 or contacting their advisor directly. Academic advisors also maintain weekly hours at the Graduate Center. Advisors can direct the student to the appropriate support service at the college. Students are encouraged to schedule appointments in advance, although every effort will be made to accommodate walk-ins. Tutoring and the Writing and Communications Center are on a “drop-in” basis, and schedules are posted on the NYSID Portal and on campus.

Every student is assigned an academic advisor upon initial inquiry and prior to matriculation. Academic advisors are available to guide students as they plan their program of study and to discuss academic issues regarding course content and scheduling. Students are responsible for planning their course of study and ensuring prerequisites are met in a timely fashion. The academic advisor will help the student review the advising worksheet, graduation report, and course needs list, available on the NYSID Portal, all of which enable the student to track his or her progress through the program. The student should check these reports periodically on the NYSID portal, especially before each semester’s registration period. Appointments may be made with advisors throughout the school year to review progress through the curriculum and to plan course selections for future semesters. Under no circumstances can students register for a class without having satisfied the prerequisite or co-requisite for the course in question. Academic advisors are not responsible for notifying students that they are in jeopardy of academic probation or dismissal; this is the sole responsibility of the individual student.

**Tutoring**

Tutoring is conducted by advanced students with proven skills and ability in certain subjects to help other students develop related skills. There is no cost to students for tutoring services. Subjects may include drafting, CAD courses, and perspective. The College may not be able to offer tutoring.
in every course, every semester. Tutoring sessions are held in the Mario Buatta Materials Atelier and at the Graduate Center unless otherwise noted in the schedule; times are posted on the NYSID Portal, in the atelier, in the Office of Academic Affairs, and on bulletin boards around campus. NYSID tutoring services are on a “drop-in” basis. A typical tutoring session is 15 to 30 minutes long. Students who need greater assistance must arrange for private tutoring off college premises. Private tutoring sessions are prohibited on campus.

Writing & Communication Center
The Writing and Communication Center, with locations in the 70th Street Building and at the Graduate Center, provides students with the opportunity to improve their writing and communication skills for course work across the curriculum. After an initial assessment, each student is provided with a customized tutorial based on the individual’s needs. Services are offered in grammar, pronunciation, public speaking, and elocution. Special emphasis is placed on giving effective and professional verbal presentations. The coordinator of the center also works with other instructors for the projects of particular courses. An extensive list of informative web links is available on the NYSID portal. Specific hours for both locations are posted on the NYSID Portal and on bulletin boards around campus.

Disabilities Services
Under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1972, protects individuals with disabilities, and guarantees them certain protections and rights to equal access to programs and services. In order to access these rights, an individual must present documentation indicating that the disability substantially limits a major life activity, including learning. The College provides reasonable accommodations to students with documented disabilities. It is the student’s responsibility to provide NYSID’s disability coordinator with written documentation from a qualified professional stating the accommodation requested. Students must comply with all College requests for additional documentation when needed. Testing and/or documentation must be less than two years old. Students must provide this documentation no later than one month prior to the start of the semester in which services will be initiated.

Students are required to maintain ongoing involvement in securing and implementing accommodations; students are expected to work collaboratively with the disability coordinator and their instructors to arrange and implement approved accommodations. The disability coordinator will determine the accommodations based on the student’s documentation as completed by the qualified professional coupled with the stated student needs. Reasonable accommodations are determined on a case-by-case basis.

NYSID is not required to significantly change or alter curriculum, schedules, requirements, or learning expectations to accommodate disabilities. Accommodations are adjustments that facilitate completion of student work. Students are required to meet the academic and technical proficiencies for their respective program, and exams and curriculum cannot be modified. In studio-based courses, project deadlines cannot be adjusted and all students regardless of disability will be required to meet project and presentation deadlines. More information can be obtained by contacting the disability coordinator in the Office of
Academic Affairs at 212-472-1500, ext. 303.

Career and Internship Services

The College employs a full-time career services and internship coordinator, who provides career services for graduates for up to five years after graduation and to current matriculated students. The Office of the Career and Internship Services is located on the 70 Street building mezzanine, and may be reached directly at ext. 308.

The Career Services Office maintains a virtual job board and offers guidance to students and recent graduates as they seek employment. In addition, the career services coordinator presents programs of interest throughout the fall and spring semesters at both the Graduate Center and the 70th Street location. Information on the professional NCIDQ (National Council of Interior Design Qualification) certification exam is also available from the career services coordinator.

A wide variety of internships and full-time and part-time paid positions are available that reflect the broad spectrum of opportunities in the interior design profession. Any qualified student can make an appointment with the career services coordinator, located in the 70th Street building. A student is granted access to the NYSID job board if they are matriculated and have completed 12 credits at NYSID (this does not include transfer credits from another college). Qualified students can email the career services coordinator at careers@nysid.edu for an ID and password for access to the job postings on the website and can make an appointment to have their résumé, cover letter, and portfolio reviewed as well as preparation for interviews.

The career services and internship coordinator also organizes an annual “Speed Portfolio Review” event, in which graduating students from professional programs may meet with several professional designers in one evening, to receive feedback on their work and portfolio, and to network for potential employment.

Student Design Competition Coordination

Students who are interested in submitting a project to a student design competition or scholarship competition should visit the NYSID Portal for listings. These listings can be found under the Welcome to NYSID tab in the New Scholarships & Competitions section. Please note that any scholarship competitions listed here are different from scholarships offered through the Office of Admissions. All listings include a link to an external organization, firm, or party. Students should read and follow all submission entry rules to ensure their projects are in compliance with each individual competition. Some scholarship competitions are by school nomination only; in these cases, the VP for Academic Affairs/ Dean will request project samples and images for evaluation, prior to nomination. The design competition coordinator and the Dean will work individually with the nominees as they prepare their submittals. For additional information on competitions, contact the student design competition coordinator in the Office of Academic Affairs.

Academic Computing

Academic computing services provide, maintain, and support hardware and software used by students and faculty in the academic facilities, including classrooms, library, and open study areas.
Other Support Services

Counseling

NYSID offers free counseling to all students. These services, which are provided by a New York State-licensed psychologist, are confidential, meaning that the discussions in the sessions are private and are not revealed to anyone without the student’s consent. Counseling is not part of a student’s academic record.

The counselor is available to meet with any currently enrolled student for one session to provide information, consultation, and/or referral. When indicated, students are offered short-term counseling for a variety of concerns, including depression, anxiety, insomnia, relationship and family problems, homesickness and difficulty adjusting to school and life in New York City, grief, academic issues, health problems, or stress due to difficult school/life experiences. Some concerns can be addressed in a few sessions, while others may require additional time and effort. In all cases, the counselor will make every effort to help, or to assist a student in finding help, should a referral be appropriate.

Appointments are available September through July on Mondays, Tuesdays, and Thursdays from 9:30am to 4:30pm. Appointments can be scheduled by contacting 212-472-1500 ext. 320 or by emailing pmorganstein@nysid.edu. Drop-in appointments can sometimes be accommodated. A student who cannot attend due to illness or an emergency must call to reschedule. If NYSID counseling is indicated, follow-up sessions will be scheduled after the first visit. If a higher level of care is indicated, a referral to a healthcare provider in the community will be facilitated.

One-Time Appointment One-time visits are available to students who would like to discuss a difficult day or a difficult life problem.

Individual Counseling Individual counseling sessions are specifically designed to offer students short-term counseling for a variety of concerns. Personal counseling is an opportunity to resolve problems, improve understanding, and learn new management skills. It provides a supportive and confidential environment in which a student can talk openly about concerns and feelings. The student can work to explore their concerns and work toward a better understanding and resolution of difficulties.

Thirty-minute weekly sessions are offered to all students with a specified appointment time. Students enrolled in this service must make a weekly commitment until sessions are completed.

Study Skills—Some students may experience academic difficulties that adversely impact the realization of their educational goals. Issues that can be the subject of counseling include: procrastination, time management, test anxiety, managing feedback/criticism, writer's block, public speaking anxiety, fear of failure, perfectionism, difficulty with motivation, and loss of concentration. Any student who feels that these or similar issues are creating concerns or problems related to academic progress should call to make an appointment.

Referrals—If a student's concerns cannot be resolved in the short term or if the student is in need of a higher level of intervention, NYSID counseling can help find options for mental health services or specialized services in the community. The counselor will help to find a professional whose
services will be covered by the student’s insurance or who has a sliding-fee scale based on income.

Workshops—A variety of workshops, such as time management, stress management, are offered throughout the year. Suggestions from students related to workshops are welcome.

Crises and Emergencies—Any student in a crisis situation should call 212-472-1500, ext. 320 from September through July to set up an immediate appointment. Appointments are available on Mondays, Tuesdays, and Thursdays from 9:30am to 4:30pm only. Outside of these hours or if it is an emergency that requires immediate attention, please call 911 or go to the nearest emergency room.

Additional Support Services:
The Samaritans Suicide Prevention Hotline, 212-673-3000

The USA National Suicide Hotlines, toll-free, 24 hours, 7 days a week – 1-800-suicide (1-800-784-2433);
1-800-273-talk (1-1800-273-8255);

Hearing Impaired Hotline, 1-800-799-4TTY (4889).

LIFENET, 1-800-LIFENET (1-800-543-3638) a confidential, toll-free help line for New York City residents is operated by the Mental Health Association of New York City (www.mhaofnyc.org) in partnership with the New York City Department of Health and Mental Hygiene. LIFENET operates 24 hours a day, 7 days a week. The hotline’s staff of trained mental health professionals helps callers find the most appropriate mental health and substance abuse services for their needs. LIFENET is multilingual and multicultural.

1-877-298-3373 For Spanish speaking callers
1-877-990-8585 For Korean and Chinese (Mandarin and Cantonese) speaking callers
1-212-982-5284 For Hearing Impaired callers

Safe Horizon, 1-800-621-HOPE (1-800-621-4673). This organization’s mission is to provide support, prevent violence, and promote justice for victims of crime and abuse, their families, and communities. For more than a quarter of a century Safe Horizon has helped victims of crime and abuse through crises.
1-866-604-5350 For Hearing Impaired callers
SAFETY & SECURITY

Medical Emergencies
In the event of any medical emergency, NYSID personnel will call 911 for an ambulance. The nearest lobby receptionist should be notified in case of an emergency so that they can direct EMS to the appropriate location. A student can refuse to be examined by EMS personnel when those personnel arrive on campus.

If a student has an existing condition or is on particular medication of which responders should be aware, it is the student’s responsibility to carry an explanatory medical card with them at all times. In addition, the student may give permission for a copy of this information to be kept on file at the reception desks.

Campus Security
The Student Right-To-Know and Campus Security Act of 1990, enacted by the federal government, requires colleges to publish and distribute the following school policies related to campus safety as well as statistics about the range of crimes and other violations of the law on campus.

At NYSID, the safety and well-being of its students, faculty, staff, and visitors is a high priority. A safe and secure environment can only be achieved through the cooperation of all members of the campus community. The following policies are a part of the College’s efforts to ensure that this collaborative endeavor is effective. Students should read the following information carefully and use the information to help foster a safe environment for the entire NYSID community. Any inquiries regarding the policies may be made to the Campus Safety Office, 212-472-1500, ext. 420. For additional information regarding campus safety and security please refer to the Annual Security Report found at NYSID website: www.nysid.edu/campus-security.

Reporting Criminal Actions or Emergencies
Any crimes-in-progress on campus should be reported by dialing 911. Immediately following the 911 call, at the uptown facility the 69th Street, or 70th Street reception desk should also be alerted by calling 212-472-1500, ext. 410, or the call can be made from the house phones on the third or fourth floor staircase landings. If needed, Incident Report forms are available at the 70th Street reception desk. Any crime committed on campus or within Manhattan’s 19th Police Precinct may also be reported to the 19th Precinct at 153 East 67th Street (between Lexington and Third Avenues) or by telephoning 212-452-0600.

Any crimes-in-progress at the Graduate Center should be reported by dialing 911. Immediately following the 911 call, notify the reception desk at the third-floor front entrance. A call can be made from the house phones at the rear entrance on the second and third floors. If needed, Incident Report forms are available at the reception desk. Any crime committed at the Graduate Center or within Manhattan’s 13th Police Precinct may also be reported to the 13th Precinct at 230 East 21st Street or by telephoning 212-477-7411.

Criminal actions or other emergencies that occur anywhere on campus may also be reported to the Campus Security Contact at
212-472-1500, ext. 410. The College will notify the police precinct.

New York School of Interior Design does not have an on-campus residential facility. Students reside at an off-campus facility (1760 Third Avenue Residences) managed by Educational Housing Services (EHS), an independent student housing organization. For the 1760 Residence Hall, any incident of assault should be reported to the resident assistant (RA) on duty or the EHS Residence Life Office at the facility.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and emergencies in an accurate and prompt manner directly to the NYPD by dialing 911. During normal business hours, we encourage people reporting a crime or emergency to the NYPD to also report the incident, as soon as practicable, to the NYSID’s Campus Safety Office, through the College’s emergency phone number at 212-472-1500 ext. 410 or from an internal College phone by dialing 410 for all NYSID facilities or by filling out an incident report form.

In response to a call, the NYPD will take action it deems appropriate, generally either dispatching an officer to the caller’s location or asking the caller to report to the NYPD to file a report. Internal reports involving a student, which are made to NYSID officials as listed above, will be forwarded to the Campus Safety Office and the Dean of Students. These offices are responsible for reviewing all reports and determining if the case will be referred for adjudication through NYSID’s judicial process.

The New York Police Department is responsible for the investigation of any reported crimes and other public safety emergencies. If assistance is required from the New York City Fire Department, such assistance will be sent by the 911 dispatchers after receiving an emergency call. Crimes should be reported to New York City officials and NYSID as described above to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Campus Security Authority

NYSID community members may also report criminal activity to a Campus Security Authority (CSA). A campus security authority as defined by federal law as “an official of an institution who has significant responsibility for student and campus activities, including but not limited to student housing discipline and campus judicial procedures. Pastoral and professional counselors are not considered campus security authorities when acting in their role as such. At NYSID, the designated CSA’s are: Dean of Students, International Student Services Specialist, Registrar, and the NYSID Resident Advisor.

The function of a CSA is to report to the official or office designated by the institution to collect crime report information, allegations of Clery Act crimes that he or she concludes are made in good faith.

Policies on Security & Access to Campus Facilities

The Campus Safety Office (CSO) is a service unit within campus administration dedicated to the protection of students and campus property. The Campus Safety Office is located at the 70th Street lobby reception desk whenever the College is open. The CSO may be reached on-campus by picking
up a campus phone located on the third
and fourth floor of the 70th Street building
or by dialing the main NYSID number and
selecting 409, 410, or 420.

Photography of the College facilities is not
permitted. Anyone wishing to photograph
the College must contact the Office of the
External Relations.

Enforcement Authority of
NYSID / Public Safety

Due to security concerns, NYSID cannot
accept packages addressed to students
and delivered to any College building. All
packages will be refused by the receptionist
and returned to sender. NYSID is not
responsible for any financial penalty or
cost for the mailing or contents of a student
package.

The Campus Safety Officer is informed with
regard to security procedures. Neither the
lobby receptionist nor CSO is armed.

The cooperation and involvement of all
members of the campus community in
a campus safety and security program
is essential. Students, faculty, and staff
should report any suspicious persons or any
unusual incidents that are observed.

Emergency & Evacuation
Procedures

Be aware of all marked exits from your area
and building and know the routes out of the
building. If necessary or directed to do so,
activate the building alarms.

The building should be evacuated
immediately when any fire alarm or
smoke/carbon monoxide alarm sounds
continuously and/or upon notification by the
Campus Safety Office / Facilities staff

When evacuating the building, move
quickly to the nearest exit. Once outside the
building keep sidewalks clear for emergency
personnel and emergency responders and
do not reenter the buildings until cleared by
the fire department.

Notify emergency personnel regarding any
persons believed to still be in the building.

At the Graduate Center – 401 Park Ave South
After the sound of the fire alarm, listen
carefully for the instructions given over the
building public announcement system. Do
not evacuate unless you are instructed to
do so.

At 170 East 70th St. & 161 East 69th Street
Evacuate the building immediately upon
hearing a fire alarm in the facility unless
instructed not to. Use the nearest stairwell
and/or exit to leave the building.

Fire Drills

Fire drills are conducted throughout the
year in accordance with New York City Fire
Department codes. All students, faculty,
and staff are required to participate. If a fire
alarm is sounded, calmly proceed to the
nearest exit in an orderly manner, using only
staircases A and B, and leave the building
or follow the directions of the floor warden.
Elevators are not to be used when exiting
the school while the fire alarm is sounding.

Use of Artists’ Toxic
Materials

Many commonly used artists’ materials
contain toxic or highly flammable
substances that can be injurious if they
are not used with caution. Utmost care
must be taken when using these materials.
Labels should be carefully read and strict
adherence with manufacturers’ handling
instructions must be observed. Toxic and flammable substances should not be left in lockers.

Jeanne Clery Act, Violence Against Women Act (VAWA) and Title IX


The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that colleges and universities by October 1, annually disclose information on campus crime statistics. NYSID publishes the Annual Security Report (ASR), providing institutional policies on safety and security, NYSID response to reporting of crimes, fire safety, campus crime prevention programming, investigation procedures and crime statistics for the past three years as reported by Campus Security Authorities, Campus Safety Officer, New York Police Department and 1760 Residence. The report is compiled by the Dean of Students Office and the Facilities Department, distributed to all students and made available to prospective students and employees through the institution’s website, the NYSID Portal, Student Handbook, and Staff and Faculty Handbooks. An email notice is sent annually to all enrolled students that provides a link to access this report. Information on how to obtain a paper copy is also provided.

Crime Statistics

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act, the New York School of Interior Design reports the following statistics for the three previous calendar years (January 1 through December 31, 2012, 2013, and 2014).
### ANNUAL SECURITY REPORT: CRIME STATISTICS 2012-2014

<table>
<thead>
<tr>
<th>Offense</th>
<th>On-Campus</th>
<th>Non-Campus property</th>
<th>Public property</th>
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<tr>
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<tr>
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<tr>
<td>Illegal Weapons Violations</td>
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<td>Sexual Violence*</td>
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<td>Dating Violence*</td>
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<tr>
<td>Stalking*</td>
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<td>0</td>
</tr>
<tr>
<td>Domestic Violence*</td>
<td>—</td>
<td>0</td>
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</tr>
</tbody>
</table>

*Reporting Requirement as of 2013

**There were no bias/hate crimes reported for 2012, 2013, 2014

The Advisory Committee on Campus Safety and the Campus Safety Officer will provide upon request all campus crime statistics as reported to the United States Department of Education. These statistics are available at www.ope.ed.gov/security and on the NYSID website. Requests for a hard copy of the Annual Security Report can be directed to:

Advisory Committee on Campus Security
Dean of Students Office
170 East 70 Street
New York, NY 10021
212-472-1500, ext. 202

The Advisory Committee on Campus Security (NY State Education Department Article 129-A of the Education Law) reviews current policies and procedures on campus security issues and makes recommendations for their improvement. The committee will report these findings in writing to the College president and the report will be available upon request.

Or

Campus Safety Officer
170 East 70 Street
New York, NY 10021
212-472-1500, ext. 420
VAWA – Sexual Assault, Domestic Violence, Dating Violence & Stalking Prevention

New York School of Interior Design is committed to maintaining a safe learning environment free of acts of violence, harassment, and sexual misconduct. Sexual offenses of any kind, dating violence, domestic violence and stalking will not be tolerated and the College strongly enforces its policies and applicable laws. These policies apply equally to all students regardless of gender, sexual orientation, gender identity, or gender expression. A copy of Applicable Laws and Ordinances on Sex Offenses and the legal consequences for committing these offenses can be found on the State of New York website at http://tinyurl.com/3kxn263.

For further policies, procedures and NYSID response to reports, students should also refer to the Annual Security Report.

Definitions

**Sexual Assault:** any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling and attempted rape. Sex offenses are separated into two categories: forcible and non-forcible. Forcible is defined as any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or forcibly or against the person’s will where the victim is incapable of giving consent (Forcible Rape, Forcible Sodomy, Forcible Fondling, Sexual Assault with an Object). Non-forcible is unlawful, non-forcible sexual intercourse (Statutory Rape; Incest).

**Affirmative Consent:** a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words, actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

**Sexual coercion:** Using pressure, force, alcohol or other drugs to have sexual contact
with someone against his/her will

Domestic Violence: a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone.

Dating Violence: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:

• Length of the relationship
• Type of relationship
• Frequency of interaction between the persons involved in the relationship

Stalking: a pattern of repeated and unwanted attention, harassment, contact or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can include:

• Repeated or unwanted, intrusive, and frightening communications from the perpetrator by phone, mail and/or email
• Repeatedly leaving or sending victim unwanted items, presents, or flowers
• Following or lying in wait for the victim at places such as home, school, work or recreation place
• Making direct or indirect threats to harm the victim, the victim’s children, relatives, friends, or pets

• Damaging or threatening to damage the victim’s property
• Harassing victim through the internet
• Posting information or spreading rumors about the victim on the Internet, in a public place, or by word of mouth
• Obtaining personal information about the victim by accessing public records, using Internet search services, hiring private investigators, going through the victim’s garbage, following the victim, contacting the victim’s friends, family, work or neighbors etc.

Bystander: a person who observes a crime, impending crime, conflict, potentially violent or violent behavior, or conduct that is in violation of rules or policies of an institution.

Bystander Intervention: safe and positive options for individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

Risk Reduction: steps that potential victims, perpetrators, and bystanders can take to lower the incidence of violations.

Awareness Programs/Campaigns: Programming and initiatives to educate members of the institution’s community about domestic violence, dating violence, stalking and sexual assault, bias/hate crimes, drug or alcohol awareness and other related topics.

Ongoing Prevention: Educational programming and initiatives to combat domestic violence, dating violence, stalking and sexual assault, bias/hate crimes, drug or alcohol awareness and other related topics.
Reporting a Complaint

Sexual offenses are defined under New York State penal code Article 130. All students are subject to this policy and encouraged to report any incidences of sexual assault of which they become aware. If any student is a victim of sexual assault, the College has resources to help.

If you are the victim of sexual assault, dating violence, domestic violence or stalking, it is recommend that you contact the Campus Safety Office, extension 410 or a Campus Security Authority (CSA) and/or Title IX Coordinator. If medical services are necessary, 911 will be called or you will be encouraged to seek medical treatment at an appropriate facility. If the incident occurs off campus, call the local police immediately at 911. Time is a critical factor for evidence collection and preservation.

Reporting a sexual assault does not obligate the victim to file criminal charges or pursue other legal action. However, prompt reporting and comprehensive medical exam at a hospital will better enable charges to be filed at a later date if the victim chooses to do so.

Every possible effort will be made by the College to be responsible and sensitive to victims of serious crimes including protecting the privacy of all individuals involved. Confidentiality will be maintained to the fullest and information will only be shared with individuals who need to know to assist in the investigation and/or resolution of the complaint. Support systems are in place through the NYSID Counseling Services for any victim of sexual assault, domestic violence, dating violence or stalking.

Policies and procedures detailing NYSID’s response to reports and reporting individual’s rights can be found in the Annual Security Report (ASR).

Alcohol and Drug Amnesty Policy

When reporting instances of sexual misconduct in good faith, students or bystanders will not be subject to alcohol and/or drug us policy violations occurring around the time of the alleged incident.

Disciplinary proceedings and sanctions are detailed in this Handbook under Judicial Procedures.

Prevention Programs and Campaigns

The College conducts safety presentations for students twice during the academic year. Workshops are also offered each semester to address sexual assault, domestic violence, dating violence and stalking as well as bystander intervention, bias/hate related crime prevention, counseling assistance availability and other related topics.

Additional Support Services

NYC Sex Crimes Report Hotline
212-207-RAPE (7273)

NYC Gay and Lesbian Anti-Violence Project (open to everyone) 212-714-1141

Documented violations will result in disciplinary procedures and school sanctions.

Bias Crime

Bias or hate crime prevention is of extreme importance to the New York School of Interior Design and the College is committed to preventing such crimes. Bias-related conduct – also referred to as hate crimes or bias-related crimes – are criminal activities motivated by bias or attitude against an individual victim or group based on
perceived or actual personal characteristics, such as race, religion, ethnicity, gender, sexual orientation, veteran or military status, disability, national origin, gender identity or any other legally protected status. Bias related crimes are defined under New York State Hate Crimes Act of 2000, New York State Penal Code Article 485.

If you are the victim of or witness to a hate/bias crime on campus, contact the Campus Safety Office at extension 410 or a Campus Security Authority (CSA). If the incident is off campus dial 911 for the New York City Police Department.

Support systems are in place for any bias-related crime through NYSID Counseling Services.

The College conducts workshops each semester to include bias/hate crime prevention. Public safety services include routine transmittal of crime information and emergency phone numbers.

Documented violations will result in disciplinary procedures and school sanctions.

Investigation of Violent Felony Offenses

In cases where violent felony offenses (New York State penal code Article 70) are alleged to have occurred on the NYSID campus, the local precinct of the New York City Police Department will be contacted immediately. All College personnel will cooperate fully with police authorities with the investigation process.

Missing Resident Student

NYSID does not have an on-campus residential facility. Students reside at an off-campus facility managed by an independent organization. If however a member of the NYSID community believes a student residing in that facility is missing, the Dean of Students should be notified. The Dean will then notify the New York City Police Department for investigation. If the NYPD determines that the student is missing, NYSID will notify appropriate student contact person(s).

Title IX

Title IX prohibits discrimination on the basis of sex in education programs or activities. Sexual harassment, which includes acts of sexual violence such as rape, sexual battery and sexual coercion, is a form of sex discrimination prohibited by Title IX.

Discrimination and Harassment, Including Sexual Discrimination, and Harassment

NYSID does not discriminate on the basis of gender, race, color, creed, disability, age, sexual orientation, marital status, national origin, or other legally protected status, and is firmly committed to the rights of all members of its community – students, faculty, and staff – who must interact through mutual respect and trust. Any student, faculty, or staff member who violates College policy by subjecting another to discrimination or harassment of any kind will be subject to appropriate disciplinary action.

Sexual harassment is defined as words or actions of a sexual nature that have the intent or effect of interfering with the individual’s educational or work performance or creating an intimidating, hostile, or offensive environment and is considered a form of discrimination. Specifically, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment whenever:
Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in any College activity.

Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting that individual.

Such conduct has the purpose or effect of interfering with an individual’s performance or creating an intimidating, hostile, or offensive environment.

Support Resources

A Title IX Coordinator located at 170 East 70th Street, 2nd floor, Dean of Students Office, (212) 472-1500, ext. 202, is available for discussion, counseling, and investigation of all matters, issues, and problems relating to allegations of harassment and discrimination. A Deputy Title IX Coordinator is located at 401 Park Avenue South, 2nd floor, (212) 472-1500 ext. 461. Every effort will be made to preserve confidentiality and to protect the rights of all involved.

The Formal Complaint

Anyone who feels he or she may be the victim of harassment or discrimination by a member of the NYSID community should take immediate action.

Student complaints regarding discrimination or harassment should be submitted, preferably in writing to: Title IX Coordinator, Dean of Students Office, New York School of Interior Design, 170 East 70th Street, New York, NY 10021. The complaint should clearly state the nature of the grievance, the person(s) involved and provide as much detailed information as possible (e.g., witnesses to the conduct in question, similar incidents, etc.). Establishing a formal complaint sets in motion other procedures designed to resolve the issues through the most effective and discreet process available.

Any attempt to penalize or retaliate against anyone for filing a complaint will be treated as a separate violation and should be reported to either the Title IX coordinator or the Deputy Title IX Coordinator.

The Title IX coordinator will conduct a preliminary investigation into the complaint and meet with individuals identified by the grievant and/or others who may be reasonably expected to shed light on the matter.

Once a formal complaint is lodged against an individual, that person will be informed of the complaint and given an appropriate amount of information about the complaint to keep the investigation from being compromised.

Formal complaints will be reviewed on an individual basis. Disciplinary proceedings and sanctions are detailed in this handbook under Judicial Procedures.

Drug-Free Schools Amendment

NYSID has adopted regulations in accordance with the provisions of the Drug-Free Schools and Communities Act Amendment to the Higher Education Act of 1965. The Drug-Free Schools and Communities Act Amendments of 1989, enacted by the federal government, require colleges to adopt and implement a program to combat the unlawful possession, use, or distribution of illicit drugs and alcohol. The policies and procedures detailed in this program apply to all members of the New York School of Interior Design—students, faculty, and staff—and to all events and
activities that occur at the College, as well as school events and activities that may occur off-campus. This program is intended to work within general administrative procedures and student codes of conduct. In addition, faculty, staff, and students are reminded that it is the responsibility of the members of this community, both individually and collectively, to comply with applicable local, state, and federal laws controlling drug and alcohol possession, use, or distribution.

This policy is reviewed regularly and amended or revised in accordance with changes in local, state, and federal laws and regulations.

Health Risks of Alcohol Abuse/I illicit Drug Use

Alcohol consumption and/or use of illicit drugs cause marked changes in behavior. Even low use significantly impairs the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low-to-moderate use also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high use causes marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high use causes respiratory disease, depression, and death. If depressants are combined, much lower use will produce the same effects. Repeated use can lead to dependence. Sudden cessation of intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol and drug withdrawal can be life threatening. Long-term consumption, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Educational programming regarding drug and alcohol abuse is conducted each semester through workshops and presentations. Resources for support and rehabilitation services are available through NYSID Counseling Services. (Refer to handbook section on Counseling Services for further information).

Standards of Conduct in Relation to Drugs and Alcohol

NYSID is committed to creating an environment for its students, faculty, and staff free of drug and alcohol abuse. NYSID strongly believes that a combination of preventive education about drug and alcohol abuse and counseling support for those with drug- and alcohol-related problems is the most effective means to achieve and maintain this environment.

NYSID has developed guidelines controlling the consumption of alcoholic beverages and strictly prohibits the use of illicit drugs within the school environment or at off-campus events sponsored by NYSID. Accordingly, NYSID has adopted standards of conduct concerning the use and abuse of illicit drugs and alcohol.

The unlawful possession, use, or distribution of illicit drugs on College premises or at College activities is strictly prohibited. Serving, possession, and consumption of alcoholic beverages must comply fully with New York State and appropriate local laws. Based on such laws, the following standards must be respected:

• Persons under age 21 are prohibited from possessing any alcoholic beverage at the College or at any event sponsored by the College or by any school organization.
Accordingly, no person shall be served an alcoholic beverage if that person is under the legal drinking age of 21, or seems to be intoxicated.

- No person under age 21 shall use fraudulent proof of his or her age to gain possession of alcoholic beverages being served.
- No person shall misrepresent one’s age or that of another person under 21 to purchase or attempt to gain possession of alcoholic beverages being served at a school-sponsored event.
- At all events or activities at which any alcoholic beverage is to be served, the individual or group sponsoring the event shall be responsible for compliance with all laws and regulations as well as NYSID policies regarding alcoholic beverages. Any action or situation that recklessly or intentionally endangers the mental or physical health of or involves the forced consumption of alcohol or drugs (hazing) for the purpose of invitation into or affiliation with any organization is prohibited.

NYSID will take appropriate actions to enforce these standards of conduct. Individual students who violate this or related policies shall be subject to the appropriate disciplinary process and sanctions.

To further its educational mission, NYSID seeks to assist those with alcohol- and drug-related problems to obtain counseling and support services and to participate in rehabilitation programs. Details of health risks of drug and alcohol abuse, as well as information regarding available counseling and rehabilitations are contained in this handbook. At the discretion of the College administration, an alternative or additional disciplinary action may involve participation in and satisfactory completion of an appropriate counseling or rehabilitation program.

Criminal Sanctions

The unlawful possession, use or distribution of illicit drugs and alcohol are punishable to the full extent of the laws of the U.S. government and the state of New York. Where illicit drugs are involved, the seriousness of the offense and the penalty imposed upon conviction usually depends on the individual drug and the amount of the drug held or sold. For example, in New York State the criminal possession of four or more ounces of cocaine is a class A-1 felony, punishable by a minimum of 15-25 years and a maximum of life in prison. The sale of two ounces of cocaine will be similarly treated. The criminal possession of more than eight ounces of marijuana is a class E felony, punishable by up to four years in prison, as is the sale of more than 25 grams of marijuana. It is important to be aware that, in New York, if one gives or offers drugs, including marijuana, it is treated as a sale. Federal penalties are similar to those imposed by the state.

A person need not be in actual physical possession of a controlled substance to be guilty of a crime. Similarly, the presence of certain substances, including marijuana, in open view under circumstances demonstrating intent to prepare the substance for sale is presumptive evidence of knowing possession of anyone in close proximity.

Criminal penalties may also result from the misuse of alcoholic beverages. In New York, if one gives or sells an alcoholic beverage to a person less than 21 years of age, the person is committing a class B
misdemeanor, punishable by up to three months in jail and/or a $500 fine. Any sale of any kind of alcoholic beverage without a license or permit is also a misdemeanor punishable by a fine, a jail term, or both. Persons under age 21 are prohibited from possessing alcoholic beverages with intent to consume them. Each violation is punishable by a $50 fine. The beverages may also be seized and destroyed by appropriate internal or external authorities. An individual can be fined up to $100 and/or required to perform community service if he/she is under 21 and presents a falsified proof when attempting to purchase alcoholic beverages. A person can have a driver’s license suspended for 90 days if he or she is under 21 and uses a driver’s license to try to purchase alcohol illegally.

It is NYSID’s policy to encourage faculty, staff, and students to comply with federal, state, and city laws. Where appropriate, the College will cooperate fully with relevant government authorities regarding the prosecution of such violations.
Violations

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

• Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health, or welfare of a member of the NYSID community or the regular operation of the College.

• Disrespect to any member of the NYSID community and/or failure to comply with the lawful directions of College faculty or staff.

• Physical violence, actual or threatened, against any individual or group of persons.

• Violation of the College policy on sexual assault, domestic violence, dating violence and stalking.

• Violation of the College policy on discrimination and harassment.

• Unauthorized entry or misuse of College property, or contributing to such unauthorized entry of another individual.

• Intentionally and/or knowingly providing false information, testimony, or evidence.

• Damage, destruction, or removal of another student’s work or property.

• Vandalism or damage to personal or NYSID property.

• Use of spray paint, spray adhesive, or spray glue in any NYSID building, including but not limited to classrooms, studios, offices, roof terrace, residence hall, common spaces, and stairwells.

• Use, possession, or storage of any weapon, dangerous chemical, fireworks, or explosives, regardless of the presence of a state or federal license to possess same.

• Theft of services or property, including failure to report knowledge of possession of stolen property, including but not limited to the theft of another student’s creative work.

• No form of cyber-bullying will not be tolerated at NYSID. Cyber-bullying has been defined as “the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.”

• Engaging in, or threatening to engage in, any other behavior that endangers the health or safety of another person, property, or oneself.

• Attempting to commit an act that violates the Student Code of Conduct.

• Assisting another student to commit an act that violates the Code of Conduct.
Students' Bill of Rights—
NY State Education Law 129-B §6443—(students’ rights in situations involving sexual misconduct)

All students have a right to:

• Make a report to local law enforcement and/or state police
• Have disclosures of domestic violence, dating violence, stalking and sexual assault treated seriously
• Make a decision about whether to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution
• Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard
• Be treated with dignity and to receive from the institution courteous, fair and respectful health care and counseling services where available
• Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations
• Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident
• Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution
• Access to at least one level of appeal of a determination
• Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process
• Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution

Judicial Procedures

The New York School of Interior Design is committed to providing you with opportunities to pursue your creative and academic interests in an atmosphere that is conducive to teaching and learning. The principal responsibility for conduct rests with each student and it is expected that social and academic standards are valued and upheld. Expected standards of behavior are defined in the Student Handbook and made public through the NYSID Portal.

When a student violates these standards, appropriate sanction must be imposed by way of a judicial process with due regard to the person’s rights as an individual.

Judicial/Disciplinary procedures do not follow the rules of procedure used in court proceedings and legal representation is not permitted in any hearing except in situations involving sexual misconduct. In sexual misconduct proceedings, all students have the right to be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process. The advisor however while present, is not permitted to speak or
otherwise advocate on behalf of the accuser or accused during these proceedings.

Should a student’s presence on campus create a threat to the safety and well-being of the NYSID Community, NYSID reserves the right to immediately suspend that student pending the final outcome of the judicial process. Additionally, NYSID reserves the right to resolve the case and sanction a student, without a hearing where such action is deemed necessary or appropriate by the president.

Filing Of Allegations/Incident

Any member of the NYSID community may initiate the judicial process against any student for alleged violation(s) of the Student Code of Conduct or Academic Honesty Code by submitting a complaint through an incident report to the Dean of Students/Title IX Coordinator (Non-Academic) or the VP for Academic Affairs/Dean (Academic Honesty). An incident report is a detailed, written description of the alleged violation of the Student Code of Conduct or Academic Honesty Code. Complaints must be filed within 30 days of the incident that precipitated the complaint. Incident report forms (Notice of Occurrence Form) are available at the security desks of all campus locations, the Dean of Students Office and the Office of Academic Affairs.

Preliminary Review of Complaint

Upon receipt of the written incident report, the Dean of Students/Title IX Coordinator (Non-Academic) or Vice President of Academic Affairs-Dean (Academic) is authorized to conduct a preliminary review of the complaint to determine whether judicial procedures are an appropriate response or if the complaint should be referred elsewhere. If it is determined that there is sufficient information or basis to support the complaint and judicial procedures are to occur, a student is informed in writing of the complaint made against him/her and the next steps in the process. Students will be advised in the notification to prepare a written statement responding to the charges for presentation at the disciplinary hearing.

If it is determined that there is insufficient information or basis to support the complaint, or to warrant judicial procedures, the Dean is authorized to dismiss the complaint or issue a disciplinary warning to the student(s) involved in the incident report. Decision to dismiss a complaint is final.

Review of Complaint

Non-Academic: After the preliminary review and student has been notified in writing of the complaint of the alleged violation, the Disciplinary Committee consisting of the Dean of Students and two NYSID Administrative Staff members (appointed from the President’s Council on a rotating basis) will review the complaint. If necessary, the committee may hold a review meeting with the person submitting the incident report and any witnesses identified to determine all the facts surrounding the alleged violation. The Committee will meet with all parties on a one-on-one basis. If it is determined by the Disciplinary Committee that there is insufficient information or basis to support the complaint, the Committee is authorized to dismiss the complaint. Decision to dismiss a complaint is final.

If it is determined that there is sufficient information or basis to support the complaint a judicial hearing will occur.

Academic: After the preliminary review and student has been notified in writing
of the complaint of the alleged violation, the Academic Disciplinary Committee consisting of the Vice President for Academic Affairs-Dean, two Faculty and two NYSID Administrative Staff (appointed from the President’s Council on a rotating basis) will review the complaint. If necessary, the committee may hold a review meeting with the person submitting the incident report and any witnesses identified to determine all the facts surrounding the alleged violation. Additionally, the student’s academic record will be reviewed and the Academic Advisors and Faculty will be consulted. The Committee will meet with all parties on a one-on-one basis. If it is determined by the Disciplinary Committee that there is insufficient information or basis to support the complaint, the Committee is authorized to dismiss the complaint. Decision to dismiss a complaint is final. If it is determined that there is sufficient information or basis to support the complaint a judicial hearing will occur.

Hearing Notification & Scheduling
A student will be notified in writing of the time and location of the hearing. Failure to respond and/or participate in a hearing will result in a decision being made in the student’s absence. All alleged violations and statements in the filed complaint will be considered true and accurate and appropriate administrative actions shall be taken. In allegations involving more than one accused student, separate hearings will be conducted for each student.

The alleged violator may waive the disciplinary hearing if he/she chooses to take responsibility for violating the Student Code of Conduct or Academic Honesty Code. The student must meet with the Dean of Students VP for academic affairs/ dean to sign a statement acknowledging an understanding and acceptance of the charges of violation(s) of the code of conduct, and appropriate sanctions will be imposed.

The Hearing Process
The disciplinary hearing for alleged infractions of the Student Code of Conduct or Academic Honesty Code will be conducted by the Disciplinary Committee (established for the initial review process). The student may not be accompanied by any other person to the hearing (including family member, friend or attorney), except in situations involving sexual misconduct. In sexual misconduct proceedings, all students have the right to be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process. The advisor however, while present, is not permitted to speak or otherwise advocate on behalf of the accuser or accused.

Electronic recordings or transmissions of the hearing proceedings are not permitted. One of the hearing administrators will take notes during the hearing and produce a summary of those notes soon after the conclusion of the hearing. These records will be retained in the Dean of Students Office or Office of Academic Affairs. The accused may request, in writing access to view these records.

In disciplinary proceedings alleging sexual assault, stalking and sexual harassment, both accuser and accused are entitled to have a designated member of the NYSID staff or faculty as support during the disciplinary procedure. Electronic recordings or transmissions of the hearing proceedings
are not permitted. One of the hearing administrators will take notes during the hearing and produce a summary of those notes soon after the conclusion of the hearing. These records will be retained in the Dean of Students Office. The accused and accuser may request, in writing access to view these records. Both the accused and accuser will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault and sexual harassment.

During the hearing, the student is presented with information pertaining to the allegation that he/she has violated the NYSID Student Code of Conduct or Academic Honesty Code. The student will then be permitted to submit the written statement of response to the allegation and present information on his/her behalf. Questions may be posed by the Disciplinary Committee to better clarify or understand the charges as well as the student perspective on the incident and circumstances. At the conclusion of the hearing, the student will be asked to make a final statement and the hearing will close. The Disciplinary Committee will make a final determination regarding whether the student is responsible for the violation(s) based on all of the information available.

If the student is found responsible, the degree of seriousness of the offense and the student’s previous disciplinary record will determine the sanction to be issued. A student will be notified in writing within ten business days of the outcome of the hearing and advised of any sanctions to be imposed. In disciplinary proceedings alleging sexual assault, accused and accuser will simultaneously be notified of the outcome. Sanctions imposed by the Committee are effective immediately unless specifically stated otherwise in the written notification. Decisions made by the Disciplinary Committee shall be final, pending the normal appeal process.

Appeals

Once the hearing process is completed and a sanction is imposed, the student has the right to appeal. An appeal must be made in writing to the Dean of Students (Non-Academic) or the VP for Academic Affairs/Dean (Academic). The request must include the reason the Disciplinary Committee decision should be reevaluated and must be received by the Dean within seven days of the written notification to the student regarding the hearing outcome. While the appeal is pending, sanctions imposed by the Disciplinary Committee will remain in effect. A student making an appeal must not expect the case to be decided in time to register for the succeeding semester, even should the decision to require suspension or expulsion to be reversed.

Appeals will only be considered if one or more of the following conditions are met:

- It can be demonstrated that the sanction(s) is excessive or more severe than the infraction.
- The student has new information not reasonably available at the time of the hearing
- The student has concerns with the hearing process that may change or affect the outcome of the decision.

The Dean will review the appeal and do one of the following:

Accept the appeal. Designate a new Disciplinary Committee to reevaluate the hearing proceeding records and sanctions to determine if the outcome of the original decision is warranted. This Committee may change the sanction making it less or more
severe. Additionally, they may request a new hearing if sufficient cause is determined.

Deny the appeal due to insufficient reason for appeal.

The student will be notified in writing of the final decision, within 10 business day of the receipt of the appeal. No further appeal will be granted.

As per Article 129B New York State Education Law—at least one level of appeal equally to both parties will be granted for sexual misconduct proceedings.

Records and Transcripts

Non-academic disciplinary records will be maintained in the Dean of Students Office. These records do not become a part of the students' permanent record and are confidential. They may however be referred to if the student becomes involved in another disciplinary action. Records are retained for one year after graduation or withdrawal from the College.

Academic disciplinary records will be maintained in the Office of Academic Affairs. Records of academic violations do become a part of the students' permanent record and are confidential. It is NYSID policy to inform parents when appropriate of the disciplinary status of students who have been suspended or academically dismissed from the college. FERPA guidelines will be followed with regards to disclosure of violations and/or sanctions.

For crimes of violence, including but not limited to sexual violence, pursuant to the federal Clery Act 20 U.S. C. 1092 (f) (1) (F) (i) (I)-(VIII) a notation shall be made on the transcripts of students found responsible after a conduct process that they were “suspended after a finding of responsibility for a code of conduct violation.” For the respondent who withdraws from the institution while such conduct charges are pending, and declines to complete the disciplinary process, institutions shall make a notation on the transcript of such students that they “withdrew with conduct charges pending.” If in an appeal process, the removal of the transcript notation is granted, a suspension notation shall not be removed prior to one year after the conclusion of the suspension. Expulsion notations shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

The New York School of Interior Design reserves the right to change and/or add policies and procedures. A reasonable effort to inform students of such changes will be made as they become necessary.

Sanctions

NYSID shall take into account the circumstances surrounding the event, the nature of the violation, and the individual's previous record at NYSID. At the discretion of the College administration, an alternative or additional disciplinary action may involve participation in and satisfactory completion of an appropriate counseling or rehabilitation program.

Sponsoring student organizations are also held responsible for violations of the standards of conduct and related policies. Where violations occur, student organizations may be penalized, may have funding revoked, may be denied use of facilities and services, and may be barred from recognition of future student activities.

Violation of Student Code of Conduct or Academic Honesty Code may result in the following sanctions:
• Verbal warning — Oral warning to student that action is a violation and continued wrongful conduct may result in more severe disciplinary sanctions.

• Written warning — Written notification to student that action is a violation and continued wrongful conduct may result in more severe disciplinary sanctions.

• Restitution (nonacademic only) — Reimbursement for damage or loss to either NYSID or individual property. Failure to do so may result in further sanctions or denial of enrollment, graduation, and/or withholding student transcript.

• Disciplinary probation — Written notification to the student that any repetition or further violation of the Student Code of Conduct or Academic Honesty Code may result in suspension or expulsion.

• Restriction — Denial of certain facilities or the right to participate in certain activities or privileges for a specified period of time.

• Course credit denial and/or failure — No credit earned for course(s) in question and/or receive a permanent grade of WF on transcript for that course.

• Suspension — Exclusion from classes, exams, and all functions of the College for a specified period of time.

• Expulsion — Dismissal from the College. The student may not attend classes, exams, or functions and will not be able to access his or her NYSID accounts and must vacate College property by the effective date of expulsion. Readmission will not be considered.
Office of the Registrar

The Office of the Registrar is located on the second floor of the 69th Street building. Students can receive assistance with online registration, identification cards, transcript requests, enrollment verification, lockers, and updating their records.

In order to attend courses at NYSID, one must be formally accepted by the Office of Admissions or be enrolled as a non-matriculated or continuing education student. Those with prior education or professional experience desiring to enroll in undergraduate courses without taking the prerequisites at NYSID must have the approval of an academic advisor. These students must provide necessary documentation such as a portfolio or transcript along with relevant course descriptions to demonstrate qualifications prior to registration.

Upon matriculation, students plan their programs of study with an academic advisor. Academic advisors are assigned to each student at the time that they first request information about the College, and more formally, at the time at which the student begins to take classes. Advisees are assigned by first initial of their last name. Each semester, students register during the registration period and according to procedures specified by the registrar. Students should register during regular registration periods in order to ensure having their desired schedule. Schedules are published in course bulletins, which are posted on the NYSID website and Portal. Returning students are responsible for knowing the registration schedules and will be charged a late fee for registering after the regular registration period. This late fee is not negotiable.

Late registrations are accepted through the first week of a semester. Late registrations for the summer session must be processed before the second class.

Student Identification Cards

Student ID cards and lanyards can be obtained in the Office of the Registrar during the first week of the semester for new students. Hours for obtaining a student ID card are posted on the NYSID Portal and throughout both campuses. Replacement ID cards can be obtained throughout the school year. A fee of $25 will be charged to issue a replacement ID card, and a fee of $5 will be charged to replace a lost lanyard.

Semester validation stickers for continuing students’ ID cards are available in the Office of the Registrar, the 70th Street reception desk, and the Graduate Center reception desk.

Student ID cards and lanyards are issued to all students registered for credit-bearing courses and must be worn whenever on campus. Printed on the student ID card is the student’s ID number, which is the same number used for future registrations and to access computer accounts and the NYSID Portal. Student ID cards must have a current semester validation sticker in order to check out books from the NYSID Library and for entry to New York University’s Bobst Library, the Cooper Union Library, and the Gimbel Library at Parsons School of Design. Many art supply stores and museums accept the student ID card as basis for student discounts. In addition, a student ID card
must be scanned for attendance to all large lecture classes, such as Historical Styles. Students must present their ID cards to their instructors at the first class session, if requested, and upon request by any NYSID authorized personnel thereafter.

ID cards for students and faculty members at the Graduate Center are identified with a “G”. This card is required to access the Graduate Center, hours for which are posted on the NYSID Portal. No one without a Graduate student ID card will be allowed to enter the Graduate Center without prior approval.

Enrollment Verification

Students can obtain enrollment verification from the Office of the Registrar by submitting a written request. Enrollment verification provides details on whether the student is enrolled full-time, part-time, or less than part-time for the current semester or for all of the semesters that the student has been enrolled. If verification needs to be sent prior to the start of the term, the College can indicate “anticipated enrollment” for future terms.

NYSID Portal

The NYSID Portal (portal.nysid.edu) provides a secure location for students to reserve classes, view schedules and grade reports, and receive other timely announcements. Individuals may use the NYSID Portal only with the express authority of NYSID and within the user sign-on and password procedures authorized by NYSID administration. Using an account that belongs to another individual or giving an individual other than the owner access to any NYSID account is prohibited. Some individuals will be given access to the student information systems and/or other administrative systems. The confidentiality of these records is governed by the Federal Family Education Rights and Privacy Act of 1974 (a.k.a., Buckley Amendment, FERPA). All information is confidential and students have a right to expect that their scholastic records are being properly supervised and maintained. Communication of this information is restricted to other authorized parties in accordance with provisions of FERPA. Requests for disclosure of this information must be approved by the appropriate administrative officer at NYSID. Each user is legally responsible for all activity originating from his or her account. For more information on FERPA see the General Policies section of this handbook.

Access to the NYSID Portal

Students receive log-in information for the NYSID Portal when they apply for admission or when they enroll in classes on a non-matriculated basis.

Matriculated students and all students having previously registered for a course at NYSID can register online through the NYSID Portal (portal.nysid.edu) using their ID number/username and password. Non-matriculated and continuing education students may register through the Institute for Continuing and Professional Studies (ICPS) on the NYSID website www.nysid.edu/icps. After a student has registered for the first time, the student will receive an ID number and password via email, which will provide access to the NYSID Portal for subsequent registrations. Continuing education students taking courses through ICPS will be able to use their payment receipts as their ID cards.

Non-matriculated Status

Non-matriculated students may accumulate a maximum of 12 academic credits and must satisfy the prerequisites for each course.
A student who completes the maximum allowable credits as a non-matriculated student and wishes to continue studying at the College must apply to one of the degree programs or to the Basic Interior Design certificate program.

Proof of Immunization

The New York State Legislature has mandated that all students born on or after January 1, 1957 and registered for six or more credits must provide proof of immunity against measles, mumps, and rubella (MMR) (Public Health Law, Article 21, Title VI, section 2165). New York State Public Health Law 2167 requires that all college and university students enrolled for at least six credits or the equivalent acknowledge the receipt of information about meningococcal disease and vaccination or report obtaining the vaccination.

The required forms are provided to the student at the time of admission and are posted on the NYSID Portal and can be obtained from the Office of the Registrar. Please note that according to NYS public health law, no institutions shall permit any student to attend the institution for more than 30 days without complying with these laws. The 30-day period may be extended to 60 days if a student can show a good faith effort to comply. Failure to comply will result in a hold being placed on the student’s account, which will prevent registration for courses, and the College can withdraw the student from classes.

Veterans

Students enrolling under the GI Bill must notify the veterans certifying official/registrar before registering for courses and provide a certification of benefits statement from the Veterans Administration in order to process enrollment certifications and qualify for payment of benefits.

Change of Student Information

Students are responsible for reporting a change of name, address, telephone, or email, and providing a contact in case of emergency. Students are responsible for updating their personal information (e-mail and cell phone number) each semester on the NYSID portal or in writing on a Change of Information form, which is available in the Office of the Registrar and on the NYSID Portal. International students must also contact the International Student Advisor to report an address change within 10 days of a move.

It is important that contact information is current, as this is the way that the administration and faculty communicate with students, including in case of emergencies. In addition to the students’ own contact information, it is also important that students provide an emergency contact person in the event the student needs assistance. NYSID is not responsible for miscommunication arising from a student’s failure to maintain accurate contact information with the Office of the Registrar.

Course Bulletins

Course bulletins are electronically published each semester and are available on the NYSID Portal and at www.nysid.edu at the start of each registration period. The College reserves the right to change course dates, times, and faculty without prior notice.

Confirmation of Schedule

Provided that a student’s registration is approved, the student will access their schedule through the NYSID Portal. Registration information is not mailed to students. Any discrepancy should be brought to the attention of the registrar.
at registration@nysid.edu. It is strongly recommended that students periodically check the NYSID Portal to view their schedule online. Schedules may change due to changes of faculty, canceled sections, lack of tuition payment, or other reasons. It is the student’s responsibility to verify his or her schedule by viewing the NYSID Portal on a regular basis. The College reserves the right to change faculty and cancel or modify course sections and schedules at any time.

Prerequisites & Co-Requisites
It is the sole responsibility of the student to ensure that all courses are taken in the sequence outlined in the Academic Catalog. In no case will a student be allowed to register for a course without having successfully completed the required prerequisite. It is solely the student’s responsibility to ensure that a course designated as a “co-requisite” is taken prior to or during the same semester. Students who register for courses out of sequence are subject to an involuntary withdrawal and the College’s published refund policy.

Closed Course Sections
The College reserves the right to cancel classes due to low enrollment. Classes with insufficient enrollment will be canceled in advance of the beginning of a semester to allow students time to reschedule their classes. Notice of canceled courses will show on the student’s schedule as posted on the NYSID Portal. Students are responsible for periodically checking their schedules for changes and registration information prior to the start of each semester. If a course is canceled entirely, no drop fee will be charged. At times, students may be enrolled by their advisor in alternative sections of a course if the original section was canceled. The College makes every effort to notify students of such changes in a timely fashion.

Courses Canceled Due to Low Enrollment
The College reserves the right to cancel classes due to low enrollment. Classes with insufficient enrollment will be canceled in advance of the beginning of a semester to allow students time to reschedule their classes. Notice of canceled courses will show on the student’s schedule as posted on the NYSID Portal. Students are responsible for periodically checking their schedules for changes and registration information prior to the start of each semester. If a course is canceled entirely, no drop fee will be charged. At times, students may be enrolled by their advisor in alternative sections of a course if the original section was canceled. The College makes every effort to notify students of such changes in a timely fashion.

Maintaining Academic Records
Following formal acceptance by the Office of Admissions, the registrar maintains all official academic records. These records become the property of the College.

Items that are not considered academic or education records are recorded as the following: personal observations, alumni records, peer graded papers and exams prior to the grade being recorded in the instructor’s grade book, university law enforcement records, and “sole possession” records made by faculty and staff of their own use as reference or memory aids and not shared with others.

There are limitations on a student’s right to inspect and review their education records. NYSID is not required to allow students to review the following:
Confidential letters of recommendations whether those letters were collected in a confidential manner, or if the student waived his/her rights to inspect and review said letters and are related to the students' admission.

Record Amendment Requests

Students that wish to challenge their records must submit a request in writing to the appropriate office maintaining said record, for example, the office of the registrar, or the admissions office. Students must list the specific information they wish to question and a reason for the challenge.

All hearings will be conducted by a school official who has no direct interest in the outcome of the hearing. Students will be granted a full and fair opportunity to present their evidence that is relevant to their question. Once a decision is made by the hearing officer, a written decision will be made detailing the outcome of the decision and a brief summary of the evidence presented. If the outcome of the hearing is in favor of the student, the record in question will be amended accordingly. If the student's request is denied, the student may appeal, in writing, to the school's registrar within 10 days of the student receiving the denial. This appeal will be heard by an appeals board of three disinterested senior college officials and a decision will be made within a reasonable amount of time in writing. If the appeal is in favor of the student, the record will be amended accordingly. If the request is denied, the student has the right to place a statement with the record in question with a comment on the accuracy of the information.

Grades

After each semester, students may view their grades through the NYSID Portal. Grades are not reported over the phone or via email. It is the responsibility of the student to report any concerns about final grades first to the faculty member assigning the grade, with the option of following up on any concern with their academic advisor.

The Family Educational Rights & Privacy Act (FERPA)

NYSID has adopted regulations in accordance with provisions of the Family Education Rights and Privacy Act (FERPA) (section 438 of General Education Provisions Act, 20 usc 12329), formerly referred to as the Buckley Amendment. A copy can be found at:


FERPA entitles students to certain rights with respect to their education records and directory information. Education records contain information such as academic transcript and financial aid and student account records. According to FERPA, a student's rights regarding these records are:

- The right to inspect and review your education records. Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. New York School of Interior Design will make arrangements for access and notify the student of the time and place where the records may be inspected within a reasonable time.

- The right to request the amendment of your education records to ensure that they are accurate and not in violation of your privacy rights. Students should write to the NYSID official responsible
for the record, clearly identify the part
of the record they want changed, and
specify why it is inaccurate or misleading.
If the New York School of Interior Design
decides not to amend the record as
requested by the student, NYSID will
notify the student of the decision and
advise the student of his or her right to a
hearing. Additional information regarding
the hearing procedures will be provided to
the student at that time.

• The right to file with the U.S. Department
of Education a complaint concerning
alleged failures by NYSID to comply with
the requirements of FERPA. The name and
address of the office that administers
FERPA is: Family Policy Compliance Office,
U.S. Department of Education, 400
Maryland Avenue SW, Washington, D.C.
20202-4605.

• The right to consent to disclosures of
personally identifiable information
contained in your education records
(information that would make your
identity easily traceable; e.g., Social
Security number, etc.) except to the
extent that FERPA authorizes disclosure
without consent. One exception which
permits disclosure without consent
is disclosure to College officials with
legitimate educational interests. A College
official is a person employed by the
New York School of Interior Design in an
administrative, supervisory, academic
or research, or support staff position
(including law enforcement unit personnel
and health staff); a person or company
with whom NYSID has contracted (such as
an attorney, auditor, or collection agent);
a person serving on the Board of Trustees;
or a student serving on an official
committee, such as a disciplinary or
grievance committee, or assisting another
College official in performing his or her
tasks. A College official has legitimate
educational interest if the official
needs to review an education record in
order to fulfill his or her professional
responsibility.

The Office of the Registrar is the main
contact for all purposes of the FERPA Policy.

Directory Information

Although directory information, such as
address, telephone, and email address, can
be shared with third parties without consent
of the students, NYSID offers students the
opportunity to request that this information
is not provided to outside interests. This
request should be made in writing and
submitted to the registrar.

Personal Identifiable Information

Personally identifiable information is data
or information which includes, but is not
limited to:

• The student’s name
• The name of the student’s parent or other
family members
• The address of the student or student’s
family
• A personal identifier, such as the
student’s social security number, student
number, or biometric record
• Other indirect identifiers, such as the
student’s date of birth, place of birth, and
mother’s maiden name
• Other information that, alone or in
combination, is linked or linkable to a
specific student and that would allow
a reasonable person in the school
community who does not have personal
knowledge of the relevant circumstances
to identify the student with reasonable
certainty
• Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates.

A student's personal identifiable information can be disclosed to their parents if they are claimed as a dependent for tax purposes.

The following information was taken from the FERPA AACRAO 2012 FERPA Guide.

Some instances in which student consent is not needed is further explained as numbered below.

• To College officials who have a legitimate educational interest
• To federal, state and local authorities involving an audit or evaluation of compliance with educational programs
• In connection with financial aid; this includes veteran’s benefits
• To organizations conducting studies for or on behalf of educational institutions,
• To accrediting organizations
• To parents of dependent students
• To comply with judicial orders of subpoenas (see #2)
• In a health or safety emergency (see #3)
• Releasing directory information (see #4)
• Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence
• Deceased students (see #5)

1. Conducting Studies

FERPA allows an institution to disclose personally identifiable information from education records, without consent, to organizations conducting studies “for, or on behalf of” the institution so long as the information is destroyed by the organization when the information is no longer needed for the study.

2. Subpoenas

• Non-directory, personally identifiable information from education records can be released “to comply with a judicial order or lawfully issued subpoena” provided that the “institution makes a reasonable effort to notify the student of the order or subpoena in advance of compliance.” FERPA exempts institutions from the notification requirements in the case of a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, that specifically orders that notification not be made in the subpoena.

• If an institution initiated legal action against a student, or vice versa, no subpoena for the relevant education records of a student would be required for the institution to either proceed with legal action as plaintiff or defend itself.

3. Health or Safety Emergency

• If non-directory information is needed to resolve an emergency situation, an educational institution may release that information if the institution determines that it is “necessary to protect the health or safety of the students or other individuals.”

• Factors to be considered or questions to be asked in making a decision to release student information in these situations are: (1) the severity of the threat or health or safety of those involved; (2) the need for the information; (3) the time required to deal with the emergency; and (4) the ability of the parties whom the
information will be given to deal with the emergency.

4. Directory Information

- Defined as information that would not generally be considered harmful or an invasion of privacy if disclosed.
- Student identification numbers (except under very specific circumstances), social security numbers, race/ethnicity, gender, citizenship, nationality or religion may not be designated as directory information.

5. Deceased Students

- Under common law regarding privacy rights, the privacy interests of an individual expire with that individual’s death. Disposition of records held by an institution pertaining to a deceased eligible student is not a FERPA issue but a matter of institutional policy and/or state law.

Office of the Bursar

The bursar is located on the second floor of the 69th Street building. Students may make a tuition or fee payment, obtain information on their account status, or receive information on payment options in this office. Students may also inquire about refunds and financial aid credit balances.

Payment of Tuition and Fees

In general, tuition and all applicable fees must be paid no later than 15 calendar days after course reservations are approved by an academic advisor. Beginning 15 days prior to the beginning of the semester, tuition and all applicable fees are due at the time of course reservation and approval. For registration for the fall semester only, students may pay 50 percent of the semester’s tuition at the time of registration and the balance by the deadline, approximately one month before the semester starts. Students may pay applicable fees and tuition online with credit cards (American Express, MasterCard, and Visa) and electronic ACH payments. Fees may also be paid by money order or check payable to NYSID. Students may choose to enroll in the Tuition Management System (TMS) plan, which must be confirmed by the Bursar’s Office prior to registration. TMS is the only payment plan option recognized by NYSID. Payment options are not available to any student who was delinquent in payments in the previous semester or whose payment plan was canceled for nonpayment. Students must check the academic calendar and in the course bulletin for important registration and payment deadlines. Students are expected to review their student account periodically and to notify the Bursar’s Office for any discrepancies.

Students accepted into the MFA, MPS, BA, BFA, AAS, and Basic Interior Design programs must pay a tuition deposit within 30 days of the date of acceptance into the program. Students pay tuition for their programs in accordance with tuition schedules published in the annual catalogs. Registration fees and tuition deposits are nonrefundable. Tuition and fee amounts are published in the current catalog.

Refund Schedules

Tuition refunds are calculated according to NYSID’s refund schedule based on the date the course is dropped online or the date of written receipt of notification at the College and the filing of a signed drop form. Telephone notification is not accepted. Refunds are not automatic and must be requested. All fees are nonrefundable and nontransferable. Tuition deposits are
nonrefundable. All refunds are paid by check regardless of the student’s method of payment. The refund schedule is published in the bulletin for each semester or session. Refunds resulting from dropping a course during the late registration period will not be processed until after the drop/add period.

Financial Aid Office

Financial assistance is available to U.S. citizens and permanent residents who are matriculated and in good academic standing. There are financial aid programs for both full-time and part-time study, as well as a number of merit based scholarships offered through NYSID.

An applicant is considered for financial assistance upon completion of the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed at www.fafsa.ed.gov. Students must reapply for financial aid annually. The FAFSA for the following school year is available after January 1st.

Priority Processing Deadlines for Submitting a FASFA and/or Verification Documents

Students attending Summer .............. May 15
Students attending Fall & Spring.....August 1
Students attending Spring only..........Nov. 30

Award Eligibility

Initial award letters are based on full time enrollment (12+ credits each semester). All awards are subject to change. Awards may be amended due to factors such as part-time enrollment, December graduation, lack of academic progress, changes needed due to verification, incomplete files, additional resources, etc. Students are expected to log on to the NYSID Portal regularly to view updates to their financial aid.

It is the student’s responsibility to be aware of credit hours and cumulative GPA requirements for each program and/or scholarship. Students may not receive federal financial aid for classes that do not count towards their degree or certificate. If a student is enrolled for ancillary courses, those courses cannot be factored into enrollment status for financial aid purposes.

Standards for Satisfactory Academic Progress (SAP)

Federal regulations require that students be monitored for academic progress. Students must successfully complete 70% of their attempted credits and maintain a minimum GPA of 2.0 for undergraduate students and 3.0 for graduate students. A review is made at the conclusion of each semester. Students who fail to meet these requirements will be notified and put on financial aid warning status. Students may receive aid while on warning, but must meet SAP requirements at the conclusion of that semester to remain eligible.

Withdrawal Policy

A student who officially, unofficially, or medically withdraws from the College within the first 60% of the semester will receive an adjustment to their financial aid. According to a calculation established by the Department of Education, the student’s awards will be prorated and excess funds will be returned to the appropriate Title IV program. The student is then required to settle their outstanding bill with the Bursar’s Office immediately.

Additional financial aid information can be found at www.nysid.edu, under the Financial Aid tab. Students and parents are responsible for familiarizing themselves with this information.
Financial Aid Disbursement

Disbursement or “pay out” of financial aid will take place on or after the dates listed below. No funds will be disbursed in advance. No exceptions will be made.

Fall 2015.......................... October 12, 2015

When financial aid disburses, the funds are automatically applied to the student’s outstanding bill. Any excess aid will be mailed to the student in the form of a reimbursement check to be used for educational expenses (i.e. books, rent, transportation, etc.). Per Department of Education’s regulations, the Bursar’s Office has 14 days to refund excess funds from the date the federal student aid was disbursed to the student’s account.

Loan Information & Borrowing History

Students can track their borrowing history, loan amounts owed, interest rates, and loan servicer contact information at www.nslds.ed.gov under “Financial Aid Review.” The Financial Aid Office urges all students to be cognizant of their debt. Federal student loans are real loans and must be repaid even if your financial circumstances become difficult.

Exit Interview for Loan Borrowers

Loan borrowers must complete an exit interview upon graduation, or at any time their enrollment status drops below part-time (under six credits) for a semester. The exit interview provides important information regarding the proper repayment of a loan. Students can complete the exit interview online at www.studentloans.gov. A hold will be placed on the student’s account until the exit interview is completed.

New York State Tuition Assistance Program (TAP)

TAP is handled by the Office of the Registrar at NYSID.

The New York State Higher Education Services Corporation (HESC) administers the Tuition Assistance Program (TAP) to help pay the tuition for eligible full-time and part-time students.

When you have completed the FAFSA on the Web (FOTW), the confirmation page will give you a link to the TAP on the Web (TOTW) application for New York State financial aid. Before completing the TAP application, you will be asked to establish a PIN (personal identification number) for TAP. This PIN will allow you to complete your application later, access your application information, and make changes.

After establishing your PIN, you will be able to complete your TAP application. The TAP online form will be pre-filled with some of the information from the FAFSA you completed online. Review this data, supply any missing information, and submit the form. Follow the instructions provided.

TAP school code for undergraduate students: 0550

If you choose not to apply online, HESC will mail you an Express TAP Application (ETA). Information from your FAFSA and your family’s calculated New York State net taxable income will be preprinted on your ETA. Review this information; change any incorrect items, complete any missing items, then sign and mail the form using the return envelope.

If you provide an e-mail address on your FAFSA, HESC will use that address to contact you about your TAP application, give you processing updates, or award...
Eligibility

To be eligible for TAP, a student must:

• Be a U.S. citizen or eligible non-citizen

• Be an undergraduate student (graduate students are ineligible for TAP)

• Be a resident of New York State (that is, you must have lived in the state for at least one year prior to the first term for which you are seeking payment)

• Study full time (at least 12 credits per semester) at an approved postsecondary institution in New York

• Have graduated from high school, or have a GED, or have received a passing score on an approved Ability to Benefit (ATB) test as defined by the Commissioner of the State Education Department

• Be charged at least $200 tuition per year

• Be matriculated in an approved program of study and be in good academic standing

• Have at least a cumulative C average after receipt of two annual payments

• Have declared a major no later than 30 days from the end of the add/drop period in the first term of the junior year in an approved four-year program

• Remain in good academic standing for New York State financial aid programs by meeting academic progress standards and demonstrating program pursuit each semester you receive TAP

• Must not be in default on any state or federal student loan

• Meet income eligibility requirements

The Ability to Benefit (ATB) test must be passed if a student does not have a high school diploma or GED from within the United States.

• The ATB regulation applies to all students who are first-time state aid recipients in the 2006–07 academic year or thereafter.

• Beginning in summer of the 2008-09 academic year, students must take the ATB exam within the add/drop period of the term.

New York State TAP One-Time Waiver and ‘C’ Average Waiver

Full time students who are New York State (NYS) residents and have applied for the NYS TAP (Tuition Assistance Program) will receive an award notice from NYS TAP. The award must be certified by the Office of the Registrar each semester based on current regulatory and academic requirements after the final date to drop a course.

Among the requirements is the obligation of the student to maintain New York State’s definition of “good academic standing” which has two components:

• Satisfactory Academic Progress (SAP): a requirement that students accumulate a specific number of credits and achieve a specified cumulative grade point average each semester depending on the number of NYS award payments the student has received.

• Pursuit of Program (POP): defined as receiving a passing or failing grade (on an A-F grading scale) in a certain percentage of courses each semester depending on the number of NYS awards the student has received.

If a student becomes ineligible for a TAP award due to the loss of good academic
standing, s/he may apply to NYSID for a TAP one-time waiver under exceptional or unexpected circumstances. In certain cases, the requirements regarding POP or SAP may be waived once during their undergraduate career. Once a student requests and uses their one-time waiver, the student will have exhausted any future opportunity to have a TAP waiver accepted and approved at an undergraduate level (up to and including the pursuit or completion of a Baccalaureate degree).

The ‘C’ Waiver is intended for students who may have difficulty maintaining an average of C (2.0) or more while receiving NYS TAP. In order to be eligible for a “C” waiver, students must have received the equivalent of two or more full years of TAP awards and would have accumulated 24 or more payment points in prior terms. The ‘C’ average waiver is separate from the one-time good academic standing waiver and may be granted more than once if circumstances warrant.

Waivers are based on an undue hardship that has affected the student’s ability to maintain good academic standing during any semester. A waiver will not be granted automatically; it must originate with the student and is intended only to accommodate extraordinary or unusual cases. Waivers are based on documented evidence of:

- A death or illness in the student’s family
- Personal illness involving either hospitalization or extended home confinement
- Other extenuating circumstances beyond the control of the student

One-Time & ‘C’ waiver NYS TAP Waiver Instructions

The New York School Education Department regulations permit students to receive a ONE-TIME waiver of good academic standing requirement as an undergraduate student. If this waiver is granted (upon approval from the TAP waiver committee), the student will have exhausted any future opportunity to have a TAP waiver accepted and approved at an undergraduate level (up to and including the pursuit or completion of a Baccalaureate degree).

The waiver is not automatic and is intended only to accommodate extenuating circumstances or unusual cases. The waiver is only applicable when there is a reasonable expectation that the student will meet future requirements. Specific details regarding the extenuating circumstances need to be reported, such as specific events and dates, and appropriate documentation is required.

Please note that applying for a one-time TAP waiver is not a guarantee that you will be approved. Payment arrangements for the entire balance MUST be made no later than the due date stated on your invoice to avoid potential holds, penalty fees and/or deregistration from classes. The waiver will be granted only when there is a reasonable expectation that the student will meet future requirements.

The ‘C’ Waiver is intended for students who may have difficulty maintaining an average of C (2.0) or more while receiving NYS TAP. In order to be eligible for a C waiver, students must have received the equivalent of two or more full years of TAP awards and would have accumulated 24 or more payment points in prior terms.

If you wish to apply for a waiver, please request an application in the Office of the Registrar, 69th Street Building, 2nd floor.
### Program: Associate Program

**Calendar: Semester Calendar 2006-07, 2007-08 through 2009-10 and 2010-11 and thereafter**

*remedial students* (if a student’s first award was in 2010-11 and thereafter, and he/she does not meet the definition of a remedial student, see charts for non-remedial students)

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### Programs: Associate Program

**Calendar: Semester 2010-11 and thereafter** *(non-remedial students)*

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<tr>
<td>With At Least This Grade Point Average</td>
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<td>1.5</td>
<td>1.8</td>
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</table>
### Program: Baccalaureate Program

**Calendar: Semester 2006-07, 2007-08 through 2009-10 and 2010-11 and thereafter remedial students** (if a student’s first award was in 2010-11 and thereafter, and he/she does not meet the definition of a remedial student, see charts for non-remedial students)

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### Program: Baccalaureate Program

**Calendar: Semester 2010-11 and thereafter** (non-remedial students)

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Office of Admissions
Change of Academic Program

Students accepted into a NYSID program (e.g., Associate in Applied Science) wishing to transfer to another program (e.g., Bachelor of Fine Arts) must go through the Change of Academic Program process. This process includes completing a Change of Academic Program application form (available in the Office of Admissions and on the NYSID Portal) and submitting a portfolio. Portfolio requirements per program are listed on the Change of Academic Program form. The application, portfolio, and a copy of the student’s transcript (obtained by the Office of Admissions) will be reviewed by the Director of Admissions. Only upon acceptance into the desired program may students register for courses in that program.

A student who wishes to receive the certificate or degree in their current program before moving to a higher-level program is welcome to do so as long as the student will complete the total number of credits of their current degree within the semester prior to when the new degree program takes effect. To receive the certificate or degree of the current program, the student must complete the Graduation Candidacy and Diploma form (available in the Registrar’s Office). The certificate or degree of the lower-level program will not be granted until after the student has moved to a higher-level program.

Students can request a change to a lower-level program using the Change of Academic Program form. A portfolio submission is not required in this case. Prior financial aid arrangements may prohibit moving to a lower-level program. A student who has completed the requirements of a lower-level program and changes to that program in order to graduate at the lower level will be prohibited from then taking any course at NYSID for the following one-year period. The student will also be subject to readmission requirements and procedures if they apply to be considered for a higher-level program after the one-year period.

Readmission

Matriculated students (those previously accepted into a program and have completed courses) who leave NYSID for one to five years or who have not completed their current program within 10 years are required to apply for readmission. Applications for readmission are available in the Office of Admissions. Readmitted students are required to satisfy all degree requirements current at the time of readmission as described in the Academic Catalog/Viewbook, regardless of when they were originally admitted. If a student requests to be considered for a program different from the program into which they were originally admitted, a portfolio may be required for the application to be reviewed.

Students who have attended other schools during an absence from NYSID must have official transcripts sent directly to the Office of Admissions. A published course description, syllabus, and samples of work generated in the course(s) may be requested for the course(s) to be considered for transfer credit. The student is notified of the readmission decision by mail and the NYSID Portal.

Students whose cumulative grade point average was at or below the published minimum at the time they left NYSID, either from academic dismissal or voluntary withdraw, are not eligible to apply for
readmission. Exceptions to this policy may be considered if the student has attended other colleges/universities since their time at NYSID and can prove significant academic improvement via official transcripts.

Office of Academic Affairs
The mission of the Office of Academic Affairs is to create interior design professionals through a comprehensive, focused and rigorous curriculum, based on a core knowledge of the field, including a study of aesthetics, technology, the interaction of people and their environments, design history, and current professional practice and design thinking.

The Office of Academic Affairs, including the offices of the Vice President for Academic Affairs/Dean of the College, is located on the third floor of the 69th Street building. Students are always welcome, and appointments can be made with the dean by calling ext. 304, or emailing academicaffairs@nysid.edu

The Office of Academic Affairs convenes an Academic Council six times per year. The Academic Council is a standing committee of the College that addresses matters related to the academic affairs of the College and advises the VP for Academic Affairs and Dean. Along with faculty and administrative members, designated members of the student body may serve as ad hoc members of the committee. Administrative faculty, faculty members-at-large, and the director of the library are members of the Academic Council.

Responsibilities of the Office of Academic Affairs:

ACADEMICS
Undergraduate certificate and degree programs
Online Learning
Graduate programs
Continuing Education and Pre–College Faculty
The NYSID Library
Office of the Registrar

ACADEMIC SUPPORT
Academic Advising
Disability Services
Academic Tutoring
Writing and Communications Center
Career and Internship Services
Student Design Scholarship Competitions
Academic Computing

Academic Programs
The academic programs offered at New York School of Interior Design include the following:

- Basic Interior Design Certificate (BID, BIDD/Online Learning)
- Associate in Applied Science (AAS) in Interior Design
- Bachelor of Arts (BA) in History of the Interior and Decorative Arts
- Bachelor of Fine Arts (BFA) in Interior Design
- Master of Fine Arts in Interior Design, professional level (MFA-1)
- Master of Fine Arts in Interior Design, post–professional level (MFA-2)
Online Learning

Several courses and programs are offered in an online learning format at NYSID, at the non-credit, undergraduate, and graduate levels. Courses may be held synchronously or asynchronously. Academic policies are consistently maintained across learning platforms, although policies such as attendance are modified appropriately.

Institute for Continuing and Professional Studies (ICPS)

The Institute for Continuing and Professional Studies offers courses for professionals interested in learning new skills or advancing their knowledge, and at an introductory level for those who would like to take a course to see if interior design is the right career for them. Non-matriculated students may take courses that bear academic credit through the ICPS, and can register on www.nysid.edu. The credits may later be applicable to a degree program.
ACADEMIC INFORMATION

Accreditation
Chartered by the Board of Regents of the University of the State of New York in 1924, NYSID is authorized by the Board of Regents to confer the Basic Interior Design certificate and Basic Interior Design Online certificate (BID), and the degrees of Associate in Applied Science in Interior Design (AAS), Bachelor of Fine Arts in Interior Design (BFA), Bachelor of Arts in the History of the Interior and the Decorative Arts (BA), Master of Fine Arts in Interior Design (MFA-1 and MFA-2), Master of Professional Studies in Sustainable Interior Environments (MPS-S), Master of Professional Studies in Interior Lighting Design (MPS-L), and Master of Professional Studies in Healthcare Interior Design (MPS-H).

NYSID is an accredited institutional member of the National Association of Schools of Art and Design (NASAD). In addition, the BFA and the MFA-1 programs are accredited by the Council for Interior Design Accreditation (CIDA), which is recognized by the Council on Post-Secondary Accreditation and the United States Department of Education as the sole accrediting agency for post-secondary interior design programs.

As of June 24, 2011, the New York School of Interior Design is a Candidate for Accreditation by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. Candidate for Accreditation is a status of affiliation with a regional accrediting commission that indicates that an institution has achieved recognition and is progressing toward, but is not assured of, accreditation. It has provided evidence of sound planning, seems to have the resources to implement the plans, and appears to have the potential for obtaining its goals within a reasonable time. In July 2013, upon approval by the Middle States Commission on Higher Education, NYSID began the Self-Study process, which is part of the final step toward full accreditation. The Self-Study process will culminate in a site visit and review process by MSCHE, with a decision on accreditation expected in 2016.

Consumer Information
Information about NYSID’s enrollment data, retention rates, graduation rates, and more can be found at www.nysid.edu/about/facts-figures.

Academic Policies
Attendance
NYSID creates professional interior designers; punctuality and attendance are considered very important and contribute to a professional classroom atmosphere. Regular and punctual attendance at all classes is mandatory. Attendance and punctuality are taken by instructors at every class session and entered into the NYSID portal. Attendance is regularly monitored by the registrar, financial aid coordinator, and international student advisor.

No absences are considered “excused” at NYSID; each absence, regardless of reason, will apply toward the maximum permitted before failure of a course. The maximum number of absences in a semester is equal to 20% of the total number of class
sessions: for instance, three absences are the maximum number in a course which meets once per week for the 15 week semester; six absences for a course that meets twice per week for 15 weeks; one absence for a six-session mini-course. Absences will affect the grade, regardless. Acceptance of any absences over the 20% maximum is at the discretion of the instructor.

For online courses, attendance is noted as logging into each class module or session, and participating in the Discussion Forum in a timely and substantive manner as stated in the course syllabus.

Students are responsible for making up all work missed due to an absence. If a student misses a class due to illness or personal emergency, the student should notify the instructor of the circumstances as soon as possible via email, or by using the contact information provided at the first class session. It is highly recommended that a student notify his academic advisor in case of an emergency or unexpected absence. A student is not excused from any class because it conflicts with employment outside of school or for doctors’ appointments. Absences due to illness or personal emergencies are not excused and remain part of the student’s attendance record for the course.

Excessive Absences

Excessive absences are defined as absences equaling more than 20% of the sessions of a class in a given semester. Students are required to arrive at their classes on time. “Lateness” is defined as any arrival after the beginning of the class session. A “lateness” will also be entered if the student leaves the class session prior to its end without permission of the instructor. Students are required to attend classes for the entire time period and remain in the classroom unless explicitly given permission by the instructor to work elsewhere. Students who are absent from the classroom without permission of the instructor during class time may be counted either as absent or late.

Three instances of lateness are recorded as one absence. No refunds will be made to students who receive a failing grade due to excessive absence. Instructors will issue an Academic Warning Notice to students for excessive absences from class.

Students are excused from review sessions and presentations only in the case of an emergency, such as a serious accident, illness, or family event that must be documented. Documentation should be provided to the academic advisor, who will let the instructor(s) know that the student has a valid reason for missing a presentation. Students should refer to course syllabi for individual instructors’ grading and policies regarding late or incomplete presentations of work. If a student has an unexcused absence from a scheduled presentation of a final course project, the student will receive an F for the entire course. Unless a valid excuse with documentation is provided to the student’s academic advisor and to the instructor, an instructor is not obligated to give a student a critique of work that is not presented during the final review session. If the student has a valid excuse, the instructor may allow the student to present the project at another time but is not obligated to do so.

Anticipated Absences

In the situation in which a student knows in advance that she will be missing a class session, the student is responsible for notifying the instructor in the first
week of the semester of the schedule of anticipated absences. The student is also responsible for all class work due on the day of an anticipated absence and for making alternative arrangements with the instructor for submittal of work due. Instructors are not obligated to offer makeup exams, alternate exam dates, or to reschedule a project presentation to a student who will be missing class due to an anticipated absence.

Religious Obligations

NYSID recognizes and respects the diversity of its students and their respective religious obligations and practices and offers many courses in a variety of times and days of the week. However, it is the student’s responsibility in registering for a course to verify that the schedule selected will allow the student to meet NYSID’s course attendance requirements. Instructors provide students with the opportunity to make up class work or examinations that are missed because of religious obligations and practices. It is the student’s responsibility to notify instructors in advance, preferably in writing, and to follow through in making up work. Students who are absent due to religious observance must give notice of anticipated absences to the instructor in the first class session and must complete all coursework as agreed upon by the instructor and student. Absences due to religious observance are not considered “excused” and do contribute to the total number of absences a student accumulates for a course.

Grading Descriptions and Standards

A, A- “Outstanding” evaluation; issued for varying degrees of exceptional work with no major flaws and very few minor flaws. The student has met all deadlines, has demonstrated initiative and self-motivation, participates and contributes positively in class discussions through use of effective vocabulary; has undertaken quality research where appropriate, has demonstrated problem-solving skills and exceptional creativity and originality. Further, the student maintains an open and discriminating mind.

B+, B, B- “Very good–good” evaluation; no major flaws evident in any aspect of the work, but some aspects could be improved. Although the work demonstrates a certain degree of originality and creativity, it is not of sufficient quality to be characterized as exceptional or significantly outstanding. All deadlines have been met. Design projects, papers, and other assignments contain many positive qualities, certain aspects of work not as successful as others. Student comprehends and retains subject matter and applies it to new problems and situations; uses course material and vocabulary effectively.

C+, C, C- “Fair–satisfactory” evaluation; work is not of sufficient quality level to be placed in the “Very Good” range, but has met assignments’ basic requirements. Work appears competent, but demonstrates little, if any, creative or innovative concepts or ideas. Research is minimal and not sufficiently well incorporated into the body of the work. Work fails to maintain a consistent level of quality and many aspects of the work are in need of improvement; some major or minor flaws in several aspects are evident. C- is the lowest passing grade for professional studio courses.

D+, D, D- “Poor” evaluation; the lowest passing grade for non-studio courses. It is not sufficient to satisfy prerequisite
or graduation requirement in the case of required professional studio courses. Several major and minor flaws; very little, if any, creative and innovative qualities demonstrated. Problem-solving, research and technical skills are of minimal quality and, in some cases, unacceptable. Time management poor; deadlines not met; ideas not developed; improper use of relevant vocabulary and poor craftsmanship.

F “Inadequate” or “unacceptable” evaluation; work does not meet minimum standards or requirements. Little or no effort made by student to understand or complete work; excessive absences; failure to participate in class discussions or to accept criticism. No originality or creativity; deadlines not met; major flaws in all aspects of work. A grade of F is also given in the case of voluntary withdrawal after the last date to drop or withdraw from courses, as noted on the academic calendar. In cases where an F has been assigned, students are expected to retake the course with a different instructor, if possible.

P “Pass/Fail Pass” indicates that work is of C quality or better (GPA numerical equivalent = 2.0) for undergraduate courses, and work of A quality or better (GPA numerical equivalent = 4.0) for graduate courses. A student may elect to take up to 6 elective credits on this basis, but may elect no more than 3 credits on this basis in any semester. Students in the first two semesters are not eligible to elect Pass/Fail courses. The decision to take a course on an audited basis must be made at the time of registration, and in no case after the class has met. Approval to audit a class must be obtained from the Office of Academic Affairs.

WF “Failure/Involuntary withdrawal; issued to indicate involuntary withdrawal from a course by the Office of Academic Affairs due to a determination of a violation of NYSID’s Academic Honesty and Behavior Code.

INC “Incomplete”; issued as a result of the student having faced an extenuating circumstance beyond the student’s control just before or on the day of the final course project, exam, or presentation. Extenuating circumstances include serious, unanticipated events, such as hospitalization, serious illness, death in the family, or an accident. The student must submit documentation or proof of the extenuating circumstance to his or her advisor who will in turn distribute copies to all instructors, as required. Along with documentation or proof, it is the student’s responsibility to submit a Request for Incomplete form to the instructor(s) either before the last class, or within five days of the last class session. The form may be found on the NYSID Portal. No grade of INC will be entered by the registrar without this form. Course work must be completed within four weeks of the last day of classes of the semester or the grade automatically becomes an F on the permanent transcript. Students on academic probation are not eligible to apply for an Incomplete for any reason.

A grade of Incomplete is only issued for a student who is experiencing a serious emergency that prevents his or her attendance at the final class session. It is not issued for students who are unable, by
reason of illness or lack of time management skills, or other non-emergency event, to successfully complete the final project in time to present their work at the final presentation.

An Incomplete is granted only if the student meets all of the following requirements:

- Has attended more than 80% of the course.
- Has completed all but the final project or assignment.
- Has made a specific request for an Incomplete to the instructor in writing before the last class session or has notified their academic advisor immediately or as soon as possible, of the serious emergency situation.
- Provides documentation of personal illness or injury; or illness or death in her or his immediate family.

All reasons must be submitted in writing using the Request for Incomplete form, be reviewed and approved by the instructor, the academic advisor, and the Vice President for Academic Affairs and Dean before the Incomplete can be recorded.

An Incomplete must be resolved within four weeks from the last day of the semester in which the course is taken or it automatically becomes a grade of F on the permanent transcript.

LP “Low Pass”; issued in a Pass/Fail graduate course only, indicates work at a B level, and carries the GPA numerical equivalent of a 3.0.

R “Repeated”; indicates that the course was repeated; the original grade is replaced with an R and is removed from the GPA calculation; the grade awarded for the re-taken course is used in the GPA calculation.

W Withdrawal”; withdrawal from a course by the student before and the last day to withdraw from courses, as noted on the Academic Calendar.

WF “Failure/Involuntary withdrawal; issued to indicate involuntary withdrawal from a course by the Office of Academic Affairs due to a determination of a violation of NYSID’s Academic Honesty and Behavior Code.

Course credit will not be granted unless a student completes and passes the course. In order to satisfy program requirements, students must retake all required professional studio courses in which the grade received is lower than a C-, since a lower grade does not satisfy the prerequisites of ensuing classes. Students must retake any required professional/lecture course or liberal arts course in which the grade received is lower than a D-, since a lower grade does not satisfy the prerequisites of ensuing classes. A repeated course must be the same course as the one for which an unsatisfactory grade was awarded.

If a student fails a prerequisite course because of any reason, including insufficient progress, excessive absences, poor work, or grades of INC that are not resolved in a timely manner, the next level course can only be taken after the prerequisite is satisfied. Any student without a passing grade or with an outstanding INC is ineligible for graduation from any program in which the course is required. Changes of grade must be made within the semester following the one in which the contested grade was issued.
Grade Appeals

If a student feels that a final course grade received for a course is an error, or wishes to contest a final course grade, then the student must follow the procedures below. Only final course grades may be appealed.

Note: Grades for individual projects may not be appealed to the Office of Academic Affairs, but must be handled directly by student and instructor.

Grade Appeal Procedure:

1. Time is of the essence. The student should immediately contact the instructor to discuss his/her concerns.

2. If after speaking with the instructor the matter has not been resolved, and within two weeks of the grade report being issued, the student should contact his or her academic advisor to pursue a formal grievance.

3. After meeting with his/her advisor, a student who wishes to pursue a formal grievance must put his or her concerns into a written letter of complaint addressed to the VP for Academic Affairs/Dean. In addition to the letter, relevant student work for the course must be delivered by the student to the Office of Academic Affairs along with the written statement.

4. A grade appeals committee consisting of the VP for Academic Affairs/Dean, one of the associate or assistant deans or other academic administrator, and the student’s academic advisor will meet to review the student’s statement and work, and will then meet with the instructor to discuss the grievance and resolve the matter. The committee may confer with another member of the faculty, and may ask to meet with the student.

The decision to change a grade is solely that of the instructor. The appeals committee reserves the right, under exceptional circumstances in which they have determined that there has been presented compelling evidence that the grade was issued in error and in a manner not consistent with the College’s academic policies, to recommend to the Dean that the final grade as issued should be reversed. It is at the sole discretion of the Dean to change a final grade without the consent of the instructor. In no case will a grade be changed following graduation.

Commencement

The College holds an annual commencement ceremony in May for graduates of the MFA, MPS, BA, BFA, and AAS degree programs. All degree candidates must have completed the total number of credits required for the degree at the time of graduation. Exceptions to this policy will be considered on a case-by-case basis by the Office of Academic Affairs. No student with more than one course outstanding will be permitted to participate in the ceremony. When exceptions are granted, the course must be taken in the summer immediately following commencement or no later than fall, and the student should register for the outstanding course at NYSID in time to have it approved by the academic advisor and paid in full in advance of the commencement ceremony. In no case will a diploma be released prior to the satisfactory completion of all degree requirements and the settlement of all accounts.

Graduation Procedures

To graduate, a student must have a minimum cumulative GPA of 2.0 in all undergraduate programs or a 3.0 in all MFA programs. Candidates in the MPS programs...
must be students in good academic standing. Students are responsible for being familiar with all academic policies of the College and for tracking their progress in meeting degree requirements. Students should meet with an academic advisor in the semester prior to the anticipated graduation for a transcript review to determine eligibility for graduation. Students are encouraged to review this same information by accessing their account on the NYSID Portal. All applicable transfer credits, incomplete work, and financial obligations must be resolved in order to receive a diploma or certificate. Financial obligations include tuition, fees, library fines, or collection fees as applicable. The diploma or certificate is held pending clearance of the candidate's financial account.

Any student wishing to graduate must complete the Graduation Candidacy form, available in the Office of the Registrar or on the NYSID Portal, and return it accompanied by the completion of program/diploma fee to the Office of the Registrar by the designated date in their final semester. This form is required to officially initiate a graduation candidacy, regardless of whether the student intends to attend the commencement ceremony. Students completing the Basic Interior Design non-degree certificate program do not participate in the commencement ceremony. Students in the BID program should use the Graduation Candidacy form to request the BID certificate by returning the form with payment of the completion of program/diploma fee to the Office of the Registrar by the designated date in their final semester. Diplomas and certificates will be mailed to the home address on record approximately one month after commencement.
Academic Honors, Progress, Probation, and Dismissal

Dean’s List
Any matriculated undergraduate or MFA student who has completed 12 or more credits during any semester, does not carry an INC (Incomplete) for that semester, and has a term GPA of 3.5 or higher is named to the Dean’s List.

Conferral with Honors
The MFA, BA, BFA, and AAS degrees are conferred with Honors (cumulative GPA of 3.5–3.79) or High Honors (3.8–4.0). In MPS degrees, GPAs are calculated on the basis of P/LP/F, and honors are not conferred.

Academic Warning Notice
Students whose academic performance in a class is considered unsatisfactory may receive an Academic Warning notice from their instructor at any time during the semester. The reason(s) for the unsatisfactory performance is noted on the form, and may include insufficient progress, excessive absences, missed presentations or deadlines, poor performance on exams, or poor work. A copy of the form is forwarded to the student’s academic advisor. Please refer to the section on Grade Appeals, above.

Academic Progress
It is the student’s responsibility to monitor his progress toward the degree in terms of overall College and individual program requirements. Students should review their official transcript at the completion of each semester, paying careful attention as well to the total number of credits successfully completed as well as the actual grades received, and the cumulative or career GPA.

Academic advisors are ready to help with any problems. Students may view their academic history at any time on the NYSID Portal.

To be in good standing, an undergraduate student must maintain a cumulative grade point average (GPA) of at least 2.0. MFA students must maintain a cumulative GPA of at least 3.0 to be in good standing. MPS students must obtain a P or LP in each of the required courses in order to be in good standing. The cumulative GPA is the student’s overall career GPA averaged from every term at the College; term GPA is the average of grades of an individual semester, or term, and is noted separately in the transcript.

Graduate students will be allowed to repeat a design studio course one time; no course may be taken more than two times. It is very important that graduate students closely monitor their academic progress. It is expected that graduate students earn a minimum grade of B or Pass in all their courses, and seek academic support for course content and skills in courses in which their grades fall below an acceptable level.

Undergraduate students will be allowed to repeat any undergraduate course twice, or a total of three times for any given course. Failure to remain in good standing means that the student’s tenure at NYSID is in jeopardy. Cumulative and term GPAs are calculated each semester and include all courses which have grades A through F. Incomplete (INC) is not included. Undergraduate students whose cumulative GPA is lower than a 2.0 and graduate students whose cumulative GPA is lower than 3.0 will not be awarded the diploma or graduate.
In the undergraduate programs, a student whose term GPA falls below 2.0 in any single term is placed on academic probation for the following term. The student's performance and attendance are reviewed at the end of the probationary term. If the term GPA falls below 2.0 in the next semester, the student may be dismissed from the College. Students on academic probation are not permitted to register for an internship for credit or petition for a grade of Incomplete. NYSID reserves the right to impose other restrictions and conditions in individual cases.

Undergraduate students will be allowed to repeat any course two times; no course may be taken more than three times.

In the MFA programs, a student whose term GPA falls below 3.0 at any time in any single term is placed on academic probation for the following term. The student’s performance and attendance are reviewed at the end of the probationary term. If the term GPA falls below 3.0 in the next semester, the graduate student may be dismissed from the College.

**Academic Dismissal**

Academic dismissal results from a series of two or more consecutive semesters of Academic Probation, in which a student’s grades are below the college’s standards for good standing. Students must meet the college cumulative GPA requirements for graduation, or they will not be awarded a diploma. Academic Dismissal is the decision of the VP for Academic Affairs/Dean, and is based solely on a student’s academic record.

**Academic Dismissal of Undergraduate Students**

Undergraduate students are expected to maintain a minimum semester GPA of 2.0, and must earn a cumulative or career GPA of 2.0 in order to earn the diploma.

**First Academic Dismissal**

Undergraduate students who have been academically dismissed must remain away from the College for one semester, not including summer session, unless otherwise advised by the VP for Academic Affairs/Dean. During this time, the student is expected to complete a minimum of six semester credits of academic coursework with at least a 2.75 cumulative GPA from an accredited institution(s) of higher education. A dismissed student must submit an official transcript(s) to the Office of Academic Affairs as evidence of successful completion of the coursework, prior to being allowed to register again for courses.

**Second Academic Dismissal**

An undergraduate student who has been academically dismissed for a second time may not be readmitted until one calendar year has passed, and after completing a minimum of 12 credits of academic coursework with at least a 2.75 cumulative GPA from an accredited institution(s) of higher education. A student who has been dismissed twice must meet with the VP for Academic Affairs/Dean and may be readmitted only when the student presents evidence that he or she is capable of performing at the level required to meet the college academic standards.

**Note:** a student who has been away from the College for one year is no longer matriculated at the College, and must apply for readmission; a readmitted student
matriculates under the degree requirements of the academic catalog then current.

Academic Dismissal of Graduate Students

Graduate students are expected to maintain a minimum semester GPA of 3.0, and must have a cumulative or career GPA of 3.0 in order to earn the diploma. In some cases, this may not be foreseeable until the final semester of the program. It is the responsibility of the individual student to monitor his or her academic progress, to remain in good standing, and to maintain a cumulative GPA of 3.0.

Graduate students may only be academically dismissed once. Any graduate student who has been dismissed for lack of academic progress may not be readmitted until one calendar year has passed.

Note: A student who has been away from the College for one year is no longer matriculated at the College, and must apply for readmission. A readmitted student matriculates under the degree requirements of the academic catalog then current. Courses previously taken may not apply to new or revised degree requirements.

Dismissal Appeal

Any student who is dismissed from the college for lack of academic progress may file an appeal to VP for Academic Affairs/Dean. All appeals must be filed in writing and submitted to the Office of Academic Affairs within 10 days of notification of the Academic Dismissal and required withdrawal, explaining any circumstances relevant to the case. The VP for Academic Affairs/Dean will notify the student of the decision to appoint an appeals committee and of a probable timetable. A student making an appeal must not expect the case to be decided in time to register for the succeeding semester, even if the decision to require withdrawal based on Academic Dismissal is later reversed.

The VP for Academic Affairs/Dean will chair the appeals committee and appoint the members as follows: three administrators, and one member of the faculty. Once appointed, the appeals committee will meet to review the student's records, to consult with the student's advisor and any appropriate faculty and to consider new evidence presented by the student. The student has the right to appear before the committee. All notes and discussions will be considered strictly confidential.

The committee’s decision is by majority vote. The VP for Academic Affairs/Dean will provide the student with written notification of the decision of the appeals committee.

In cases where a reversal of academic dismissal is not granted by the appeals committee, a student is entitled to appeal for one final consideration to the president of the College. It is at the president’s discretion to entertain an appeal. If an appeal is granted, the student will be notified in writing. A request for an appeal must be made in writing to: Office of the President, New York School of Interior Design, 170 East 70 Street, New York, NY 10021. The president may or may not choose to meet with the student requesting the appeal. The decision of the president in all appeals cases is final and binding. The outcome of an appeal will be issued to the student in writing.

Registration and Enrollment

Full-Time/Part-Time Status

In order to be classified as having full-time status at NYSID, students must be registered
for a minimum of 12 credits in a semester. Students who register for fewer than 12 credits, or who drop to fewer than 12 credits during the refund period, are classified as part-time students.

Matriculation Time Limitation
Students must graduate from NYSID within 10 years of their date of matriculation into their most recent program. If they have not completed the requirements for graduation within 10 years, they will be dismissed from the College. In special circumstances, exceptions may be made with the permission of the VP for Academic Affairs/Dean.

Academic Sequence & Progress
Prerequisites and Co-Requisites
It is the sole responsibility of the student to ensure that all courses are taken in the sequence outlined in the Academic Catalog. In no case will a student be allowed to register for a course without having successfully completed the required prerequisite. It is solely the student’s responsibility to ensure that a course designated as a “co-requisite” is taken prior to or during the same semester. Students who register for courses out of sequence are subject to being withdrawn from the course at any time during the semester and to the College’s published refund policy.

Drop/Add: Change of Registered Courses
A student who wishes to change classes or switch course sections (Drop/Add) may drop or add using the NYSID Portal until the add period is over; thereafter, the student can drop a course until the end of the Drop period (last day for a refund) by completing the Drop/Add form available on the NYSID Portal or from the Office of the Registrar and returning it, signed by the student’s academic advisor, to the Office of the Registrar. Refunds are calculated according to the date recorded as receipt of the Drop/Add form in the Office of the Registrar and the current refund schedule. Telephone or email notification is not acceptable. All fees are nonrefundable and nontransferable. Tuition deposits are nonrefundable. All refunds are paid by check regardless of the student’s method of payment. The refund schedule is published in the bulletin for each semester or session, and online. Refunds resulting from dropping a course during the late registration period will not be processed until after the Drop/Add period is over.

Financial aid recipients are subject to a special refund policy, which is available in the financial aid office for review. This may result in some financial aid being returned and monies owed to NYSID.

For one-credit mini-courses and all continuing education courses taken through the NYSID Institute for Continuing and Professional studies (ICPS), refunds must be requested in writing no later than one week prior to the first session or no refund is possible.

Course Withdrawals
Students may withdraw voluntarily from classes in which they are enrolled up to the voluntary withdrawal deadline (within approximately the first half of the semester or summer session, as identified in the published Academic Calendar. Students must officially withdraw from a class by submitting a completed and signed Drop/Add form to the Office of the Registrar. The deadline for voluntary withdrawal is published in the academic calendar for each term. Students who withdraw from a
course due to medical reasons must provide a doctor’s note to their academic advisor prior to registering for the next semester authorizing the student to resume studies.

Repeated Courses
After completion of a repeated course, the initial grade is recorded as “R” (Repeat), and only the grade earned by retaking the course is averaged into the GPA. In most cases, financial aid cannot be used to cover the expense of repeating a course; it is the student’s responsibility to verify their status with the financial aid office.

Auditing a Course for No Credit
Matriculated students may desire to audit certain lecture courses for no credit with the permission of an academic advisor. Students auditing a course will pay the regular tuition and receive the designation AUD on their transcript if they attend 80% of the scheduled classes. Students auditing a course do not participate in any quizzes, exams, papers, or projects and may not participate in in-class discussions. The decision to audit a course must be made before registration, and with the assistance and permission of the academic advisor.

Withdrawal from the College
If a student finds it necessary to withdraw from the College, the student is required to notify the registrar and the academic advisor at once in writing, providing a brief explanation. The student must withdraw from any current courses by dropping the courses using the NYSID Portal or providing a signed Drop form to the Office of the Registrar. Students are then referred to the financial aid administrator and the international student advisor, if applicable, for an exit interview. All international students must notify the international student advisor immediately if they are withdrawing from the College. Students who withdraw from classes or from the College for medical reasons must provide a note from a doctor certifying their readiness to resume classes before they will be allowed to return their studies. Notes should be given to the student’s academic advisor.

Leave of Absence
Students may take a leave of absence or discontinue their studies at the College for a maximum period of one year. Students are required to notify the registrar and their advisor as soon as possible in writing of their decision to take a leave of absence and to provide a reason for their absence. Students who withdraw for medical reasons must provide a note from a doctor certifying their readiness to resume classes before they are allowed to resume their studies. Absence from the College for more than one year for any reason will require formal application for readmission.

Independent Study
A student with advanced standing in the BA, BFA, or MFA programs may petition to create an individual independent study program with a faculty member under the following conditions only:

- The student has a cumulative GPA of 3.0 or higher for undergraduate programs and 3.3 or higher for MFA programs.
- Prior to registering, the undergraduate student presents a written outline of the content, scope, and reason for the independent study along with the number of credits to be taken, first to the instructor for signed approval and then to the VP for Academic Affairs/Dean for signed approval prior to registration. Graduate students are required to present
an outline of their intended study to the director of their program, who will forward it to the VP for Academic Affairs/Dean for approval and signature prior to registration.

A student may earn no more than nine credits in independent study toward the degree.

Residency Requirements, and Transfer Credit Process, and Placement Tests

The academic advisors evaluate students’ official records for applicable transfer credit. The Office of Academic Affairs also administers placement tests for math and English skill levels.

Transfer Credit

NYSID accepts transfer credits into its undergraduate programs for liberal arts and professional courses taken at other accredited colleges and universities. An accredited institution is one that is accredited by an accrediting body recognized by the U.S. Department of Education. These courses must have been taken for credit and awarded a grade of C or better for liberal arts courses and B or better for professional courses (in some cases P or S may be accepted, if noted in writing as the equivalent of an acceptable letter grade). Life experience, precollege or remedial courses, or courses not taken for credit or a grade are not accepted for transfer credit. With prior approval of an academic advisor, remedial courses in math and English taken at another accredited college or university may fulfill prerequisites equal to the NYSID placement tests required for 171 Basic Mathematics or 150 English Composition I. A student’s academic advisor will evaluate evidence of skill in technical or support courses and determine if a required course may be waived. The College may accept some liberal arts credit earned through College-Level Examination Program (CLEP) proficiency examinations. Advanced Placement test scores of 3 or better in subject tests may be applicable as transfer credit; an official AP transcript must be requested from the College Board and sent directly to the academic advisor.

Regardless of professional or life experience, students must earn the number of credits required by their program of study.

Official transcripts and catalog course descriptions must be submitted to a student’s academic advisor, who will determine whether credits may transfer. A portfolio containing representative work from classes may be required of the applicant. Final approval of transfer credit is made by an academic advisor. NYSID residency requirements for each program may in no case be waived.

Transfer credits cannot be formally applied until all official documents are received and the student has been accepted into a program. Every time that a student applies to a new program, transcripts are reevaluated for applicable transfer credits. It is the responsibility of the student to ensure that all applicable transfer credits have been applied by periodically viewing their academic information via the NYSID portal.

Students already matriculated in a NYSID program must receive written permission from an academic advisor before taking courses at another college for transfer to his or her NYSID record.

Under extraordinary circumstances, a student may decide to transfer from the MFA-1 to an undergraduate program. In this case, certain MFA-1 courses, but not all, may satisfy undergraduate degree requirements.
In order for an MFA-1 course to satisfy an undergraduate course requirement, the student must have earned a grade of C or better in lecture courses and B or better in studio and professional courses.

Of the 90 credits required for the first professional MFA-1, up to 30 credits may be transfer credits from graduate course work taken at another institution or from related undergraduate course work taken at NYSID. The course from an accredited institution must have been taken for academic credit and the student must have earned a grade of B or better. Official transcripts and catalog course descriptions must be submitted to the student’s academic advisor, who will determine whether credits may transfer, and to what courses they may apply. Transfer credits may be applied only to 500-level courses or below. No transfer credits are accepted toward the course requirements of the post-professional degree programs.

Placement Tests

Prior to registering for math or English all students are required to take the appropriate NYSID placement test. Contact the Office of Academic Affairs to obtain the placement test schedule or refer to the NYSID Portal. Students may take a math or English placement test only once.

Mathematics: All students in the AAS, BA and BFA degree programs are required to demonstrate proficiency in fundamental mathematical skills including basic arithmetic, algebra, geometry, and trigonometry. Proficiency may be demonstrated by transferring 2 credits of college-level mathematics with a minimum grade of C and as approved by an academic advisor, or by a minimum score of 3 on the AP calculus exam. All other students must take the NYSID math placement test. Placement testing will result in one of the following:

- The student demonstrates sufficient proficiency to meet the NYSID math requirement. The math requirement is considered satisfied, and the student must take two credits of free electives to satisfy the degree credit requirements.
- The student demonstrates sufficient basic mathematical skills to register for 171 Basic Mathematics.
- The student does not demonstrate sufficient basic mathematical skills to register for 171 Basic Mathematics and is required to complete a two-semester-hour noncredit remedial or developmental course in basic mathematics, which may be taken at a regionally accredited college.

English: All students in the BA, BFA, AAS degree programs and the Basic Interior Design certificate program are required to demonstrate proficiency in writing grammatically correct prose. Students in the degree programs are additionally required to demonstrate proficiency in writing a well-planned research paper. All or part of the NYSID English requirements may be met by transferring appropriate college-level credits with a minimum grade of C as approved by an academic advisor, by a minimum score of 3 on an AP English exam, or by passing the College-Level Examination Program (CLEP) test. After review of such credits, students who still need to satisfy English Composition I (150) must take the NYSID English placement test. Placement testing does not reduce the number of credits in English composition or literature required by the curriculum of a particular program. Placement testing will result in one of the following:
The student demonstrates sufficient proficiency to place out of 150 English Composition I and into 160 English Composition II. AAS, BA, and BFA students are required to complete the three remaining credits in advanced English composition or literature courses that are designated as satisfying the College writing requirement.

The student demonstrates sufficient basic writing skills to register for 150 English Composition I or 151 English Composition I/ESL (English as a Second Language).

The student does not demonstrate sufficient basic writing skills to register for 150 English Composition I or 151 English Composition I/ESL and is required to complete a three-semester-hour noncredit remedial or developmental course in grammar and writing, which must be taken before the student is permitted to take 150 or 151, and which may be taken at NYSID or any accredited college.

Transcripts

Student records are confidential and are the property of the College.

An official transcript of a student’s record is issued by the Office of the Registrar only upon receipt of the student’s written request or authorization and payment of a fee. Unofficial transcripts are available to the student on the NYSID Portal for viewing and printing at no cost. To have an official copy of a NYSID transcript mailed to another school or agency, a student must either fill out a Transcript Request form, which is available in the Office of the Registrar, on the NYSID Portal, and on the NYSID website, or write to NYSID indicating either their NYSID student ID number or Social Security number, the name attended under, the last date of attendance, and where the transcript is to be sent.

Telephone requests will not be accepted. Partial transcripts cannot be issued. Each transcript includes the student’s complete academic record from NYSID. Requests for transcripts are fulfilled as soon as possible. Allow a week for processing plus the time for delivery if an official transcript is to be mailed. Transcripts cannot be released until all outstanding accounts to NYSID are paid and all holds have been removed.

When official transcripts are sent to colleges, universities, state or federal agencies, etc., they bear the NYSID seal. Unofficial transcripts, for a student’s personal use, do not bear the seal. Copies of transcripts from other schools are part of a student’s file and may not be released or copied. If a student wants a copy of his or her transcript from another school, it must be requested directly from that school.

Minimum Residency

Of the 132 credits required for the BFA degree, a minimum of 66 credits must be taken at NYSID of which 60 credits must be in professional/design history courses. The residency requirement includes, but is not limited to, courses 328 Professional Practice II, 334 Residential Design III, 386 Contract Design II, 486 Contract Design III, and 487 Thesis. Courses are to be taken in the proper sequence. The last 26 credits prior to receiving the BFA degree must be taken at NYSID.

Of the 120 credits required for the BA degree, a minimum of 60 credits must be in required major area courses. The residency requirement includes, but is not limited to, the following courses: 211 Introduction to the History and Theory of Design, 287 History of American Building Materials and Technology, 260 Systems of Ornamental Design, 348 Introduction
to Arts Management, 355 Design Theory, 415 Senior Project Preparation, 485 Senior Project, 318 Design History Seminar, and 490 Internship. The last 24 credits prior to receiving the BA degree must be taken at NYSID.

Of the 66 credits required for an AAS degree, a minimum of 36 credits must be taken at NYSID; the last 16 credits prior to receiving an AAS degree must be taken at NYSID. The residency requirement includes, but is not limited to, 234 Residential Design II and 286 Contract Design I.

Of the 24 credits required for the Basic Interior Design certificate, 18 must be taken at NYSID.

Minimum residency for the MFA-1 is 60 credits.

The transfer credit and residency requirement apply to onsite and online programs.

Internships for Credit

The NYSID internship courses offer variable elective academic credit for college-monitored work experience. Internships for credit are available to students matriculated in the BA and BFA degree program (490 Internship) with an accumulation of 90 credits or more, students in the MFA-1 program (690 Internship) with 61 credits or more, or students in the MFA-2 program (690 Internship) with 30 credits or more, and a cumulative GPA of 3.0 is necessary for graduate students to be eligible. The internship experience is designed to help students build on skills already learned in the classroom and to acquire new ones. Students have the opportunity to integrate theory and practice and in so doing gain professional experience. Students are also able to make valuable contacts and explore opportunities for permanent employment after graduation.

Students will not be allowed to credit current or past work experience toward fulfillment of the requirements for an Internship for credit.

An internship for credit can be used to fulfill required professional electives and can be completed in spring, summer, or fall terms. An internship for three credits consists of 240 hours of contact time at the job placement site and an internship for two credits consists of 160 hours of contact time. A student may take only one internship for credit toward their degree. Students may work with their academic advisor and the career services and internship coordinator prior to registration to identify a suitable placement. A detailed learning contract is developed by the student and advisor in collaboration with the placement mentor. The student keeps a journal of the experience, documenting the fulfillment of the learning contract objectives. The placement mentor signs off on the journal and submits an evaluation of the student at the conclusion of the placement. The student is assigned a grade of P or F by the VP for Academic Affairs/Dean.

Academic Honesty Code

By submitting work for academic credit, including but not limited to papers, presentations, projects, homework assignments, and take-home exams, the student makes an implicit claim that the work is the student's own, done without the assistance of any person or source not explicitly noted, and that the work has not previously been submitted for academic credit for any other course or institution. Students are free to study together unless specifically asked not to by the instructor. Students are expected to
complete take-home tests and homework assignments on their own with no outside help or collaboration with classmates. In the case of examinations (tests, quizzes, etc.), the student also implicitly claims to have obtained no unauthorized information about the examination and has neither given nor obtained any assistance during the examination. Moreover, a student shall not prevent others from completing their work. In the case of projects, students shall not avail themselves of the student work from previous semesters.

Examples of violations of the Academic Honesty Code include, but are not limited to, the following:

Supplying or receiving completed papers, projects, outlines, or research for submission by another person, including providing original papers or essays for sale through “term paper” services or websites.

Submission of the same, or essentially the same paper, project, or report, for credit to more than one instructor, or in completion of the requirements of more than one course.

Tracing or copying another student’s work to use as the basis of one’s own for submittal as one’s own original work; submission of the same or essentially the same project, paper, or report created by another person and claiming it as one’s own original work.

Supplying or receiving unauthorized information about the form or content of an exam or homework assignment prior to it being given or due, specifically including unauthorized possession of exam material prior to the exam.

Cheating during exams, including open-book and take-home exams, viewing other students’ exams, conversations with other students, and use of materials other than those approved by the instructor for use during the exam.

Alteration of any materials or apparatus that would interfere with another student’s work.

Copying or allowing copying of work or falsification of assigned work.

Unauthorized removal or desecration of study or research materials or equipment intended for common use in assigned work.

Plagiarism (see definition below)

Subject to review of the VP for Academic Affairs/Dean, a student who violates these guidelines may receive no credit for the course in question, may be immediately withdrawn from the course may have the grade of F entered on their transcript, and risks dismissal from the College. Cases of academic dishonesty will be brought to the attention of the Office of Academic Affairs, and at the discretion of the Dean may be reviewed by the Academic Judicial Committee, which advises the Dean of their findings and recommendations. The transcripts of students dismissed or suspended from the College for violations of the Academic Honesty Code will carry a notation of the same in the relevant semester.

Plagiarism*

Plagiarism means presenting, as one’s own, the words, the work or the opinions of someone else. It is dishonest, since the plagiarist offers, as his or her own, for credit the language, or information, or thought for which he/she deserves no credit. An act of plagiarism occurs when one uses the exact language of someone else, including but not limited to printed, oral, written, digital, or internet sources, without putting the quoted material in quotation marks and giving its source. (Exceptions are very well-known
quotations, from the Bible or Shakespeare, for example.)

In formal papers the source is acknowledged in a footnote; in informal papers, it may be put in parentheses, or made part of the text: “Robert Sherwood says . . .” This first type of plagiarism, using without knowledge the language of someone, is easy to understand and avoid: When a writer uses the exact words of another writer, or speaker, she/he must put those words in quotation marks and cite or credit the source.

A second type of plagiarism is more complex. It occurs when a writer presents as his or her own, the sequence of ideas, the arrangement of material, or the pattern of thought of someone else, even though he/she expresses it in his or her own words. The language may be his or hers, but he/she is taking credit for the work of another. He/she is guilty of plagiarism if the original author is not given credit for the pattern of ideas.

Students writing informal themes, in which they are usually asked to draw upon their own experience and information, can guard against plagiarism by a simple test. They should be able to honestly answer, “no,” to the following questions:

1. Am I deliberately recalling any particular source of information as I write this paper or do this project?

2. Am I consulting any source as I write this paper or do this project?

If the answer to these questions is no, the writer need have no fear of using sources dishonestly. The material in his or her mind, which is then transferred to the written page, is genuinely digested and his or her own.

The writing of a research paper presents a somewhat different problem for here the student is expected to gather material from books and articles read for the purpose of writing the paper. In the careful research paper, however (and this is true of term papers in all college courses), credit is given in footnotes for every idea, conclusion or piece of information which is not the writer’s own; and the writer is careful not to follow closely the wording of the sources he/she has read. If he/she wishes to quote, he/she puts the passage in quotation marks and gives credit to the author in a footnote; but he/she writes the bulk of the paper in his or her own words and style, using footnotes to acknowledge the facts and ideas taken from his or her reading. Credit must be similarly given to all statements which are paraphrased from the writings or work of another.


It should be noted that copying the work of any designer or using photographs of another designer’s work as part of one’s studio work without attribution or citation is considered a form of plagiarism. Students should affix an attribution for any image of a designer’s work used as part of a presentation or “inspiration” board.

Photocopying Copyrighted Material

Photographs or other visual images of the work of others that are used as part of a project presentation must be properly credited in a caption or in writing by the student.

Retention of Student Work

Students should place their name, student ID number, name of course and instructor, and semester on each project. Additional
contact information is useful. Student work completed for courses taken at NYSID remains the property of NYSID until the College releases it to the student. NYSID reserves the right to retain any student work for purposes of documenting the program of study to accrediting bodies such as but not limited to the Council for Interior Design Accreditation National Association of Schools of Art and Design, or Middle States Commission on Higher Education. NYSID reserves the right to use student work in school publications and for the purposes of accreditation.

NYSID does not take responsibility for student projects stored on school property. Students are expected to claim their work at the end of each semester in a timely fashion. NYSID will not be responsible for any work remaining for more than six months.

Student Evaluations of Courses & Faculty

Prior to the end of each semester, course evaluations are distributed to all students in each course electronically, and may be completed on any computer or mobile device. While an instructor may allow students to complete the online evaluation during a class break, the instructor is not permitted to be in the classroom at that time. Course evaluations are reviewed and maintained by program directors, academic staff, and the VP for Academic Affairs/Dean. Evaluations are confidential and are available for faculty review only after final grades have been submitted and recorded. All evaluations are and remain anonymous.

Faculty Absences

If a faculty member is absent and cannot conduct a class on a specific date, a substitute instructor will be provided or the faculty member will reschedule the class session. Classes are rescheduled according to the availability of the majority of students in the class. Students will not be penalized if they are unable to attend a class session that is rescheduled due to a faculty absence, although they will be responsible for obtaining class notes and completing all required class assignments.

Fraternization

Faculty members are not permitted to hire or offer an internship to any student currently in a course he or she is teaching, or whom he or she is mentoring as part of an academic program. If students are employed or offered internships by faculty members, they must be paid appropriately or be enrolled in a NYSID internship or experiential learning course for credit. Staff is not permitted to fraternize with students and risk termination if they do.

GENERAL POLICIES & RESOURCES

Solicitation, Distribution, & Posting of Literature

Any solicitation, distribution, or posting of literature, pictures, or any other materials on College property is prohibited at all times.

Credit Card Marketing Policy

The advertising, marketing, or merchandising of credit cards on New York School of Interior Design campus is strictly prohibited.

Student Work

Reproduction of Student Work & Images

NYSID frequently reproduces student work and photographs of campus activities in its publications and promotional materials. Students who are not interested in having their work or likeness published in these materials should notify their academic advisor in writing during each registration period; otherwise, tacit permission will be assumed.

Personal Property

NYSID is not responsible for the loss of or the damage to personal property, including belongings and work left in classrooms, studios, lockers, exhibition spaces, or the residence hall. All personal property should be protected against theft or other loss by individual or family insurance. Additional storage space aside from lockers or storage units at the Graduate Center is not provided by NYSID. No personal deliveries will be accepted at any receptionist desk and no personal property should be left at the receptionists’ desks.

Personal Appliances

Microwave ovens, hot pots, coolers, mini-refrigerators, coffeemakers, and any other small personal home appliances are prohibited from use on campus, including the Graduate Center. Please use the café in the 70th Street building and the student lounge on the second floor of the Graduate Center, where you will find a microwave oven, sink, and hot and cold water for daily use.

School Property

The consideration for facilities and furniture is necessary to ensure an enjoyable and stimulating workplace. Abuse of the facility and disruptive behavior will not be tolerated, and willful destruction of school property is a criminal act. At the Graduate Center, students are responsible for the workstation, storage cabinet, and chair that have been provided for use in their studio. In general, furniture cannot be relocated. Be aware that the studio configuration is fixed due to electrical and data installations. Please do not make knife cuts on any horizontal surface without a cutting mat. Model-building must be done in the model shop where cutting mats are provided at all tables. Spray painting is not permitted anywhere on school property.

Drawing Boards

At the Graduate Center, student desks require a separate drawing board and parallel rule or T-square provided by the
student. Lightweight drawing boards are available from local art supply stores. Care must be taken to ensure that drawing boards and equipment do not scratch or mark desktops. Do not under any circumstances remove the vinyl desk cover provided by the school or affix parallel-rule hardware directly to the desks.

**Lockers & Storage Pedestals**

Lockers and storage pedestals for student use are available in the 70th Street building and Graduate Center. NYSID makes lockers and storage pedestals available to students to facilitate the daily storage of their learning materials and items related to their studies.

**Lockers in 70th Street Building**

A sign-up sheet for lockers is available at the student services desk in the Office of the Registrar beginning on the first day of registration each semester. Students must then return to the Office of the Registrar during the first week of the semester to obtain their locker assignment. Any lockers left unclaimed after that will be reassigned. Lockers are assigned to matriculated students on a first-come, first-served basis. Student work and supplies should not be stored on top of the lockers. Any items left on top of the lockers will be discarded at the end of each semester. The College cannot be responsible for any items stored outside of student lockers.

Below are guidelines for locker use with which students must comply.

A limited number of lockers are available to matriculated students and are issued on a first-come, first-served basis. Arrangements can be made for students with disabilities or injuries, with the accompaniment of a physician’s note, which must be presented at the Office of the Registrar at the time of sign-up.

Students can register for a locker in the Office of the Registrar beginning on the first day of the registration period. Students are required to show a valid NYSID student ID.

Locker assignments are valid until the last day of the academic semester for fall, spring, and summer terms. At that time all locker contents must be removed. After the last day of the semester, any lockers that have not yet been vacated will be emptied and the contents discarded.

Lockers are for individual use only and are not to be shared. Locker content is the sole responsibility of the registered occupant of the locker. To reduce the risk of theft, students are encouraged to keep their lockers locked. Students should not store money, wallets, jewelry, credit or debit cards, or other personal items of value.

NYSID is not in any way responsible for a locker’s contents or liable for the loss of or damage to items stored in lockers. Students are required to maintain their locker’s interior and exterior in a clean, neat, and undamaged condition. Marking, defacing, or graffiti on lockers is not acceptable.

No person shall store in a locker: weapons of any kind, explosives, prohibited drugs, illegal or illicit items, or substances or other items deemed by NYSID to be harmful, offensive, or inappropriate.

NYSID may in its sole discretion carry out or authorize searches/inspections for any reason. The following is a partial listing of examples of when NYSID will exercise its discretion without notice:
• Locker abandonment
• Suspected contents that may be illegal, illicit, or deemed by the College to be harmful, offensive, or inappropriate
• At the request of or generally in cooperation with law enforcement authorities
• Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities
• Risk to the general good of the College
• Risk to the general good of the student or student population
• Unregistered locker
• Physical damage to or defacing of the locker
• Odors (spoiled/rancid food, garbage, or smelly contents)
• Locker maintenance

NYSID works with local law enforcement authorities and maintains the right in the College’s sole discretion to allow law enforcement to carry out specific and random searches/inspections of locker contents. Such searches/inspections may be carried out with or without notice to or in the presence of the locker’s occupant. Such police activity may include but is not limited to: random drug or weapon searches of lockers, backpacks, book bags, brief cases, containers, jackets, and winter coats.

Lockers in Graduate Center

Below are guidelines with which graduate students must comply, for security and health reasons, once they are assigned a locker. Lockers at the Graduate Center will be issued to all students in the MPS programs prior to the first day of the fall semester. A locker number and combination will be emailed to the student’s email address on file.

Locker assignments are valid from the beginning of the fall semester until one week after the end of the summer session. At that time all locker contents must be removed. After that time, any lockers that have not yet been vacated will be emptied and the contents discarded.

Lockers are for individual use only and are not to be shared. Locker content is the sole responsibility of the registered occupant of the locker. To reduce the risk of theft, students are encouraged to keep their lockers locked. Students should not store money, wallets, jewelry, credit or debit cards, or any other personal item of high value.

NYSID is not in any way responsible for a locker’s contents or liable for the loss of or damage to items stored in lockers. Students are required to maintain their locker’s interior and exterior in a clean, neat and undamaged condition. Marking, defacing, or graffiti on lockers is not acceptable.

No person shall store in a locker: weapons of any kind, explosives, prohibited drugs, illegal or illicit items or substances or other items deemed by NYSID to be harmful, offensive, or inappropriate.

NYSID may in its sole discretion carry out or authorize searches/inspections for any reason. The following is a partial listing of examples of when NYSID will exercise its discretion without notice:
• Locker abandonment
• Suspected contents that may be illegal, illicit, or deemed by the College to be harmful, offensive, or inappropriate
• At the request of or generally in cooperation with law enforcement authorities

NYSID works with local law enforcement authorities and maintains the right in the College’s sole discretion to allow law enforcement to carry out specific and random searches/inspections of locker contents. Such searches/inspections may be carried out with or without notice to or in the presence of the locker’s occupant. Such police activity may include but is not limited to: random drug or weapon searches of lockers, backpacks, book bags, brief cases, containers, jackets, and winter coats.
cooperation with law enforcement authorities

- Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities
- Risk to the general good of the College
- Risk to the general good of the student or student population
- Unregistered locker
- Physical damage to or defacing of the locker
- Odors (spoiled/rancid food, garbage, or smelly contents)
- Locker maintenance

NYSID works with the local law enforcement authorities and maintains the right in the College’s sole discretion to allow law enforcement to carry out specific and random searches/inspections of locker contents. Such searches/inspections may be carried out with or without notice to or in the presence of the locker’s occupant. Such police activity may include but is not limited to: random drug or weapon searches of lockers, backpacks, book bags, brief cases, containers, jackets, and winter coats.

Storage Pedestals in Graduate Center

Below are guidelines that students must comply with, for security and health reasons, once they are assigned a storage pedestal.

Students can register for their storage pedestal with the receptionist at the front desk of the Graduate Center beginning each fall semester. Students are required to show a valid NYSID student ID.

Storage pedestal assignments are valid through the duration of study for MFA-1 and MFA-2 students, until two weeks after their final semester. At that time all storage pedestal contents must be removed and keys returned to the receptionist. After that time, any storage pedestals that have not yet been vacated will be emptied, and the contents discarded. A hold will be placed on the account of all students who fail to return their key by the designated date. Holds will be lifted once the key is returned or the replacement fee is paid.

A fee of $25 will be charged to issue a placement key (including lost, damaged, stolen) or any part of the storage pedestal lock.

Storage pedestals are for individual use only and are not to be shared. Content is the sole responsibility of the registered occupant of the storage pedestal. To reduce the risk of theft, students are encouraged to keep their storage pedestals locked. Students should not store money, wallets, jewelry, credit or debit cards, or any other personal item of value in pedestals. NYSID is in no way responsible for a storage pedestal’s contents or liable for the loss of or damage to items stored in storage pedestals.

Students are required to maintain their storage pedestal’s interior and exterior in a clean, neat, and undamaged condition. Marking, defacing, tagging with graffiti, or any other damages on storage pedestals is not acceptable and will result in a $300 fine.

No person shall store in a storage pedestal: weapons of any kind, explosives, prohibited drugs, illegal or illicit items or substances, or other items deemed by NYSID to be harmful, offensive, or inappropriate.

NYSID may in its sole discretion carry out or authorize searches/inspections for any reason. The following is a partial listing of examples of when NYSID will exercise its discretion without notice:
• Storage pedestal abandonment
• Suspected contents that may be illegal, illicit, or deemed by the College to be harmful, offensive, or inappropriate
• At the request of or generally in cooperation with law enforcement authorities
• Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities
• Risk to the general good of the College
• Risk to the general good of the student or student population
• Unregistered storage pedestal
• Physical damage to or defacing of the storage pedestal
• Odors (spoiled/rancid food, garbage, or smelly contents)
• Storage pedestal maintenance

NYSID works with the local law enforcement authorities and maintains the right in the College’s sole discretion to allow law enforcement to carry out specific and random searches/inspections of storage pedestal contents. Such searches/inspections may be carried out with or without notice to or in the presence of the storage pedestal’s occupant. Such police activity may include but is not limited to: random drug or weapon searches of lockers, backpacks, book bags, brief cases, containers, jackets and winter coats.

Lost & Found

Personal articles found at the 170 East 70th Street building or the Graduate Center should be taken to the nearest reception desk. The College is not responsible for items left unclaimed for more than 30 days. Lost & Found forms are located at the front desk and school ID is required to obtain a lost item.

Parking

Reduced-rate parking is available on the Upper East Side to NYSID students, with validation, at the following garages: Garden Garage at East 71st Street between Second and Third Avenues; GEMAT at East 69th Street near Second Avenue, and 222 East 69th Street between Second and Third Avenues; and the 67th Street Garage near Second Avenue. Garage receipts must be validated with a NYSID stamp, available at the reception desk, in order to receive a reduced rate. Many other lots and garages are located near the Graduate Center. Information regarding precise locations and rates can be obtained at www.nyc.bestparking.com.

Food & Beverages

Food and beverages are prohibited in all classrooms, computer labs, the Mario Buatta Materials Atelier, lighting labs, library, and the lecture halls. Students should use the café, student lounges, and roof terrace for the consumption of food and beverages. Students are asked to dispose of paper, bottles, and cans in the appropriate recycling containers.

Recycling

Receptacles are provided throughout the College for the appropriate recycling of paper, bottles, and cans, and trash.

Smoking

Smoking is prohibited throughout all NYSID buildings and within 25 feet in front of all building entrances. Smoking is permitted
only on the roof terrace, where appropriate receptacles have been provided. As per the amendment to the NYC Smoke-Free Air Act, the use of electronic cigarettes and smokeless tobacco product are now prohibited inside of all NYSID facilities and all areas where smoking is prohibited.

Posting Notices
Room schedules are available on the NYSID Portal (Resources tab), and the schedules and notices relevant to class schedules are posted in the lobby of the 70th Street building and the public corridors of the Graduate Center. Additional bulletin boards are located throughout the school buildings and online to announce events and activities.

Community Resources

Police Stations
Emergency 911

19th Precinct
153 East 67 Street
212-452-0600

23rd Precinct
162 East 102 Street
212-860-6411

13th Precinct
230 East 21 Street
212-477-7411

Hospitals and Clinics

City MD Walk-in Clinic
1150 Third Avenue
New York, NY 10065
www.citymd.net
888-714-5086

City MD Walk-in Clinic
37 West 23rd Street
New York, NY 10010

www.citymd.net
877-311-0550

Lenox Hill Hospital
100 East 77th Street
www.lenoxhillhospital.org
212-434-2000

Mount Sinai Hospital
1 Gustave L. Levy Place
www.mountsinai.org
212-241-6500

New York Presbyterian Hospital
525 East 68th Street
www.nyp.org
212-746-5405

Beth Israel Hospital
317 East 17th Street
www.wehealny.org
212-420-3450

Pharmacies

Metro Drugs
931 Lexington Avenue
www.metrodrugs.com
212-794-7200

Prescriptions Exclusive
www.rxexclusive.com
1229 Third Avenue
212-249-1050

Walgreens
1328 Second Avenue
www.walgreens.com
212-734-6076

Health & Safety

AIDS Testing (David Geffen Center)
212-367-1100

Alcoholics Anonymous
www.aa.org
212-647-168º0

Crime Victims Hotline
212-577-7777
General Policies & Resources

Domestic Violence (Safe Horizons)
www.safehorizons.org
800-621-4673

Emergency Contraceptive Hotline
888-NOT2LATE

Gay Men’s Health Crisis
www.gmhc.org
800-243-7692

Mt. Sinai Sexual Assault & Violence Intervention
212-423-2140

NY State Crime Victims Board
www.ovs.ny.gov
800-247-8035

Planned Parenthood
www.plannedparenthood.org
212-965-7000
212-604-8068

Sexually Transmitted Diseases Hot Line
212-427-510

Smoker’s Quitline
www.nysmokefree.com
888-609-6292

Suicide Hotline
www.suicidehotlines.com
800-273-8255

Art Supplies

NYSID Bookstore
70 Street building
212-472-1500, ext. 418

Blick Art Materials
www.dickblick.com
1-5 Bond St.; 212-533-2444

Sam Flax
900 Third Avenue
www.samflaxny.com
212-813-6666 x108

Printing Services

Fed Ex Kinkos
1200 Third Avenue (btw 69th & 70th)
www.fedex.com/us/office
212-452-0142

Staples Copy Print Centers
425 Park Avenue South
www.staples.com
212-753-9640