

Sotheby's

INSTITUTE OF ART

STUDENT HANDBOOK AND CATALOG 2018-19

MASTER'S DEGREES | GRADUATE CERTIFICATE PROGRAMS

SOTHEBYSINSTITUTE.COM

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Disclaimer

The information published herein represents the policies and procedures of The Institute at the time of publication. The Institute reserves the right to change without notice any matter contained in this publication. Payment of tuition for or attendance in any classes shall constitute a student's acceptance of the Institute's policies and procedures as well as the Institute's right to change the same.

Welcome

Dear Students,

I am delighted to welcome you to Sotheby's Institute of Art in New York—the premier graduate program for the study of art and its markets situated in one of the most vibrant art cities of the world.

As the global art market explodes, the Institute's unique art history, business, law, and professional practice courses are designed to prepare you for an enriching art career. The Institute provides excellent opportunities to connect with an international network of leaders in our field— including artists, curators, auction house specialists, museum directors, art dealers, and entrepreneurs. With our innovative and relevant curriculum, we hope you will discover even more facets of the art world that stimulate your imagination about what is possible in the arts.

We welcome you to our campus, where our faculty and staff are dedicated to helping you succeed academically and professionally. You are now one of our ambassadors to the art scene, and we look forward to seeing the impact you make on this exciting industry.

Sincerely,

A handwritten signature in black ink, appearing to read 'Christine Kuan', with a long, sweeping horizontal stroke at the end.

Christine Kuan

CEO, Sotheby's Institute of Art
Director, Sotheby's Institute of Art- New York

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About the Institute

For over forty five years, Sotheby's Institute of Art has been preparing students for careers in the art world. Students get a rare inside look at the business of art while exploring both the scholarly and practical sides of the art world, including the skills and professional connections necessary for successful entry into many art business fields. We have over 6,000 alumni worldwide, many of whom are working in a variety of art-related careers.

MISSION STATEMENT

Sotheby's Institute of Art is the pioneer in the study of art and its markets. Our academically innovative and professionally-focused curriculum enables students to acquire specialized knowledge of art's objects, histories, and markets to impact art and related industries. The Institute is committed to fostering future generations of art business leaders and cultural stewards.

ACCREDITATION AND AUTHORIZATION

Sotheby's Institute of Art - New York is accredited by the National Association of Schools of Art and Design (NASAD) and is authorized to grant degrees by the New York State Education Department.

HISTORY

Originally a training program at Sotheby's auction house in London, the Institute has always aimed to bring a true understanding of fine and decorative arts to a global audience, thereby enhancing individual appreciation and knowledge of an essential part of civilization. Over the years it increased its portfolio of courses and as the popularity of the courses grew, the result was a demand for degree-granting authority. In 1995, the University of Manchester granted Sotheby's Institute of Art – London the status of an Affiliated Institution of its Department of Art History and Archaeology. It was the first education department of an auction house to be so closely associated with a university. Sotheby's Institute of Art – New York has been an accredited member of the National Association of Art and Design since 1989; in 2010 the New York Institute received degree-granting authority from the Regents of the State of New York. In 2013, the Institute teamed with Claremont Graduate University in Los Angeles to offer an MA in Art Business through CGU.

In 2003, Sotheby's auction house transferred ownership of its London Institute and in 2005, its New York Institute, to Cambridge Information Group (CIG), a US-based information and educational services firm. The Sotheby's name has been retained and strong ties are maintained, with auction house representatives serving on the London advisory board, acting as lecturers and specialists on all three campuses, and providing unrivalled access to internships, auctions and exhibitions at Sotheby's.

An important aspect of the Institute's teaching approach is the ability to work directly with the art object so that students can develop a discerning and critical eye. This is a key differentiator in the Institute's educational approach. This "hands-on" philosophy means that students learn through actual first-hand examination of works of art, design and craftsmanship in galleries, museums and private collections.

Married to this academic study is the learning of business and professional skills specific to the art world.

Our faculty are noted academics in their field and many are also practicing art professionals, writing art critical reviews on a regular basis, curating art exhibitions and offering professional advice such as in the field of art law.

At each of its locations, London, New York and Los Angeles, students find programs that draw on the art-rich environments of their cities and incorporate them into the curricula. Study visits to the galleries, museums, auction houses, and artists' studios form an essential part of a student's studies as do talks and discussions by invited artists and art professionals.

Academic Calendar

MA/Graduate Certificate Academic 1st Semester Student Calendar

2018-2019

Fall 2018	
August 30	New Student Orientation (All Students)
September 3	Labor Day (School Closed)
September 4	Semester I begins
September 13	Last day to Drop/Add
September 17	Constitution Day**
October 1	Last day to withdraw with "W" grade
October 20-27	1 st Semester Field Study – Contemporary Art: Mexico City; Fine and Decorative Art and Design: Shanghai
November 12	Spring 2019 Registration Town Hall Meeting
November 13-26	Spring 2019 Registration
November 21-23	Thanksgiving Break
December 1-9	1 st Semester Field Study – Art Business: Miami
December 7	Last day of Semester I classes
December 10-12	Study Break/ Make up week (Snow days & Holidays)
December 13-17	Exams & Presentations
December 17	Semester I ends
Spring 2019	
January 11	Due date for submission of "Change of Status" request forms
January 21	MLK Day (School Closed)

January 28	First day of Semester II classes
February 4	Last day to Drop/Add class
February 18	Presidents' Day (School Closed)
February 25	Last day to withdraw with "W" grade
March 16-24	2 nd Semester Field Study – Art Business: Maastricht; Contemporary Art: Havana; Fine and Decorative Art: Paris
March 25-31	Spring Break
April 4	Fall 2019 Registration Town Hall Meeting
April 8-19	Fall 2019 Registration Weeks
May 10	Last day of Semester II classes
May 13-15	Study Break/ Make up week (Snow days & Holidays)
May 16-20	Exams & Presentations
May 20	Semester II ends
Summer 2019	
May 21-September 1	Summer Break

***Religious Holidays will be recognized without prejudice**

****Required Seminar for Students who receive Financial Aid**

This calendar is subject to change

Academic Calendar

MA Academic 3rd Semester Student Calendar 2018-2019

Fall 2018	
August 30	Transfer/New Student Orientation
September 3	Labor Day (School Closed)
September 4	Semester I begins
September 13	Last day to Drop/Add
September 17	Constitution Day**
October 1	Last day to withdraw with "W" grade
November 21-23	Thanksgiving Break
December 7	Last day of Semester I classes
December 10-12	Study Break/ Make up week (Snow days & Holidays)
December 13-17	Exams & Presentations
December 17	Thesis Due
December 17	Semester I ends
Spring 2019	
March 29	Class of 2017-18 Graduation

***Religious Holidays will be recognized without prejudice**

****Required Seminar for Students who receive Financial Aid**

This calendar is subject to change

Campus Facilities

HOURS OF OPERATION

Administrative office hours at the Institute are from 9 am to 5 pm, Monday through Friday with the exception of specified holidays or as otherwise indicated.

The library is open later than 5 pm Mondays – Thursdays and also has weekend hours. It may, in addition, offer extended study hours during peak midterm and finals study periods. Students should check the library website to ascertain the hours of the professional library staff.

FACILITIES

The Institute's main facilities (including administration and faculty offices, classrooms and library) are located on the 6th and 15th floors of 570 Lexington Avenue, a landmarked building.

There are two common areas for students to use: the lounge and the café. The common areas have wireless internet access. Please restrict eating and drinking to these areas and ensure their cleanliness.

STUDENT ID CARDS AND BUILDING ACCESS

Institute students will be issued a security access card during orientation. The security access card is required to access the Lexington Avenue building and must be "swiped" in the elevator in the ground floor lobby in order to gain access to the 6th and 15th floors. This card is also the student photo ID which is used to gain access to the main common area and the Library. This access card will be collected upon graduation, withdrawal, suspension or expulsion. A sticker on the back of the student ID card provides important security information and the Institute's emergency telephone number.

Lost or stolen student ID cards must be reported to the Institute immediately. The replacement fee for a lost card is \$25.

RESERVING CLASSROOMS

Students wishing to use classrooms for group work may do so depending on availability. All requests should be made at least 24 hours in advance of the requested time to Maria Figueroa at the Reception desk or by email at m.figueroa@sia.edu. Students should also be aware that reservations could be cancelled if a faculty or administrative need for the room arises. Students will be notified by email in such instances.

ARRANGING FOR AUDIO-VISUAL EQUIPMENT IN THE CLASSROOMS

If students wish to use any of the audio-visual equipment in the classrooms, advance arrangements must be made with the IT Services team. To do so, students should submit a help ticket via the Student Homepage or by emailing ithelp@sia.edu. Students are not permitted to use the computers or projectors in the classrooms without making prior arrangements.

LOSS/THEFT OF PERSONAL ITEMS

The Institute cannot be held responsible for the loss/theft of personal items either on Institute property or on off-site visits.

Student and Academic Services

The mission of the Student and Academic Services team is to provide assistance and support to all enrolled students to facilitate their academic and personal development. Student and Academic Services staff manages the operations of all three academic programs.

This Student Handbook is produced by the Institute's Student Services team and provides a general overview of the institution, including its programs, policies and procedures, as well as resources and services available. The Handbook is meant to help students become informed members of the Institute community and to prepare them to assume responsibility for knowing what is available to them and expected of them. Students should familiarize themselves with all of the information in this Handbook to make their educational experience at the Institute as rewarding as it can be.

Students are required to submit a Student Handbook Receipt Form (Appendix I) to the Student Services Coordinator within the first week of the fall academic term.

The Student and Academic Services team is comprised of:

Sara Moore, Associate Director, Student and Academic Services

Perla Bernstein, Assistant Director, Student Services

Clarissa Santiago, Program Manager – Contemporary Art, Fine and Decorative Art and Design

Rachel Brown, Program Manager – Art Business

David Gaston, Registrar

Ashley Robinson, Director of Career Services

Karen Chang, Finance and Accounting Manager

The team is committed to providing high quality service to all students in a friendly, discreet and supportive environment. If you need clarification on any of the topics addressed in this Handbook, or general support, please see a member of this staff. The Student Services team extends a warm welcome to each of you!

CONTACT INFORMATION AND AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

Upon arrival at the Institute students will complete an Authorization for Emergency Medical Treatment Form (Appendix II) providing phone numbers, local address, health information and the name and address of at least one emergency contact. If this information changes students must update their information online through Canvas (the student portal and learning management system (LMS)) and notify their Program Manager.

HEALTH INSURANCE AND IMMUNIZATIONS

The Institute requires all students to have medical insurance. The Institute can recommend plans for both domestic and international students. Students may secure alternate coverage independently as long as the policy is in place by the start of the Fall Semester and they provide verification of coverage.

All students must also provide proof of vaccination against measles, mumps and rubella (MMR). Students will be allowed to attend class if they are “in process” and have received at least one dose of the live measles virus vaccine, have complied with the requirements for mumps and rubella, and have an appointment to return to a health practitioner for the second dose of the live measles vaccine as long as the appointment is scheduled no more than 90 days after administration of the first dose. The Institute will distribute information on meningococcal meningitis disease and immunization to all incoming students upon admission and students are required to acknowledge immunization by completing a release form in compliance with New York State law. Students should submit all completed forms via email to: studentservices@sia.edu prior to their arrival on campus.

If the necessary documentation regarding health insurance and immunization is not submitted to the Institute by the first day of the Fall Semester, a registration hold may be placed on the student's record and in such event that student will not be permitted to attend class until the documentation is received. In the alternative, the student may be administratively withdrawn from the Institute.

DISABILITY SERVICES

The Institute is committed to supporting its disabled student population and makes every attempt to ensure that disabled students receive the full educational benefits of attendance at the Institute.

It is the student's responsibility to inform the Institute of any illness, medical condition or disability which may affect academic performance and to provide medical certification, if necessary, prior to the academic year. The Institute provides accommodations based on a student's documented disability. Typical accommodations may include alternate testing arrangements, extended time or tutoring services.

The process for requesting accommodations is as follows:

Students seeking an accommodation must complete and return the Disability Acknowledgment Form (Appendix III) which can be requested from the Student Services office or accessed via the student portal prior to their arrival on campus.

Students should schedule a meeting no later than two weeks after the beginning of the semester with a member of the Student Services staff to discuss their specific documented disability and develop a plan. Documentation from a physician or specialist is required.

Accommodations are arranged by semester. It is the student's responsibility to contact a member of the Student Services team each semester to ensure that appropriate accommodations are arranged.

All students are expected to maintain satisfactory academic progress; academic requirements may be accommodated, therefore, but they cannot be waived. With the student's written permission, the Associate Director of Student and Academic Services will prepare a verification memo by which the student can notify faculty of his/her need for accommodation. It is the student's responsibility to meet with faculty within the first two weeks of each semester to discuss the course format and syllabus and, if necessary, to reach an understanding of how the disability may affect meeting course requirements.

INTERNATIONAL STUDENTS

The Institute is a dynamic institution of learning with a diverse student population from all over the world. The Associate Director of Student and Academic Services serves as the international student advisor (Primary Designated School Official - PDSO), and will, with other members of the Student Services team, assist with compliance issues for all enrolled international students.

Since travel is an essential component of each program, it is most important that all international students are in status with a valid student (F-1) visa. ***Failure to maintain status for the duration of the program will result in automatic suspension from the Institute. The Institute is not responsible for a student who travels abroad on an invalid student (F-1) visa and is then unable to re-enter the United States. Additionally, students traveling outside of the US on a field study trip should research whether or not they will need a visa to enter any foreign country, or countries, they will be visiting with their respective programs. It is the student's responsibility to make the necessary arrangements to secure a visa for visiting another country if one is required.***

F-1 IMMIGRATION RESPONSIBILITIES

While under F-1 status, students are subject to many complex immigration laws and regulations that relate to legal status in the United States. The Student Services office is available to assist and answer questions about immigration status, but it is the student's responsibility to know and abide by the law in order to maintain valid legal status throughout the duration of the student's stay in the U.S.

Non-immigrant international students must:

Possess a passport that is valid at all times and an F-1 (student visa) that is valid for the duration of enrollment at the Institute.

Attend the school/institution authorized to attend.

Be registered full-time for each academic semester as defined by USCIS (United States Citizenship and Immigration Services).

Maintain good academic standing as per Institute policy and make normal progress towards program completion.

Follow appropriate procedures to notify USCIS if transferring schools or changing from one educational level to another. Transfer procedures must be completed within 15 days from start of term.

File for a Program Extension in a timely manner if remaining in the U.S. longer than the time estimated for program completion as stated on the I-20.

Check all documents to be sure they are in order before leaving the U.S., even for a brief trip, and be sure to have the proper documents to re-enter the U.S.

Obtain proper authorization from the PDSO before engaging in any off-campus employment whether the employment is paid or non-paid. (Working without proper authorization constitutes illegal employment, an offense that can lead to deportation.)

Remember that any authorized off-campus employment is limited to a total of 20 hours per week during an academic semester.

File for reinstatement in a timely manner if he/she has fallen out-of-status.

Report promptly any change of address by notifying the Student Services office accordingly.

Ensure enrollment by the timely payment of tuition and fees.

For further clarification about any of the above, or to ensure legal status in accordance with visa classification, students should make an appointment with the Student Services office and bring their passport, F-1 visa as well as their I-94 number and form I-20.

IMMIGRATION TERMS

Designated School Official (DSO): "DSO" is the term used by the Department of Homeland Security - U.S. Immigration and Customs Enforcement (USICE) to refer to the person(s) who administer the "F-1 (Student)" program at the institution.

F-1 Status: Being in F-1 status means that a student is classified and authorized to be in the U.S. for the principal purpose of pursuing a full-time course of study at an academic or language institution in the U.S. There are sections of the law and regulations that define what F-1 students can and cannot do while in the U.S. and students must familiarize themselves with and abide by the statutes in order to maintain their legal status.

Duration of Status (D/S): This is a notation specified on the Form I-94 that refers to the period during which the bearer of the I-94 is authorized to remain in the U.S. while completing his/her program of study at an educational institution, and any periods of authorized practical training, plus 60 days, to depart the U.S.

Practical Training: This refers to employment that is related to a student's major or field of study. There are two types: Curricular Practical Training and Optional Practical Training. Note that any practical training (whether paid or unpaid) must always be authorized in writing by the Student Services office.

School Transfer: This is the immigration procedure that an F-1 student is required to complete when changing from one U.S. institution to another or when changing from one educational level to another (i.e., from bachelor's to master's). Failure to comply with this procedure will result in a student being out-of-status. Students are required for SEVIS compliance to provide their local address to the DSO immediately and to report any subsequent changes of address within 10 days.

IMMIGRATION DOCUMENTS

SEVIS I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Students):

This form is required in order to obtain F-1 status. The form is issued by the school to enrolled students who have demonstrated proof of sufficient funds to cover their studies in the U.S.

Passport: This is a document issued by a government to identify a person as a citizen of a particular country and allow the bearer to travel abroad and re-enter his/her home country. U.S. immigration law requires that non-immigrant students possess a valid passport to enter the U.S. and that the passport remain valid through the time that the bearer is in the U.S.

F-1 Student Visa: The F-1 Visa (Academic Student) allows a student to enter the United States as a full-time student at an accredited college, university, seminary, conservatory, academic high school, elementary school, or other academic institution or in a language training program. It can only be granted if the student is enrolled in a program or course of study that culminates in a degree, diploma, or certificate and his/her school is authorized by the U.S. government to accept international students.

Form I-94 (Arrival/Departure Record): This record is used by U.S. Customs and Border Protection (USCBP) to document entry to and departure from the U.S. of all foreigners. At entry, this number is recorded electronically and the date or period through which the bearer is authorized to remain in the U.S. is noted. An Admission Number is a unique 11-digit number found on the I-94 record used by USCBP to document entries and exits from the U.S. This record may be accessed using the following website:

<https://i94.cbp.dhs.gov/I94/request.html>.

F-1 CURRICULAR PRACTICAL TRAINING (CPT) GUIDELINES

Curricular Practical Training (CPT) is permission to accept employment in your academic field that is an integral part of an established curriculum. To qualify for CPT, you must meet the following guidelines:

- Be in good academic standing with the Institute
- Be enrolled full-time and in the United States on an F-1 visa for one academic year prior to applying for CPT
- Have a job or internship offer before obtaining authorization for CPT
- The job or internship must be a minimum of six weeks in duration
- To gain authorization, the student must provide the Student Services office with a signed letter from the internship supervisor or employer on company letterhead stating:

1. The company's name

2. The start and end date of the job or internship
 3. The statement of job offer (what you will be doing as well as tasks and position title)
 4. Whether the employment is part-time or full-time
- Student must complete a CPT approval form from Student Services
 - Student must provide copies of all previous I-20's

PART-TIME CPT: Employment for 20 hours or less per week is considered part-time CPT. The student must be simultaneously enrolled as a full-time student in order to maintain lawful F-1 status. Students must complete one academic year of study to be eligible for part-time CPT unless they have transferred in from a US institution and have fulfilled the one-year requirement.

FULL-TIME CPT: Employment for more than 20 hours per week is considered full-time CPT. This option is only available to students during summer and winter breaks.

Students that meet all of the CPT qualifications must make an appointment with a member of Student Services staff to have the CPT approved and authorized. Once authorized, they will then be registered for a one-credit internship course. The course will require completion of a short assignment due at the end of the semester. The assignment will be graded by an assigned faculty member and will be graded on a Pass/Fail basis. Therefore, a passing grade will result in earned credit but will not affect a student's GPA; however, a failing grade will have a negative impact on a student's overall GPA. Only one credit earned from an internship or employment opportunity will be applied toward degree completion.

F-1 OPTIONAL PRACTICAL TRAINING (OPT) GUIDELINES

Optional Practical Training (OPT) is training that is directly related to an F-1 academic student's major area of study. OPT is intended to provide students with practical experience in their field of study upon completion of a degree program. During post-completion OPT F-1 status is dependent upon employment.

An F-1 academic student who has been in status for at least one academic year may be authorized for up to 12 months of OPT per program level. *F-1 students who have one year or more of full-time curricular practical training (CPT) are not eligible for OPT for that degree.* A student may receive a maximum of 12 months OPT per higher degree level. Therefore, if a student obtains two master's degrees, they may only obtain a total of 12 months of OPT for both degrees. Only students in good academic standing will be recommended for OPT.

Post-completion OPT is OPT that begins after the student's program end date. F-1 students may apply for post-completion OPT up to 90 days before their program end date and up to 60 days after their program end date. If the application is not received by USCIS on the 60th day after the program end date, the application will be denied.

Please be advised that the Institute cannot offer any official or legal advice on immigration to the United States.

STUDENT AMBASSADORS

Student ambassadors form a crucial link between the student body and the faculty and administration at the Institute. Student ambassadors will be selected for each program during the Fall Semester.

Throughout the academic year, student ambassadors will be called upon to participate in various meetings and committees. They are encouraged to participate in and organize events for their fellow students. During the Spring Semester, student ambassadors participate in welcoming prospective and new students to the Institute and, after graduation, continue their involvement as key members of the Institute's alumni network. As members of the Institute community, student ambassadors may be contacted to discuss their program experience with prospective applicants. Ambassadors are expected to use their discretion when presenting student issues to staff and/or faculty. Students interested in becoming a student ambassador are encouraged to apply through the Student Services office at the beginning of each academic year.

Student Code of Conduct

NON-ACADEMIC CODE OF CONDUCT

Students are reminded that they are in a professional environment and always need to act accordingly. If students exhibit unacceptable conduct or behavior either on the Institute premises or at an off-site location used for Institute purposes (field study visits, trips abroad, etc.) that is detrimental to the Institute, faculty, staff or other students, faculty may issue formal written warnings, or report the breach of discipline to the Program Director and the Associate Director of Student and Academic Services for further action. Students who continue to exhibit unacceptable behavior may face dismissal. Students who are dismissed from the Institute will not be refunded any tuition or travel fees.

Harassment

The Institute is committed to creating an academic environment that is free of harassment and which the dignity of students, faculty and staff, irrespective of their gender, sexual orientation, gender identity, racial or ethnic background, religion or disabled status is acknowledged. Harassment is indicative of a lack of respect for the person harassed, undermines his or her position and may have a negative impact on health, job performance, course work, examinations and a sense of personal security. The Institute regards any form of harassment as an extremely serious matter. Formal complaints will be thoroughly investigated in such a way as to protect (to the maximum extent possible) those who complain and those who are the subject of complaint. In cases where the complaint is substantiated the individual responsible may be subject to action under the appropriate disciplinary procedure.

Any students who have been subjected to harassment should inform a member of the Student Services staff, who will be able to offer help and support.

Maintaining a Safe and Healthy Environment

The Institute endeavors to create an environment which promotes the safety and well-being of all members of the community. In accordance with New York State law, smoking is not permitted in the Institute's facilities, in the 570 Lexington Avenue building, or directly in front of 570 Lexington Avenue (the latter as mandated by the building management).

The Institute strictly prohibits the illicit use, possession or dispensation of controlled substances whether on the Institute's premises or on Institute sponsored visits and travel. In addition, for the safety and comfort of the community, the Institute strictly prohibits the use or possession of weapons on the premises or on Institute sponsored visits. The Institute does not tolerate damage to property on campus and/or site visits. Violation of these policies will result in automatic dismissal from the Institute.

Interference with the Institute's normal operations is not tolerated. Students who are deemed harmful to themselves or others and/or are hindering the activities of students, faculty and staff will be suspended or dismissed from the Institute immediately.

Policies and Procedures Concerning Sexual Assault, Stalking and Domestic and Intimate Partner Violence Against Students

The Institute seeks to create and maintain a safe environment in which all members of the community—students, faculty and staff—can learn and work free from the fear of sexual assault and other forms of violence. This policy is specifically directed towards sexual assault, domestic and intimate partner violence and stalking committed against students on and off-campus.

The Institute wants any victim of sexual assault, stalking and domestic and intimate partner violence to know that the Institute has access to professionals and law enforcement officers who are trained in the field to assist in obtaining help, including immediate medical care, counseling and other essential services. If the alleged perpetrator is also a member of the Institute community, the Institute will take prompt action to investigate, and, where appropriate, to discipline and sanction the alleged perpetrator. The Institute urges all victims to seek immediate help in accordance with the guidelines set forth in this policy with the assurance that all information received from a complaint will be handled as confidentially as possible. In accordance with Title IX law, even institution employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for investigation and/or to seek a resolution. Students should review the Institute's complete Sexual Misconduct Policy, accessible under the "Health and Wellness" tab on the New York campus page of the Student Portal, and return the Sexual Misconduct Policy Receipt Form on page 33 of the Policy to Student Services. Students should also review the Students' Bill of Rights and the Emergency and Non-Emergency Resources on pages 47 and 54, respectively, of this handbook.

The health and safety of every student at Sotheby's Institute of Art is of utmost importance. The Institute recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence (including but not limited to domestic violence, dating violence, stalking or sexual assault) occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The Institute strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses the incident of domestic violence, dating violence, stalking or sexual assault to Sotheby's Institute of Art officials or law enforcement will not be subject to the Sotheby's Institute of Art Code of Conduct for violation of alcohol and/or drug use policies occurring at the time of the commission of domestic violence, dating violence, stalking or sexual assault.

All incoming students are required to take the online Sexual Assault Awareness and Prevention training course before they start the fall semester. Those who do not complete the online course may either have a registration hold placed on their account, or may not receive their diploma. In conjunction with the online training course, the Institute will also send out a campus climate survey to all students once per year. The student information provided in the survey is kept anonymous and used only for New York State reporting purposes as part of New York State Education Law Article 129B.

Guidelines for Visiting Collections, Galleries and Museums

The Institute's programs afford students the opportunity to attend on-site lectures at several of the world's most prominent collections, galleries and museums. All such visits by students are strictly for academic purposes and are directly related to coursework. During such visits, students are reminded that they are representatives of the Institute and as such are expected to conduct themselves accordingly and are not permitted under any circumstances to:

- Utilize visits for personal business dealings or contacts
- Write about the visits for publication (including public blog postings)
- Interview subjects for any purpose other than scholarly research for work produced at or for Sotheby's Institute of Art
- Discuss any site visit with a member of the press or media

Students must adhere to a strict code of conduct during academic lectures conducted outside the Institute:

- No use of mobile phones (including text messaging) for the duration of all visits
- No gum chewing or food and drink of any kind
- No smoking
- No sound or video recording
- No side conversations while lectures and tours are in progress
- Appropriate attire at all times
- Adherence to all rules and restrictions published, posted or communicated by the host institution.
- Take notes in pencil to avoid any mishaps or accidents with the works being examined and discussed.

Students are required to sign and return a copy of the Guidelines for Visiting Collections, Galleries and Museums at Orientation (Appendix IV).

General Internet Policies

The Institute's computer workstations, wireless internet access, online database systems, online academic access systems (Canvas and the CAMS operating system) and the student email system are all integral to the student and academic experience. All users of such resources are expected to behave in an ethical, responsible and legal manner. For example, electronic communications or any websites accessed by a student should not contain anything that would reasonably be considered offensive or disruptive. Offensive content includes, but is not limited to, racial slurs, sexual content or images, or any comments that would offend someone based on age, gender, sexual orientation, gender identity, religious beliefs, political beliefs, race, national origin or disability status.

Authorized Institute staff members monitor computing access to ensure security. Internal communication systems, electronic messages, files and data and all hardware and software are and remain the property of the Institute at all times. The Institute has the right to retrieve and review any messages or file composed, sent or received utilizing its technologies or equipment. Although access to Institute networks allows for the usage of passwords for security, confidentiality should not be assumed and ultimate privacy should not be expected. Accounts are issued for the sole usage of students and each user is responsible for all actions on the account issued.

A violation of the Institute's internet policies may result in disciplinary action, including dismissal.

The computer and online environment at large is dynamic and constantly evolving. Therefore, the abovementioned policies may change accordingly. It is the responsibility of all students to remain informed of current policy.

Laptop, Internet Usage and Distracted Attendance

Computer usage is monitored while in the classrooms. Students are permitted only to have Word (or some other word-processing program) open during lectures for the purposes of note taking, unless otherwise given specific instructions. Surfing the web, shopping, emailing, playing games or similar computer usage during lectures will not be tolerated. Additionally, cell phones and smartphones are to be turned off during all teaching sessions (both on campus and while on official site visits or study trips) and when in the Library. The use of MP3 players, headphones or other communication devices is strictly prohibited during class hours. Any violation of this policy will lead to students being required to leave the classroom; this will result in the recording of an absence. More than one violation will result in laptop privileges being rescinded for the remainder of the semester.

Recording of Lectures

The recording of lectures by students is strictly prohibited, except as an approved accommodation for a disability or other special condition approved by the Associate Director of Student and Academic Services. Students granted permission to record lectures due to a documented disability are required to complete a permission form.

VIOLATIONS OF NON-ACADEMIC CODE OF CONDUCT

Suspension and Dismissal

Any student or staff or faculty member may bring to the attention of the appropriate Program Director or the Associate Director of Student and Academic Services an allegation that a student has violated the Non-Academic Code of Conduct. After a review of/investigation into the situation by the Program Director and the Associate Director of Student and Academic Services, a student may be subject to suspension and/or dismissal from the Institute when, in their judgment, the student has violated the Institute's Non-Academic Code of Conduct and said violation warrants suspension or dismissal. In other instances of violation the Program Director or Associate Director of Student and Academic Services may just have a meeting with the student reminding him/her of the requirements of the Non-Academic Code of Conduct.

The student will be notified of suspension or dismissal in writing via email (and verbally when possible) by the Associate Director of Student and Academic Services or the Program Director as soon as possible following a determination by them that suspension or dismissal is warranted. In the event of a suspension, the email will include the terms of the suspension and may outline the stipulations for re-entry, if relevant. In either event, the student may request a meeting for further discussion by emailing the Associate Director of Student and Academic Services within two business days of receipt of the issuance of the suspension or dismissal notice. Once the documented request has been received, the Associate Director of Student and Academic Services will schedule a meeting to be conducted as soon as possible but not exceeding two weeks after receipt.

Three impartial members of the faculty or staff will attend the meeting. One impartial member will chair the meeting. The Associate Director of Student and Academic Services will also attend. The student may bring a fellow student if he/she so chooses. The purpose of the meeting is to afford the student suspended or dismissed the opportunity to explain his/her perspective as to the behavior of which he/she has been accused. After the meeting, the impartial members of the faculty or staff will together make a determination upholding or overturning the suspension or dismissal, or altering the re-entry requirements, if relevant, and the chair of the meeting will so inform the student within one business day via email.

The student may further appeal in writing within 5 business days of receipt of the decision directly to the Director of the Institute. The suspension or dismissal may be upheld or overturned by the Director, who will inform the student via email of her decision within 2 business days of receipt of the appeal. The Director's decision is final.

ACADEMIC INTEGRITY CODE

Academic integrity is the cornerstone of any institution of higher education; the Institute endeavors to create an environment in which a commitment to honesty and integrity is fundamental to all members of the Institute community.

While there are numerous violations of academic integrity that are obvious (such as cheating during an exam or copying from the internet), other forms are more subtle but just as serious. Aiding someone else - either deliberately or through willful omission - is also a violation.

Students are responsible for being aware of and utilizing the proper procedures for writing papers, presenting their work, sitting for examinations and conducting independent research. Instructors will inform their students of their expectations as they relate to the limits within which students may collaborate with or seek assistance from others on specific assignments. Students must understand that there are legal and ethical restrictions relating to creative property and consequences to dishonesty in the professional world. All students are required to sign an Academic Integrity Statement (Appendix V) declaring that they understand the policy, agree to comply with the policy and understand the penalties for violating the Academic Integrity Code.

Academic dishonesty includes (but is not limited to):

- 1) Cheating on examinations; copying another student's work or utilizing unauthorized material. Examples of cheating include, but are not limited to:
 - a) using notes, books, electronic media, or electronic communications in an exam without prior permission
 - b) talking with fellow students or looking at another student's work during an examination
 - c) submitting substantially the same work in multiple courses without the explicit prior permission of the instructors
 - d) submitting work previously created for another course without the instructor's knowledge or permission
 - e) fabricating a citation or using a false citation
- 2) Any act of plagiarism; the fraudulent presentation of the work of others as original. Examples of plagiarism include, but are not limited to:
 - a) including a sequence of words quoted without quotation marks
 - b) including a paraphrased passage from another writer's work
 - c) including ideas, sound recordings, computer data, or images composed or created by someone else
 - d) purchasing a paper, or hiring someone else to write a paper
 - e) allowing another student to present one's work as his/her own
 - f) altering or forging academic documents, including but not limited to admissions materials and medical documentation
 - g) unauthorized collaboration on work that was assigned to be done individually
- 3) Theft of another student's work and presenting it as one's own
- 4) Submitting the same work for more than one course
- 5) Aiding or abetting an act of academic dishonesty
- 6) Any attempt to improve academic performance by presenting misleading information and/or making deceptive statements or falsifying documents

Students must consult with and receive prior permission from their instructors to submit the same or substantially overlapping material for two assignments. Submission of the same work for two different assignments without prior approval of the instructor is plagiarism and will be subject to the relevant penalty.

Procedures for Investigating Alleged Violations of the Academic Integrity Code

Any violation of the Academic Integrity Code is a serious matter and will result in disciplinary action. The following procedures will be followed in cases of suspected violations of the Academic Integrity Code:

Initial Meeting: An instructor who suspects that a student has committed a violation should as soon as reasonably possible meet with the student to present evidence of the alleged violation and give the student an opportunity to explain the origin of the work. Written notification of this meeting will be sent to the student's Program Director. The meeting can be conducted in person, over the phone or via email. If the alleged violation is discovered after the semester has ended, the faculty member should enter a grade of incomplete ("I") until the issue is resolved. The work in question may be run through a software program such as "TurnItIn."

Follow-Up Meeting: If the issue is not resolved at the initial meeting, the Instructor should schedule a follow-up meeting with the student to discuss the accusation fully following the student's review of the Academic Integrity Code. If possible, this meeting should be scheduled within one week of the initial meeting and should include a member of the Student Services staff and two other impartial third parties (faculty or staff members) as well as the instructor and the student.

The student must be instructed to present the work in question, along with any supporting drafts, original research, digital files or other documentation. The instructor should request that the student reconstruct the process involved in creating the assignment.

On the basis of the results of the follow-up meeting, the instructor, in consultation with the Program Director and other members of the academic staff will assess the case, taking into consideration the student's intent to deceive and the degree of the violation involved as it relates to the assignment in order to determine whether a major or minor infraction has occurred.

Penalties: If it is determined that a minor infraction has occurred, the instructor may counsel the student about the standards of academic honesty, explain the consequences and require that the student resubmit the assignment in the appropriate format. The instructor may also assign a diminished grade for the assignment or assign a failing grade ("F") for the assignment.

If it is determined that a major infraction has occurred, the instructor will fail the assignment and submit a report to the Program Director, the Associate Director of Student and Academic Services and the Registrar. The Registrar will place the report in the student's permanent file and it will become part of the student's permanent academic record. The Associate Director of Student and Academic Services will issue a formal letter to the student, with a copy to the instructor and the Program Director, documenting the case and any sanctions. A copy will be retained by the Registrar, and this will be placed in the student's permanent file. Sanctions may include failure ("F") of the assignment, failure ("F") of the course and/or suspension or dismissal from the Institute. A student may file an appeal following the procedure outlined on page 30.

Academic Programs

MA AND GRADUATE CERTIFICATE PROGRAMS

Art Business

The Art Business program provides the fundamental knowledge and skills needed to succeed in the international art world. The program is designed for students with a visual arts or art history background who seek an alternative to the traditional academic model and desire advanced study in sync with the rapidly evolving global art market.

Contemporary Art

The contemporary art curriculum combines traditional art historical and research methodology with professional practice and skills-based learning. The program provides an in-depth analysis of works of art from the post-war period to the present. Emphasis is given to the formal, historical and critical analysis of art of this period.

Fine and Decorative Art and Design

The Fine and Decorative Art and Design program explores the history of the fine and decorative arts as an international dialog that affected both American production and patronage of the arts. Spanning the Baroque period through the mid-twentieth century, the program is taught through an integrated schedule of lectures, seminars, object study, museum and gallery visits and practical work, blending traditional lectures with hands-on, object-based learning. An emphasis is placed on the use of actual art objects for direct study, coupled with regional and local site visits to specialized museums and private collections as well as to key works of architecture.

THIRD SEMESTER STUDY

Third Semester Study in London or Los Angeles

Students in good academic standing are eligible to enroll at either the London or LA campuses for their third semester study. Permission will be based on a review of the student's curriculum of choice in the context of coursework completed during the student's first two semesters of study, to ensure that the proposed program adequately fulfills all necessary degree and departmental requirements.

STUDY TRIPS AND TRAVEL

Travel is a crucial component of the Institute's programs. Students are required to travel when scheduled. If a student falls ill or has a family emergency and is unable to travel with the group, he/she must notify the Program Manager immediately to receive documented permission to be excused from the trip. If a student fails to attend a study trip or changes his/her accommodations, travel fees will not be refunded and the student's grade may be affected at the discretion of the Program Director.

Enrolled students must have a valid passport and are responsible for ensuring that all of the necessary documentation required for travel (domestic and international) is in place. Should a visa be required for a study trip, it is the student's responsibility to acquire the visa.

Travel arrangements and destinations are coordinated in advance by the Institute and cannot be changed or altered on an individual basis. All accommodations are booked based on double occupancy and exceptions will not be made. Students must depart with the group at all times. Failure to depart with the group on a scheduled flight will result in cancellation of the return ticket. Any student who does not depart with the group will be responsible for securing and paying for his/her own travel arrangements. In addition, students are expected to return with the group. Any student wishing to make alternative arrangements for return travel must do so at his/her own expense and must notify the Program Manager immediately.

Coach transportation will be provided at regional destinations, as required. Students are responsible for arranging their own ground transportation to and from NYC-area airports. Itineraries will be distributed approximately one week prior to the departure dates.

Please be advised that study trips and travel are limited to students plus Institute faculty and staff. No guests are permitted.

With travel comes patience, as delays and hindrances are part of the group travel experience. Students are expected to cooperate and remain flexible when such instances are encountered.

CREDIT HOURS

All courses in the Institute's MA programs are designed to include a combination of lectures and discussions/seminars as well as required site visits and study trips. One hour of credit represents one hour each week of the term in class and 2-3 hours of work outside the class.

COURSE SUBSTITUTIONS

Each student must complete the full number of credits required by each program. Students who can demonstrate advanced competency of the subject matter in any of the required courses should discuss course substitutions with their Program Director prior to registration and no later than the end of the add/drop period. Matriculated students may substitute a maximum of two courses towards their degree requirements. Substitutions do not reduce the number of credits required.

TRANSFER OF CREDIT

Due to the unique character and scope of the Institute's MA programs and the intensity of the three-semester format, credits are not accepted for transfer from other institutions with the exception of the Institute's partner institutions, Sotheby's Institute of Art - London, Sotheby's Institute of Art - Los Angeles and Tsinghua University.

Veteran's Credit for Previous Education or Training

Students who may be eligible for VA education benefits must report all previous education and training. The Institute may evaluate and grant credit, if appropriate, with the training time shortened, the tuition adjusted proportionately, and the VA and student notified.

Academic Policies and Procedures

REGISTRATION

It is the student's responsibility to ensure that tuition is paid by the deadline set by the Finance Office. Students who have not paid their tuition fees and/or travel fees will not be permitted to register for classes.

Registration Holds

In the event that a student fails to satisfy requirements for documentation, payment and/or return of library books and/or materials, a hold may be placed on the student's registration and records. The Registrar will indicate the type of hold and how to resolve it. Deadlines will not be extended because of delays in clearing holds and the student will be liable for any applicable late fees.

Change of Program

Students select a program of study during the admission process; students considering a change of program should not proceed under the assumption that the credits earned in one program will be applicable to another. Because each program has a highly structured and professionally oriented curriculum the course offerings and requirements do not necessarily overlap. Students who wish to change programs should seek advising from the Student Services staff prior to making a final decision. If the decision is made to proceed, students must submit a completed Change of Program Form (Appendix VI) to the Student Services office for approval and further instructions.

Adding and dropping courses

To add or drop a course, students must submit a request to the Registrar. No course change is effective until the Registrar approves, and no course changes will be allowed outside of the deadline published in the academic calendar.

Transcripts and Verification of Enrollment

All official academic transcripts carry the Institute's seal and document a student's permanent academic record at the Institute. Students may have a transcript mailed to the address of their choice (including colleges and universities) by submitting a formal request to the Registrar.

Transcripts are currently produced free of charge. Transcripts will not be issued to students with outstanding debts to the Institute.

The Registrar requires at least two weeks' notice for the production of transcripts and letters of enrollment verification. Transcript requests should be made to the Registrar by using the Transcript Request Form (Appendix VII).

RELEASE OF INFORMATION

Privacy laws mandate that a member of staff or faculty cannot provide information to third parties (including parents/guardians and spouses) without the written consent of the student. See description of

the Family Education Rights Protection Act in the Institutional Policies section, below. This extends to requests from employment verification agencies. Such agencies must submit a faxed request to the attention of the Registrar at 212.517.6568, include the name of the student and program and a release signed by the student.

ATTENDANCE

Students have a responsibility to attend all scheduled class meetings.

Faculty are responsible for clearly stating their expectations for performance and attendance through the course syllabus, specifying whether any portion of a student's grade is based on attendance and/or class participation. The Institute recognizes legally protected activities, such as religious holidays, military service, and jury duty, may affect attendance.

Students are responsible for making themselves aware of course attendance policies, and for meeting all course expectations as outlined in the course syllabus regardless of missed class time. Students are responsible for communicating in a timely manner in written form (e.g. in an email) with their faculty regarding any missed class time and related class work. A student who feels circumstances may warrant withdrawal from a single course should contact his/her Program Director and the Registrar. A student who wishes to request a medical or non-medical leave of absence should contact the Director of Student Services. A student who misses the first meeting of a class may be dropped from the roster by the instructor unless prior approval has been granted.

Religious Absences

Any student who is absent from classes because of his or her religious beliefs will be given the opportunity to make up any examination or course requirements which may have been missed due to such absence on any specific day or days. It is the student's responsibility to provide advance notice of his/her absence to the faculty and Program Manager.

Late Arrival and Early Departure

Students are expected to be on time for ALL classes and to remain in the classroom for the entire class period. Repeated or chronic lateness may, at the discretion of the instructor, receive a penalty deduction from the final grade for that class or may be counted as an absence for that class. Latecomers may not be admitted to lectures and if not admitted will be considered absent.

Assignments, Exams and Presentations

Students must be present for all scheduled examinations and presentations and must submit assignments when they are due (as scheduled in the syllabi), unless permission is requested and received in advance from the instructor. Failure to sit for scheduled examinations or to submit assignments as scheduled may result in a lowered grade or failure of the course, upon the determination of the instructor.

Assignments submitted after the agreed deadline will be penalized. Assignments that are faxed or emailed will not be accepted unless the instructor has agreed to this in advance of submission.

Outside Employment

The Institute programs are full-time and intensive; attendance and participation are mandatory, including for site visits and study trips. While involvement in outside employment or internships may be necessary and can be valuable, students are advised that outside employment may not be used as a reason for missing classes, course failures, extension requests, etc.

GRADING AND ASSESSMENT CRITERIA

The Institute's grading system, described below, is used to evaluate student work and participation and to compute grade point averages (GPA). No grades other than those listed below will be part of students' permanent records.

Grade point averages are calculated by multiplying the number of credits earned in each course by the numerical value associated with the grade received in that course. The grade points for all courses are totaled and then divided by the total number of graded credits attempted, including failed courses, if any.

The cumulative grade point average is computed by dividing the total number of grade points earned by the total number of graded credits attempted.

The grades used by the Institute are as follows:

LETTER	GPA	DESCRIPTION
A	4.0	Work of exceptional quality
A-	3.7	Work of high quality
B+	3.3	Very good work
B	3.0	Good work; satisfies course requirements

Satisfactory completion of course is considered to be a grade of B or higher.

B-	2.7	Below average work
C	2.0	Insufficient work; lowest possible passing grade
P	0.0	Pass (credits count toward degree)

F	0.0	Failure
WF	0.0	Withdrawal, Failure: assigned administratively for withdrawal after the deadline or for dismissal from the Institute.

Note: A grade of Pass (P) does not have any effect on a student's overall GPA. However, credit is earned for the class. A grade of Fail (F) has a negative effect on a student's overall GPA and NO credit is awarded for the class.

The grade of "D" is not used in the Institute's graduate level programs.

Additional grades not calculated in the grade point average:

W Withdrawal

This is a student-initiated grade, which may be requested before the withdrawal deadlines published in the academic calendar. There is no academic penalty for this grade. Repeated absence does not constitute official withdrawal and may result in a failing grade.

I Incomplete

The grade of I, or temporary incomplete, may be granted to a student under unusual and extenuating circumstances, such as when the student's academic life is interrupted by a medical or personal emergency. This grade is not given automatically but only upon the student's request and at the discretion of the instructor. The time allowed for completion of the work and removal of the "I" grade will be set by the instructor, but must be no later than the seventh week of the following term. Grades of "I" not revised in the prescribed time will be recorded as a final grade of "WF" by the Registrar.

Failed Courses

Students who fail a course will receive no credit for that course. They may be permitted to make up an equivalent amount of credit to satisfy requirements for the degree/certificate in a subsequent or summer semester. The Program Director will determine, in each case, whether the particular course must be repeated or if an alternative course may be taken at the Institute or at another Institution in order to earn the missing credit.

Grade Reporting

Faculty members determine the grades that each student will receive for work done under their instruction. Grades are recorded by the respective instructors for all students who are registered in their course for credit. Grades are generally posted within two weeks of the midpoint date and at the end of the semester. Students can access and view their grades by logging into the student portal. Midterm grades are not a part

of a student's permanent record. Midterm grades are used as an indicator of a student's progress during the first half of the semester. Final grades will be the only grades listed on official transcripts.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students are expected to maintain satisfactory academic progress (SAP); a minimum 3.0 semester and cumulative GPA are required to remain in good academic standing. Student academic progress is first evaluated at mid-term during the Fall semester. If a student is found not to meet the minimum standards at the time of this evaluation, the student will be issued a warning and will be provided with the opportunity for advising and academic support. Students who have received an academic warning will continue to be eligible for financial assistance. Students that do not meet the minimum quantitative standards by the end of the warning period may be subject to further review, academic probation and/or academic dismissal.

At the end of each semester, a comprehensive review of students' academic progress is conducted by the Program Director, the Associate Director of Student and Academic Services and the Registrar. The review determines the conditions under which students may continue their program of study. Students who fail to demonstrate satisfactory academic progress may be deemed ineligible for continued enrollment.

Satisfactory Academic Progress is defined as follows:

For students in the Master's Degree program

- Students who achieve a 3.0 GPA remain in good academic standing and are eligible to progress toward the MA degree.
- Students with less than a 3.0 GPA in their first term will be issued an academic warning.
- Students who earn more than one grade of C or who fail a course may be issued an academic warning, regardless of GPA.
- Students with less than a 2.5 GPA in their first term may not be permitted to continue in their program.
- Students with a cumulative GPA below 3.0 at the end of the second semester will be subject to additional review to determine eligibility for continued enrollment and program completion.
- Students whose GPA falls below 2.0 or who fail more than one course in any semester may be considered for immediate dismissal if it is determined that the student is not prepared for progression to the next level of study.
- Students must meet the attendance requirements of the Institute
- Students must meet the conditions set forth in their acceptance letters.

For students in the Graduate Certificate program

- The above criteria apply equally to Certificate students.
- The Graduate Certificate *may* be awarded, following Academic Review, if the GPA is between 2.5 and 3.0 if all courses and program requirements have been satisfactorily completed.

Students that complete their course of study with a cumulative GPA below 2.5 (for Graduate Certificate students) or 3.0 (For Master's Degree students) will be considered borderline and will be subject to further review. In some cases, a degree or certificate may be awarded to such students at the discretion of the Program Director and/or the Academic Review Committee.

DISMISSAL

Students who are dismissed for failure to maintain satisfactory academic progress will be notified in writing before the subsequent semester classes begin.

A dismissal supersedes any Leave of Absence or Withdrawal status, unless an appeal has been submitted and approved.

APPEALS

Students who wish to contest or seek additional information about an assessment, grade or penalty for insufficient academic performance or breach of the academic integrity code as well as students who are dismissed due to failure to maintain good academic standing or other academic offenses may initiate a formal appeal in accordance with the following guidelines. The appeals procedure may not be used simply because a student is dissatisfied with the outcome of her or his assessment, or other decision concerning his/her academic position or progress.

Grade Appeal Procedure

Students may appeal a grade granted for an individual assignment or course up to two weeks after the grade is issued. Before deciding to pursue an appeal, the student must request an informal explanation of the basis of the grade from the instructor. If after this explanation the student is not satisfied, the student may pursue the matter as follows:

The student must submit a letter outlining any questions and/or objections directly to the instructor, with a copy to the Program Director and the Associate Director of Student and Academic Services.

The instructor submits a written response to the student's letter within one week of receipt, with a copy to the Program Director and to the Associate Director of Student and Academic Services.

If the student is not satisfied by the faculty member's written response, the student may appeal further by sending an appeals request to the Associate Director of Student and Academic Services within two weeks of the faculty member's response.

The Associate Director of Student and Academic Services will convene a meeting of the Academic Review Committee to review the file, clarify any outstanding issues and make a determination within two weeks of the meeting. The Committee's decision is final; no further appeal will be allowed after this ruling.

Academic Integrity Appeals Procedure

Students will have the right to appeal the decision of the instructor in the case of a breach of the academic integrity code. The appeal should address one or more of the following:

Did the student have an adequate opportunity to prepare and present his/her case?

Was the evidence presented substantial enough to merit a decision?

Is there any evidence that the faculty member acted in a prejudicial manner?

The appeal procedure is as follows:

The student must submit a letter addressing the points above and outlining any questions and/or objections to the Associate Director of Student and Academic Services. The appeal must be received within two weeks of notification of the academic integrity code violation.

The Associate Director of Student and Academic Services will convene a meeting of the Academic Review Committee who will review the file, clarify any outstanding issues and render a decision within two weeks of the meeting. The Committee's decision is final; no further appeal will be allowed after this ruling.

Dismissal Appeal Procedure

Students who are dismissed from their program due to failure to maintain good academic standing may appeal for a reversal of the decision as follows:

The student must submit a formal request in writing to the Associate Director of Student and Academic Services, with supporting documentation, within two weeks of receipt of the notice of academic dismissal. Appeals received after two weeks will not be eligible for review and the dismissal will stand.

The appeal request should include: an explanation for the poor performance and/or failure to complete the required coursework, a description of the plan to improve academic performance and/or to complete outstanding coursework and any other relevant information that may have adversely affected the student's academic performance.

The Associate Director of Student and Academic Services will convene the Academic Review Committee to review the student's academic record and consider the appeal and any relevant documentation.

The student will be informed of a decision no later than four weeks after the submission of the appeal. The decision of the Academic Review Committee is final; no further appeal will be allowed after this ruling.

Thesis or Third Semester Failure Appeal Procedure

Students who receive a failing grade on the thesis, or fail to fulfill the academic requirements for third semester completion, may appeal for a reversal of the decision as follows:

The student must submit a formal request in writing to the Associate Director of Student and Academic Services, with supporting documentation, within two weeks of receipt of the failing grade(s). Appeals received after two weeks will not be eligible for review and the failure will stand.

The appeal request should include: an explanation for the poor performance and/or failure to complete the required coursework, a description of the plan to improve academic performance and/or to complete outstanding coursework and any other relevant information that may have adversely affected the student's academic performance

The Associate Director of Student and Academic Services will convene the Academic Review Committee to review the student's academic record and consider the appeal and any relevant documentation.

The student will be informed of a decision no later than six weeks after the submission of the appeal. The decision of the Academic Review Committee is final; no further appeal will be allowed after this ruling.

ACADEMIC REVIEW COMMITTEE

The Academic Review Committee (ARC) is convened to oversee the adjudication of all grade, academic integrity, dismissal and thesis or third semester failure appeals filed as a result of the review processes described above. The ARC is chaired by the Associate Director of Student and Academic Services and is comprised of staff and faculty members selected by the Director. No faculty member who has been directly involved in the grade or negative action will serve on the ARC. Students should seek the guidance of a Student Services team member for more information regarding the appeals process. The findings and recommendation of the ARC are reviewed and confirmed by the Institute Director and the student is notified of the decision within two to six weeks depending on the nature of the appeal.

LEAVE OF ABSENCE

The Institute recognizes that circumstances beyond a student's control may necessitate a temporary suspension of studies. Students in good academic and financial standing with the Institute may petition for a leave of absence. Students requesting a leave of absence should meet with the Associate Director of Student and Academic Services and complete an official leave of absence form (Appendix VIII). A leave of absence may be approved for a period not exceeding one academic year.

International students on F1 visas will be out of status during the period of a leave and must return to their home country during the leave of absence period. International students should consult the Student Services office when contemplating a leave of absence.

If the student does not re-enroll after the approved period of leave, that student's academic standing will be terminated. In order to return to the program at a later time, the student will be required to reapply for readmission. Requests for re-enrollment for the Spring term must be received no later than December 1 and requests for re-enrollment for the Fall or Summer term must be received no later than May 1.

Students on leave are required to keep in contact with the Institute regarding their plans. The Institute will inform students of any changes in the academic curriculum that may affect their progression in their course of study upon their return from leave. If a student on leave does not contact the Institute by the time of the expiration of the approved leave of absence, that student will be considered to have withdrawn from the program.

WITHDRAWAL FROM THE INSTITUTE

Students who wish to withdraw completely from the Institute must meet with the Associate Director of Student and Academic Services to complete the Withdrawal Form (Appendix IX). The student will be refunded tuition in accordance with the refund policy, if applicable. The student may be allowed to withdraw voluntarily without grades, as determined by the Program Director, in consultation with the Institute

Director. The withdrawing student must return all books to the library and his/her ID and security cards to the Institute.

There is a financial penalty for withdrawing from a program once classes have begun (please refer to the Refund Schedule under Tuition and Fees for further information). Deadlines for withdrawing from courses are set forth in the Academic Calendar.

Failure to attend classes, failure to complete coursework, failure to complete payment, or notifying the instructor does not constitute an official withdrawal and may result in a permanent grade of WF on the student's record.

Students who withdraw from the Institute but wish to return at a later date must apply for readmission.

READMISSION POLICY

Students who have discontinued their studies for any reason (e.g. withdrawal, dismissal, failure to return from an approved Leave of Absence as agreed) must complete an application for readmission to the Institute. Applicants whose studies were terminated because of insufficient academic progress (dismissal) normally will not be considered for readmission for at least one year.

To be considered for readmission, students must submit the following materials along with the application form to the Admissions Office:

1. A clearly written statement addressed to the Academic Review Committee

For applicants who were in good academic standing (GPA of 3.0 or better) when studies were discontinued the statement should describe the reasons readmission is sought and any relevant activities in which the candidate has engaged since leaving.

For applicants who were not in good academic standing when they discontinued their studies (GPA of less than 3.0, outstanding assignments or other obligations), the statement should offer an explanation of the circumstances that contributed to the previous poor academic performance and must provide direct, verifiable evidence of seriousness of purpose in returning to academic studies, including a plan for academic success. The statement must include a description, assessment and documentation of any relevant activities (work experience, coursework, etc.) undertaken since leaving.

2. An official transcript

Documentation of satisfactory performance if studies were undertaken at another institution during the period of absence from the Institute. Satisfactory performance is defined as earning a grade of B (3.0) or higher.

Applications for readmission will be reviewed by the Academic Review Committee, chaired by the Institute's Director or her designee. Decisions are normally rendered within 4 weeks of receipt of application materials.

A student who is accepted for readmission will be held to the course requirements currently in place, rather than those in place during the initial period of enrollment. The Institute's programs normally require full-time attendance except for the period of thesis supervision.

Note: Applications for Fall Semester readmission must be submitted no later than July 15; applications for Spring Semester readmission are due no later than November 15.

Information Services

LIBRARY – NYLIBRARY.SIA.EDU

Staff

Library staff consists of a Head Librarian and a Referencing/Cataloging Librarian.

Collection

The Institute's library holds approximately 10,000 volumes, 250 DVDs and subscriptions to over 70 periodical titles. Most of the library collection is circulating and students may check material out once they have received their Institute student ID cards. All books are catalogued in the online library catalogue maintained by library staff, using Library of Congress classification. Students can monitor their library accounts through Liberty (the Institute's library management software) and renew books online. The loan period for most books is 14 days. DVDs circulate for three days. Graduation diplomas will be withheld for students with unreturned library materials.

Subscription Databases

The library subscribes to over 45 databases including ebrary's Academic Complete e-books collection (100,000+ titles), ProQuest Research Library, Art Source, Art Bibliographies Modern, LexisNexis, ProQuest Dissertations & Theses and ArtNet. All resources are available offsite through the library proxy server.

Due to licensing restrictions the library subscription databases are ONLY to be used by Institute employees or currently registered students and ONLY for educational purposes directly associated with Institute coursework or thesis research.

Library Information

Students should consult the library website for access to the online catalogue and offsite database access. The library site includes information regarding the library resources and policies including staff contact information, library hours (which vary over the academic year), upcoming closed dates and library protocol. The site also lists a collection of online guides on topics such as research tips, using specific subscription databases and lists of local research libraries.

Research Workstations

The library has two research workstations in the quiet reading room. The computers have internet access. With wireless access throughout the library, students are encouraged to use their own laptops for research. The printer may only be used for printing research results and is not to be used for printing assigned readings, assignments or papers. The research workstations do not have Microsoft Word, Excel or PowerPoint. See the Printing Facilities section below (under Information Technology) for information on printing non-research material.

Photocopying and Scanning

There is one photocopier available for student use. It offers both black and white and color copies. The cost is 10 cents per page for black and white copies and 50 cents per page for color copies. Payment is facilitated through student PaperCut accounts by swiping a student's Institute ID card. A scan station is also available for use free of charge. Documents can be scanned directly onto a USB drive, to a Google Doc or Dropbox account or sent to an email address in a variety of formats, including Microsoft Word and PDF.

NYU Bobst Access (Third Semester Students)

Third semester students are encouraged to use New York University's Bobst Library and may obtain a reader's pass from the Institute Library. Bobst Library is one of the largest academic research libraries in the city and offers graduate level research collections in art and business. While the card does not allow students to borrow materials, students are allowed to consult printed materials and the comprehensive list of electronic resources while on site. Students are also allowed to study at NYU Bobst during their extensive operating hours. Students interested in using the Bobst Library are required to submit a request form to the Head Librarian by the end of September. Further guidance will be available during Fall orientation.

Other Research Libraries

Students are encouraged to take advantage of the many world-class research resources available in New York City. The Institute's librarians are familiar with the collections and operations of many of these resources and will direct students to those most appropriate for their research and facilitate visits when appropriate. The "NYC Area Resources" page on the Library website has information on local collections including location, hours of operation and links.

The library is a member of the METRO New York Library Council. Membership can provide access to unique materials held in collections that are usually closed to the public such as those owned by Columbia University and the New York Law School. The library can also place requests for students to borrow material from other libraries both inside and outside the US through interlibrary loan.

Information Technology

WIRELESS ACCESS

All students will receive login details during their first week at the Institute to access the internet in the student common areas and the library.

STUDENT EMAIL ACCOUNTS

Students will be issued an Institute email address upon enrollment which will become their primary login for most systems including Canvas. Students will be given their account information during the first week at the Institute and it is expected that students check these accounts regularly.

CANVAS

Students will be given access to Canvas during their first week at the Institute. The LMS provides access to course material (including syllabi, readings and assignments) as well as campus and program information. Communication between faculty/staff and students will take place within Canvas in the form of announcements, messages and posts. Students are expected to log in and check for updates on a regular basis. Training and support are available from IT and the eLearning team, who may be reached at ithelp@sothebysinstitute.com.

Access: Students can access Canvas at <https://online.sothebysinstitute.com>. Students should keep their own copy of content they contribute to Canvas, such as assignment submissions, discussion posts and file uploads to “My Files.” Courses change in Canvas to a read-only state after the last day of the class, after which students can no longer contribute to assignments, discussions, quizzes or other interactive areas. Courses that have switched to read-only can be found at <https://online.sothebysinstitute.com/courses> under “Past Enrollments.” Students maintain read-only access until the time of their graduation or if they leave the Institute for any reason, after which they lose all access to the LMS. Students withdrawn or dismissed from a course will immediately be removed from the course in Canvas. Students should contact ithelp@sothebysinstitute.com with any questions about system access.

Terms of Use: By logging into Canvas, students agree to the [Terms of Use](#) for the Sotheby’s Institute of Art – Online Learning Management System, and may be removed from the system if they fail to comply with those terms.

Communication Methods: The Canvas “Inbox” is a method of messaging other users in Canvas and is different than Institute email. By default, various activities in Canvas generate an email notification to students’ Institute email addresses. Students can update their notification preferences. It is important that students continue to regularly check their Institute email in addition to Canvas since time-sensitive and ALL official materials will come via Institute email.

Student Profile: At the time of account creation, a profile with basic information about the student is created; this includes first name, last name and display name. Students can update their profiles via their [Canvas settings](#), where they can add a profile picture, bio, web links, or other information.

Grading: Faculty may use the Canvas gradebook to record grades and other feedback on individual assignments, and have the option of publishing these results to students. Students can access this information via the “View Grades” button on their Canvas Dashboard. The grades shown here may be changed at any time by faculty and should not be confused with the official midterm and final grades submitted to CAMS.

PRINTING FACILITIES

Print workstations with MS Word, Excel and PowerPoint are available near the café. Printouts cost 10 cents per page for black and white and 50 cents per page for color. Each student will receive a print account with a \$2 initial balance (i.e. 20 free b&w printouts). Students can add funds to their accounts with a credit/debit card via the PaperCut system link provided on the Single Sign On Portal or with cash through the receptionist at the front desk (during regular business hours).

TECHNICAL SUPPORT

Currently, the Institute offers the following technical support for students:

Help with online databases and libraries

Help accessing all Institute IT Systems (Student Webmail, Canvas LMS, CAMS Portal)

Help with using digital projectors and support for student presentations

Help with printing and the pay-per-print system

Help with WiFi and Wireless connectivity issues

Please be aware that the Institute does not support students' personal electronic devices. All hardware and software issues are the responsibility of the student, although staff will be happy to recommend a local repair service provider.

All IT support requests should be made via the support portal or sent via email to ithelp@sothebysinstitute.com

TECHNICAL SPECS AND RECOMMENDATIONS FOR PERSONAL COMPUTERS

All students are required to have access to a computer in order to complete their course work. We strongly recommend that every student have a laptop with the recommended hardware, software, and accessories below.

Recommended hardware

4GB+ Ram

120+ GB Hard drive

Dual Core/Quad Core Processor (Intel i5, i7)

Recommended software

Windows 7 or above

Mac OSX 10.8 or above

Microsoft Office (Word, Excel, PowerPoint)

Web Browsers – Up to date version of web browser (Internet Explorer, FireFox, Chrome, Safari)

Anti-Virus Software

Back-Up Software (Time Machine, Windows Backup, Dropbox, Carbonite, Mozy)

Recommended accessories

HDMI Adapter

External Backup Drive (Western Digital is a recommended brand)

USB Flash Drive (4GB+) or dual-sided USB drive (if you have a new mac with only USB-C/Thunderbolt 3; this has new USB-C and old USB 3.0 connectors)

Examples of recommended dual flash drives are:

16GB Sandisk Ultra Dual Flash Drive (Product ID: SDDDC2-016G-A46)

32GB Sandisk Ultra Dual Flash Drive (Product ID: SDDDC2-032G-A46)

Career Services

The Institute is dedicated to the career development of students. The expertise of our faculty, staff, lecturers and alumni, along with our extensive art world network, enables us to provide job search skills and access to opportunities for launching a career in the art world.

Career Services available to students:

- A comprehensive career development program including one-on-one counseling sessions and workshops aimed at building skills in the following areas:
 - Resume and cover letter writing
 - Job search strategies
 - Interviewing
- Career talks by alumni, faculty and other art world professionals working in a variety of industries and functions
- Opportunities to engage with and establish relationships with alumni through student-alumni networking events, mentorship opportunities and informational interviews
- Online Job/Internship Portal
- The opportunity to apply for the Floater Program with Sotheby's Auction House as part of a structured recruiting and interview process coordinated between the Institute and the Auction House.

Please note that successful completion of a program at the Institute does not guarantee employment.

LETTERS OF RECOMMENDATION

Students often ask Faculty members and staff to provide references for internships, employment, grants or advanced study. Students are responsible for requesting this assistance appropriately. Students must:

1. Obtain permission before using a Faculty member's name as a reference
2. Provide the referee with at least four weeks' notice to ensure that there is sufficient time to write the reference
3. Provide a copy of his/her current resume and cover letter for the position being sought
4. Provide a copy of his/her unofficial transcript or grade report (available from the Registrar)
5. Furnish complete information about the position or program and the name and address to which the reference is to be sent

Agreement to serve as a reference for a student is at each faculty member's discretion.

Institutional Policies

AMERICANS WITH DISABILITY ACT (1990) COMPLIANCE

The Institute is committed to providing equal educational opportunity for persons with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and with Title II of the Americans with Disabilities Act of 1990.

As a general rule, accommodations are made on a case by case basis. Students should discuss any issues or concerns with their Program Manager. Accommodations may include (though are not limited to) the following:

Extra time on exams

Sign Language Interpreter

Books and readings in an alternate format

Recording device / note taker

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

The Family Educational Rights and Privacy Act ("FERPA") entitles students to certain rights with respect to their educational records. The rights granted to students under FERPA include, among other things:

- The right to inspect and review their educational records. Students should submit a written request to the Registrar that identifies the record(s) they wish to inspect. The Institute will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of their educational records to ensure that they are accurate and not in violation of privacy rights. To do this, students should write to the Registrar, clearly identify the part of the record they want changed, and specify in what way it is inaccurate or misleading. If the Institute decides not to amend the record, the Institute will notify the student in writing 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 the Institute 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 educational records (information that would make your identity easily traceable, such as a Social Security number) except to the extent that FERPA authorizes disclosure without consent.

The Institute typically will disclose personally identifiable information from educational records only with the consent of the student. However, FERPA permits the Institute to disclose personally identifiable information from educational records without the written consent of students in certain situations, including (but not limited to) the following:

- To appropriate persons in a health or safety emergency.

- To personnel from the Institute who maintain educational records and those with a legitimate educational interest, including faculty and staff who deal with the student and carry out educational duties, and employees designated by them to assist in these tasks.
- To officials of other colleges and universities in which the student seeks to enroll.
- To accrediting organizations approved by the Institute carrying out their accrediting functions.
- To authorized representatives of the U.S. Department of Education, the U.S. Comptroller General, the U.S. Attorney General, and the state and local educational authorities in connection with certain state or federally supported education programs.
- In connection with a student's request for or receipt of financial aid, as necessary to determine eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To state and local authorities, within a juvenile justice system, if required pursuant to specific state law.
- To parents of an eligible student who claim the student as a dependent for income tax purposes provided the parents provide adequate written documentation of the dependent status.
- To comply with a judicial order or a lawfully issued subpoena. The Institute will make a reasonable effort to notify the student of the order or subpoena in advance of compliance, unless otherwise directed by the order or subpoena.

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

Directory Information/FERPA Disclosure Form

Disclosure of a student's confidential education records requires prior written consent of the student (unless disclosure is permitted under certain exceptions to FERPA set forth in Section 99.31 of the FERPA Regulations). A student's written consent may be obtained by using the applicable form (Appendix X).

In addition to the exceptions to FERPA that permits disclosure of a student's confidential education records, the Institute may disclose certain "Directory Information" without a student's consent to third parties outside of the Institute community. Directory Information is defined by the Institute as: the student's name, date of birth, local and home address (if different), email address, cell number, field of study, and dates of attendance. If a student wishes to prevent the disclosure of Directory Information, then the student may request a Privacy Hold by completing the form (Appendix X) and submitting it to the Registrar. The Institute assumes no liability for honoring the student's instructions to withhold information.

For more information about FERPA, please see:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Students may restrict or permit access to their academic records by submitting a signed FERPA form to the Office of the Registrar (Appendix X).

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The Institute is committed to creating and maintaining an environment that promises diversity and tolerance in all areas of employment, education, and access to its educational, artistic, and cultural programs and activities. The Institute does not discriminate on the basis of age, race, color, gender or

sexual orientation, gender identity, religion, religious practices, mental or physical disability, national or ethnic origin, citizenship status, veteran status, or marital status.

IMMUNIZATION REQUIREMENTS

New York State requires that matriculated students enrolling for six or more credits (including equivalency credit) who were born on or after January 1, 1957, provide the Institute with documentation of their immunity to measles, mumps, and rubella.

All students must also affirm that they have read the material distributed by the Institute on meningococcal disease and either plan to get an immunization, have documentation of having had a meningococcal immunization, or decline the immunization in writing. All new students receive access to the new student portal where they can access the immunization and meningitis documentation forms that must be completed and submitted prior to registering for classes. Students who do not submit the forms will not be allowed to register or be present on campus.

INTELLECTUAL PROPERTY

Under the Institute's Intellectual Property Policy, the Institute has a nonexclusive, royalty-free, worldwide license to use works created by its students and faculty for archival, reference, research, classroom, and other educational purposes. When using works pursuant to this license, the Institute will make reasonable efforts to display indicia of the authorship of a work. The license shall be presumed to arise automatically, and no additional formality shall be required. If the Institute wishes to acquire rights to use the work or a reproduction or image of the work, the Institute will negotiate directly with the creator in order to obtain permission.

STUDENT GRIEVANCE POLICY

The Institute recognizes students as responsible and integral members of the academic community. Policies and procedures pertaining to student relations and student services reflect this recognition and administrative staff and faculty will make every effort to ensure that this philosophy remains in place.

The Institute recognizes that however well-intentioned people may be, misunderstandings and complaints may arise. The Student Grievance Policy has been established to ensure that any disagreements are expressed, investigated and resolved in a timely manner and confidentially.

The Student Grievance Policy applies to student grievances relating to the following:

Student Programs, Facilities, and Services: Allegations of violations of Institute policies and procedures with respect to programs, services, activities or facilities.

Student Relations: Allegations of unfair treatment from faculty, administration, staff or fellow students.

The Student Grievance Policy does not apply to complaints related to academic standing, grading or discipline. Guidelines for addressing any issues related to such matters are outlined in this handbook in the Appeals section. The policy also does not apply to complaints regarding discrimination, non sex-based harassment and retaliation which is also addressed and outlined separately in this handbook. The Student Grievance Policy does not apply to any claims related to Sexual Misconduct (including sexual assault, harassment, gender-based harassment, dating/domestic violence, sexual exploitation and stalking, all of which is subject to the Institute's Sexual Misconduct Policy).

PROCEDURES

All grievances must initially be raised informally. If the grievance is not resolved during the informal review, a formal review may follow.

Informal Review

- During an informal review, the student discusses their grievance informally with the student, faculty or staff member involved, including supervisors and higher-level administrators if appropriate.
- If the grievance is resolved to the satisfaction of the complainant, they must communicate the resolution reached in writing to the Associate Director of Student and Academic Services within 2 business days; no further action is necessary.
- If the grievance is not resolved to the satisfaction of the complainant, they may request a formal review (see below).
- An informal review of the grievance must be conducted before a student may proceed to a formal review, except as set forth below.

Formal Review

- If the grievance is not resolved informally to the satisfaction of the complainant, the student can proceed to a formal review.
- The student should contact the Associate Director of Student and Academic Services and provide a formal written complaint which will serve as the basis for further consideration. The complaint should include a description of the attempt to resolve the issue informally.
- The Associate Director of Student and Academic Services will conduct an investigation based on the facts presented in the formal complaint. The Associate Director of Student and Academic Services will notify the complainant of the results of the investigation as soon as is practicable.
- If the student is not satisfied with the outcome of the investigation, s/he may ask the Associate Director of Student and Academic Services to submit the grievance to the Director of the Institute.
- As soon as is practicable after receipt of the request for further review from the Associate Director of Student and Academic Services, the Director will render a final decision which will be conveyed in writing to the student.

Timelines

Grievances will be processed as quickly as possible. A student should initiate an informal review within two weeks of the incident that triggered the grievance. If the student is unable to arrange this informal review within two weeks of the incident, they may request a formal review by contacting the Associate Director of Student and Academic Services, explaining the reason for the request. The Associate Director of Student and Academic Services may grant the request or allow more time for informal review, based upon the facts presented by the student in their request.

Formal reviews may take up to six weeks to conduct. Either party may request an extension of the processing time, in writing, to the Associate Director of Student and Academic Services or the Director, explaining the reason for the

request. The Associate Director of Student and Academic Services may grant or deny the request, based upon the facts presented.

The Institute will make all reasonable efforts to ensure the confidentiality of all proceedings, and the records produced therefrom. However, should any matter developed during the course of the proceedings become public knowledge, the Institute reserves the right to issue appropriate statements.

POLICIES IN COMPLIANCE WITH FEDERAL AND NEW YORK STATE LAW

General Provisions

The Institute's Student Code of Conduct is a guide to the expectations regarding individuals' conduct within the community. The Student Code of Conduct holds students of and visitors to the Institute to a high standard of behavior, both to protect the campus community, and to promote consideration and respect for individuals of our community in support of the mission of the Institute.

The following rights and expectations apply to all students at Sotheby's Institute of Art:

Students have the right to freedom of inquiry, and are expected to know and adhere to the Student Code of Conduct and other Institute Policies.

Students have the right to freedom of expression, and are expected to exercise regard for the rights and sensitivities of others.

Students have the right to freedom of discussion, and are expected to engage in respectful discourse, accepting others' rights to diverse opinions.

Within the framework established in the rules and regulations of this code, an individual is as free as possible to conduct his or her own academic and non-academic life making decisions in acceptance of responsibility should such choices violate these regulations.

Students are required to engage in responsible social conduct that reflects positively upon the Institute and to model good citizenship in any community. Any student found to have behaved or to have attempted to behave in any way that violates this code of conduct is subject to disciplinary processes and sanctions.

Advisory Committee on Campus Security

The Advisory Committee on Campus Security is comprised of a minimum of six members, at least half of whom are female: one third of the committee is comprised of students appointed by the Associate Director for Student and Academic Services, one-third being faculty appointed by the Director, and one-third being administrators appointed by the Director.

The Committee reviews current campus security policies and procedures on an ongoing basis and makes recommendations for their improvement. It specifically reviews current policies and procedures for:

1. educating the campus community about personal safety and crime prevention
2. educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault
3. reporting sexual assaults and dealing with victims during investigations
4. referring complaints to appropriate authorities
5. counseling victims
6. responding to inquiries from concerned persons

The Committee reports in writing to the Director on its findings and recommendations at least once each academic year; the report is available upon request.

Students' Bill of Rights

All students have the 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 or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the Institute;
- 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 Institute referrals to 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 Institute representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the Institute, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the Institute;
- 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 through the judicial or conduct process including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the Institute.

The Institute is committed to the following goals:

- Providing clear and concise guidelines for students to follow in the event that they have or someone they know has been the victim of a sexual assault, domestic/intimate partner violence, or stalking.
- Assisting victims of sexual assault or abuse in obtaining necessary medical care and counseling, whether on or off-campus.
- Providing access to the most comprehensive and up-to-date education and information to its students about how to identify potential situations that involve sexual assault, domestic and intimate partner violence, or stalking, and ways to prevent these forms of violence.
- Educating and training all staff members, including faculty and student affairs staff, to assist victims of sexual assault, domestic/intimate partner violence, or stalking.
- Ensuring that disciplinary procedures are followed in the event that the alleged perpetrator is an Institute student or employee.

The Institute urges any individual who has been the victim of a sexual assault or other act of violence or abuse, or any student or employee who has witnessed a sexual assault or other act of violence against a member of the community, to immediately report the incident. Students have the right: to notify proper law enforcement authorities, including on-campus security, local police, and State police; to be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and to decline to notify such authorities.

Campus Crime Reporting

Sotheby's Institute of Art is required to report the number of occurrences of specified offenses for the three prior years, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics (the "Clery Act"), as amended. These statistics are compiled by the Director in cooperation with local law enforcement agencies.

The most recent report follows:

CRIME OCCURRENCES	2015	2016	2017
Murder	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Sexual Offenses Forcible	0	0	0
Sexual Offenses Non-Forcible	0	0	0
Number of Arrests	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

Investigation of Violent Felony Offenses

The Institute provides a plan for the investigation of any violent felony offenses occurring on campus, and for the investigation of missing students. Such plans provide for the investigation of such crimes and reports residing with the New York City Police Department (NYPD). The contracted security guards for 570 Lexington Avenue are also part of the team of investigators who take part in the coordination of investigation of any crimes on premises.

Violent Felony Offenses are defined in Section 70.02 sub. 1 of the New York State Penal Law. These crimes will be immediately reported to the New York City Police Department by the Director of the Institute or the Director's designee. A joint initial investigation will be conducted and then a follow up investigation will be conducted by the appropriate unit of the New York City Police Department. The police department will carry out appropriate investigative procedures, will determine the most efficient manner of continuing the investigation and shall provide assistance when requested. The Institute's administration will be kept informed and will be updated on developments and outcomes.

Missing Student: When a report of a missing student is received either by the Institute or the NYPD, the first one contacted will conduct a preliminary investigation in order to verify the complaint and to determine the circumstances. If the student's absence is verified, the incident will be reported and shared between the

Institute and the NYPD. Both will continue the investigation to locate the missing student. If, after further investigation, the missing student is not located, both the Institute and the NYPD will determine the most efficient manner of continuing the investigation. In any event, information relating to any report of a missing student shall be shared by both parties no later than twelve (12) hours from the time of the initial report. If the missing student is located or returns to the Institute at any time after the matter has been reported, each party shall notify the other immediately.

Security Officers

The private security guards employed by the building management of 570 Lexington Avenue, where the Institute's NY campus is located, provide essential security services outlined in section 611 of the law of 1995.

The campus of Sotheby's Institute of Art is one block away from the NYPD 17th Precinct located at 167 East 51st Street.

Hate/Biased-Related Crime Prevention Information

A hate/bias-related crime is an offense committed against another person because of a belief or perception regarding the other person's race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation, regardless of whether the belief or perception is correct. A hate/bias-related crime is also committed when a person intentionally engages in a specified offense such as murder, assault, kidnapping, stalking, harassment, arson, robbery, vandalism, or other crimes against another person because of a belief or perception regarding the other person's race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation, regardless of whether the belief or perception is correct.

Penalties for hate/bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Hate/bias crime incidents that rise to a felony level are reported to the local law enforcement authorities. Sanctions imposed by the Institute may include, but are not limited to, disciplinary probation, suspension, expulsion, criminal prosecution, and civil prosecution depending on the severity of the crime.

A student who believes that he/she has been a target of a bias-related crime is encouraged to immediately report the incident to the Associate Director, Student and Academic Services, who will confer with the Director. The incident will be reviewed with the assistance of the Institute's General Counsel, investigated, and a determination made as to how the allegation will be handled.

Students are informed about crime prevention measures through the New Student Orientation Program and communications from the Director.

On-Campus Marketing of Credit Cards to Students

Sotheby's Institute of Art prohibits the advertising, marketing, or merchandising of credit cards on campus to students. This includes posting or distribution of applications, fliers, posters, handbills and signage (electronic or otherwise) in Institute facilities. The Institute's email system or web pages may not be used for advertising or solicitation of credits cards to students.

No campus employee, student group, or campus department may accept financial support or other goods and services from credit card issuers or vendors in exchange for allowing them to market credit cards to students.

Notification of Fire Safety Standards and Measure

The Institute does not provide college-owned or college-operated housing. However, the Institute does have an Emergency Action Plan in place and the owner of the building housing the Institute has filed a "Fire Department of NY-accepted Combined Fire Safety and Evacuation plan" for tenants of 570 Lexington Avenue. The plan sets forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation or evacuation of building occupants in response to a fire and to a non-fire-related emergency involving an explosion, biological, chemical, radiological, or nuclear incident or release, natural disaster, or other emergency condition in or close to the building.

The information contained in the building's EAP serves as a guide for emergency responders, building staff and tenants to follow should an emergency require an evacuation, in-building relocation or shelter-in-place to be implemented to ensure the safety of building occupants.

The plan is designed to provide guidelines and directions for building staff and occupants to follow that will allow for:

1. Quick and efficient responses to an emergency situation (fire or non-fire)
2. Consistent emergency response to an incident regardless of the time or day or the number of persons present
3. Developing situation to be addressed before it progresses to the emergency or crisis level
4. The Fire Safety/EAP Director to implement a response in the event of a fire in the building or whenever he/she becomes aware of a threat to the health and safety of building occupants
5. Involvement of wardens and deputy wardens and searchers to assist building personnel to address a fire and non-fire emergency situation

The entire building is equipped with an automatic sprinkler system designed to discharge water when the effects of a fire have been detected. In general, sprinkler heads are located in each space of the building. The building is also equipped with an automatic fire alarm system designed to detect a fire by monitoring the presence of smoke and/or heat. Smoke and/or heat detectors are located in each space of the building. The fire alarm system can also be manually actuated by pulling a fire alarm at a pull station. Fire alarm pull stations are located throughout the building at or near exits.

There are two fire exits on each floor; one exit being a fire-tower exit. The location of the emergency exits and stairwells is clearly marked in the elevator lobby and in the EAP. The Institute's 6th and 15th floors are equipped with portable fire extinguishers.

Campus Safety

EMERGENCY PROCEDURES ON CAMPUS

The Institute has the responsibility to provide a safe environment for students. The campus has Emergency Action Plans in place. The Student Services team and other members of staff have been trained in CPR, Emergency First Aid and Fire and Disaster Emergency Procedures.

An emergency is a situation which poses an immediate risk to health, life, property or the environment.

The Institute's senior staff is well equipped to handle most emergency situations. In the event of an emergency at the 570 Lexington campus, initial contact should be made with the front desk or by dialing extension 2874 from any Institute phone. Do not call 911.

Students should refer to the complete Emergency Action Plan (EAP) located on Canvas.

EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power outages or natural disasters can occur that will disrupt normal Institute operations. To find out if Institute activities or facilities are affected by any of these situations, please refer to the Student Portal or **the emergency contact number, 646-438-7213**.

MEDICAL EMERGENCIES

A medical emergency is an injury or illness that is acute and poses an immediate risk to a person's life or long term health. Should a medical emergency occur during regular working hours, follow the instructions above to notify Institute staff who will contact emergency responders. Staff trained to perform first aid will intervene while waiting for emergency services to arrive. It is very important to remain calm and to make room for staff to assist the injured or ill individual.

FIRES

If the fire alarm sounds, stop what you are doing and listen for instructions by the Fire Safety Director over the public address system. Prepare to evacuate by gathering personal belongings. The Fire Safety Team will direct you to gather in the lobby. Do not call 911 and do not evacuate the building unless instructed.

EVACUATION PROCEDURES

If instructed by Institute staff or the Fire Safety Director of the building to evacuate, please follow these procedures:

Gather your personal belongings and take them with you as you exit. You may not be able to re-enter the building

Stay calm and walk to the nearest fire stair: either the fire exit near the men's room off the Commons or the fire tower stairway near the small ladies rooms

Before entering or exiting any stairway or room, feel the door with the back of your hand. If it is hot, move away from this location and exit the building via another stairway

Never use the elevators to evacuate a building during a fire as it might stop on the floor with the fire

If at 570 Lexington Avenue, proceed to the designated off-site relocation area, THIRD AVE AT 49TH STREET. (A map of this relocation site is on the back of your Institute ID/access card.) If off-site, remain with a staff or faculty member and await further instruction.

If re-entry is not permitted, you will be instructed to go home. Once you are home, please be sure to check the Announcements on the Student Portal which will be regularly updated. Alternatively, you may call **the campus emergency contact number 646-438-7213**.

Emergency and Non-Emergency Resource List

EMERGENCY MEDICAL FACILITIES

- Bellevue Hospital Center, 26th Street & First Avenue
- NYU Langone Medical Center, First Avenue between 32nd and 33rd Streets
- New York-Presbyterian/Weill Cornell Medical Center, 68th Street and York Avenue

WALK-IN CLINICS FOR NON-EMERGENCY CARE

- Beth Israel Medical Group, 34th Street between Park and Madison Avenues, 212.252.6000
- Manhattan's Physician Group, 21 East 22nd Street between Park Avenue and Broadway, 212.460.7800
- CITYMD Upper East Side, 336 East 86th Street, 212.772.3627
- CITYMD Upper West Side, 2465 Broadway, 212.721-2111
- CITYMD East 67th Street, 1150 3rd Avenue, 212.933.0007
- CITYMD Columbus Circle, 315 West 57th Street, 212.315.2330
- CITYMD Flatiron District, 37 West 23rd Street, 646.596.9267

DENTAL CARE

- NYU Dental Clinic, 25th Street and First Avenue, 212.998.9800
- Patterson Dental Emergency, Inc., 420 Lexington Avenue, 646.553.1600 *open 24 hours

RAPE & SEXUAL ASSAULT

- **Safe Horizon**

The nation's leading victim assistance organization (domestic violence, dating violence, stalking, sexual assault, etc.), 24-hour hotline for domestic violence victims: 1.800.621.4673; for victims of crime and their families: 1.866.689.4357; for rape and sexual assault victims: 212.227.3000; TDD phone number for all hotlines: 1.866.604.5350

- **New York City Alliance Against Sexual Assault**

If you or someone you know needs general information, support and assistance with reporting sexual violence, call the New York City Police Department Special Victims Report Line, 212-267-RAPE (7273), or call the NYC Gay and Lesbian Anti-Violence Project, 212-714-1141. You may also call the NYC Alliance Against Sexual Assault Helpline for referrals and confidential counseling from 9am-6pm at (212) 514-7233 or email them at survivorsupport@svfreenyc.org

- **National Center for Victims of Crime Stalking Resource Center**

If you or someone you know is being stalked, contact the National Center for Victims of Crime Stalking Resource Center at 1-800-FYI-CALL M-F, 8:30 am- 8:30 pm EST or visit their website <http://www.ncvc.org/src/index.html>

SAFE (Sexual Assault Forensic Examiner) Programs/Assistance

- **Mount Sinai Hospital:**

One Gustave L. Levy Place
Box 1670
New York, NY 10029

Manhattan:

Tel: 212-423-2140
Fax: 212-423-1021

Queens:

Tel: 718-736-1288

CRISIS HOTLINES

- The Samaritans, a 24-hour crisis response hotline that offers free confidential emotional support: 1.212.673.3000 or <http://samaritansnyc.org/get-help/>
- Crisis Call Center, a free 24-hour suicide prevention and crisis hotline: 1.800.273.8255 or text keyword ANSWER to: 839863

MENTAL HEALTH COUNSELING & SUPPORT

Dr. Penni Morganstein, licensed clinical psychologist specializing in the treatment of undergraduate and graduate-level students: 917-940-8938 or penniindra@gmail.com.

If you or someone you know is in a life-threatening situation, call 911 immediately.

Terms and Conditions of Enrollment

Tuition and Fees

GRADUATE CERTIFICATE AND MA PROGRAMS

Payment of tuition and fees by students of the Institute is made by the semester, with the exception of the initial \$1,000 non-refundable deposit which is applied towards the first semester's tuition.

Payment Schedule

The payment schedule for the 2018/2019 is as follows:

FALL SEMESTER 2018	Due August 3, 2018
SPRING SEMESTER 2019	Due December 14, 2018
THIRD SEMESTER	Due August 2, 2019

Payment can be made by personal check or bank draft, electronic transfer or credit card. Please note: a 3% administrative fee will be added to all credit card payments, and a \$30 processing fee will be added for each wire transfer. This latter fee does not include fees that your bank may impose. All payments must include the student's name and program name.

LATE PAYMENT PENALTIES:

1. Payments received after the due dates are subject to a \$150 Late Payment Fee plus a 1% weekly recurring fee against the outstanding principal until satisfied.
2. Students with a past due student account balance may be prohibited from attending classes, participating in thesis advising, accessing library resources, making program changes, or obtaining enrollment verifications, transcripts and diplomas.

The Institute reserves the right to suspend or withdraw a student from a program at any time should tuition or fees remain unpaid in whole or part. Should this action be necessary, the student will be withdrawn from the Institute and barred from attending classes; once fees and penalties have been paid in full, the student will be allowed to return to class. Classes missed due to suspension will be considered unexcused.

REFUND POLICY

The following refund policy is applicable to any student who withdraws voluntarily from an Institute program. The refund policy does not apply to any student who is asked to leave as a result of a violation of

Institute policy or for failing academic work. Students who are involuntarily dismissed from the Institute are not entitled to a refund of tuition fees or travel fees.

Tuition fees are refundable in full (less the non-refundable deposit if before the first semester) if notice of withdrawal is received in writing prior to the start of the semester. If a student withdraws during the first four weeks of any program, the semester's tuition fee refund will be calculated on a weekly pro-rated basis. Any student who withdraws after week four of any semester in any program is not entitled to a refund of tuition fees or travel fees.

If a student withdraws on a Monday, this will be considered a full week.

Please note that all Travel Fees are non-refundable.

TUITION REFUND SCHEDULE

COURSES DROPPED	% OF SEMESTER TUITION FEES REFUNDED
Before semester begins	100%
During the first week of semester	90%
During the second week of semester	80%
During the third week of semester	70%
During the fourth week of semester	60%
After fourth week of semester	No refund

In all cases, the \$1,000 deposit fee is non-refundable, and may not be applied to fees for any other program.

Travel fees are not refundable in whole or in part, regardless of the reason for withdrawal from the Institute.

Graduation

A formal commencement ceremony takes place each year. Commencement regalia are required and must be purchased from the Institute. Graduating students will be issued formal invitations to the ceremony and sent additional information regarding guests permitted and procedures for ordering caps and gowns. The Institute's retention rate for the class of 2017 was 92%.

DIPLOMAS

Students who successfully complete their programs of study will receive diplomas. Diplomas are distributed to the graduating class during the graduation ceremony. Diplomas will be mailed to students who are not able to attend approximately one week after the ceremony. Students also have the option to pick up diplomas at the Institute.

LETTERS OF RECOMMENDATION

Please refer to the Career Services section of the Handbook.

GLOBAL ALUMNI NETWORK

The Institute's Alumni Network is an association of 6,000+ alumni from the Master's Degree, Graduate Certificate/Postgraduate Diploma and Semester Programs. Alumni Relations provides graduates with news and updates regarding the Institute and fellow alumni, as well as special benefits and discounts. Networking opportunities are available via digital platforms and art-related events and programming. Alumni as well as current students have access to SIAconnect, the Institute's exclusive online portal for networking and career opportunities. Alumni also have access to the Sotheby's Institute of Art Global Alumni Facebook and LinkedIn groups.

If you have any questions or would like more information about our alumni services and activities, please feel free to contact Laura Coleman, Alumni Relations and Admissions Advisor, at 212-897-6646 or alumni@sia.edu.

STAFF DIRECTORY 2018-2019

ART BUSINESS

Program Director	Jenny Gibbs	e: j.gibbs@sia.edu
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Program Manager	Rachel Brown	p: 212.897.6643 e: r.brown@sia.edu
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CONTEMPORARY ART

Acting Program Director	Morgan Falconer	e: m.falconer@sia.edu
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Program Manager	Clarissa Santiago	p: 212.517.2872 e: c.santiago@sia.edu
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FINE AND DECORATIVE ART AND DESIGN

Program Director	Ann-Marie Richard	e: a.richard@sia.edu
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Program Manager	Clarissa Santiago	p: 212.517.2872 e: c.santiago@sia.edu
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STUDENT AND ACADEMIC SERVICES

Associate Director, Student and Academic Services Sara Moore p: 212.517.2873
e: s.moore@sia.edu

Assistant Director, Student Services and Title IX Coordinator Perla Bernstein p: 212.897.6650
e: p.bernstein@sia.edu

Registrar David Gaston p: 212.517.2871
e: d.gaston@sia.edu

Finance and Accounting Manager Karen Chang p: 212.897.6642
e: k.chang@sia.edu

ADMISSIONS AND ENROLLMENT

Senior Director, Global Admissions & Recruitment Susan Roth p: 212.517.2834
e: s.roth@sia.edu

Associate Director, Admissions Anupama Chakravarti p: 646.438.7234
e: a.chakravarti@sia.edu

Admissions Advisor Jamie Goldenberg p: 212.897.6647
e: j.goldenberg@sia.edu

CAREER SERVICES

Director	Ashley Robinson	p: 646.438.7228 e: a.robinson@sia.edu
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INFORMATION SERVICES

IT Support Analyst	Garrett Banks	p: 646.438.7237 e: g.banks@sia.edu
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IT Support Analyst	Roland Webb	p: 646.438.7227 e: r.webb@sia.edu
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Library

Head Librarian	Eric Wolf	p: 212.517.2780 e: e.wolf@sia.edu
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Reference/Cataloging Librarian	Scott Davis	p: 212.897.6649 e: s.davis@sia.edu
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ADMINISTRATIVE

Office and Facilities Manager	Nicole Hoffecker	p: 212.517.2874 e: n.hoffecker@sia.edu
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Receptionist	Maria Figueroa	p: 212.897.6648 e: m.figueroa@sia.edu
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Facilities Technician

Leonel Velasquez

p: 917.642.5156

e: l.velasquez@sia.edu

ALUMNI

Alumni Relations and
Admissions Advisor

Laura Coleman

p: 212.897.6646

e: l.coleman@sia.edu

Appendices

Sotheby's INSTITUTE OF ART

STUDENT HANDBOOK RECEIPT FORM

My signature below certifies that I have received the Sotheby's Institute of Art-New York Student Handbook 2018-2019. I understand and agree to abide by the policies set forth therein.

In addition, my signature below certifies my acknowledgment of receipt, review and understanding of the Students' Bill of Rights set forth in this Student Handbook.

Student Name (please print): _____

Signature: _____

Program of Study: _____

Date: _____

Student Attestation Regarding Terms and Conditions of Enrollment:

I have read and understand the Terms and Conditions of Enrollment / Tuition and Fees Schedule as outlined in this document on pages 61-62.

Student Signature: _____ Date: _____

Received by Finance Manger _____ Date: _____

Karen Chang

**Once signed off on by Finance Manager, document will be placed in student's file and a copy will be distributed to student.*

Sotheby's INSTITUTE OF ART

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

Name _____
(last, first, middle)

Local Address _____

Telephone Number: Day: _____ Evening _____ Mobile _____

Name of Emergency Contact _____

Relationship to Student _____

Telephone Number: Day: _____ Evening _____ Mobile _____

Secondary Emergency Contact _____

Relationship to Student _____

Telephone Number: Day: _____ Evening _____ Mobile _____

Physician's Name _____

Address _____

Telephone Number: Office _____ Emergency _____

Health Insurance Company Name _____

Policy Number _____ Telephone _____

Allergies _____

Current Medications _____

Special Health Needs _____

EMERGENCY MEDICAL AUTHORIZATION

I hereby authorize Sotheby's Institute of Art and its employees, agents and/or representatives to consent, on my behalf, to any medical/hospital care or treatment (including in locations both in and outside the U.S.) that may be necessary in the event of my illness or injury to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

Signature _____ Date _____

Sotheby's INSTITUTE OF ART

DISABILITY ACKNOWLEDGEMENT FORM

In light of the Institute's commitment to its disabled student population, it makes every attempt to enable disabled students to receive the full educational benefits of Institute attendance. If you have a physical or learning disability, chronic disease or other condition that we should know about please complete and return this form.

Name: _____

Address: _____

Telephone: _____

Email: _____

Program: _____

Date: _____

Provide us with a brief description of your disability(ies) and accommodations requested. Please attach documentation from your physician or a specialist.

Students with disabilities choose among many approaches to cope with the demands of academic life. Some use our services while others prefer to advocate for themselves. We strongly encourage students to take advantage of disability services, if necessary. Whichever method you choose, we ask you to make an appointment with us to discuss your needs and how we can best serve you. In order to receive reasonable accommodations you must have documentation of your disability on file in our office. Your records will be kept completely confidential. If you would like to register with Disability Services please mail, email or fax this form to:

Sotheby's Institute of Art
 Disability Services
 570 Lexington Avenue, 6th Floor
 New York, NY 10022
 Fax: 212.517.6568
studentservices@sothebysinstitute.com

Sotheby's INSTITUTE OF ART

GUIDELINES FOR VISITING COLLECTIONS, GALLERIES AND MUSEUMS

As an integral part of the Institute's Program curricula, students have the unique opportunity to attend on-site lectures at several of the world's top collections, galleries and museums. It is important to understand that all such visits by Institute students are strictly for scholarly purposes related to the particular Program's course work. During all such visits, students are required to adhere to the following guidelines.

Students are admitted on a confidential basis and are not permitted under any circumstances to:

- Utilize visitations for private business dealings or contacts
- Write about the visits for publication (including public blog postings)
- Interview subjects for any purpose other than scholarly research for work produced at or for Sotheby's Institute of Art
- Speak to a member of the press or media regarding any site visit

Students must adhere to a strict code of conduct during academic lectures conducted outside the Institute:

- No use of mobile phones (including text messaging) for the duration of all visits
- No gum chewing or food and drink of any kind
- No smoking
- No sound or video recording
- No side conversations while lectures and tours are in progress
- Appropriate attire at all times
- Adherence to all rules and restrictions published, posted or communicated by the host institution.
- Due to the close proximity with the works being examined and discussed in the lectures, all notes are to be taken in pencil to avoid any close-contact mishaps or accidents.

Your signature below verifies that you have read and agree to adhere to the guidelines set forth above.

Student Signature

Date

Name Printed

Sotheby's INSTITUTE OF ART

ACADEMIC INTEGRITY STATEMENT

I agree not to violate Sotheby's Institute of Art's Academic Integrity Code under which the following behaviors are prohibited:

- 1) **Plagiarism:** Refers to presenting as one's own, the work, words, information, or opinions of someone else. Specifically, plagiarism is presenting the work of others as your own, including using a sequence of words quoted without quotation marks, a paraphrased passage from another writer's work, ideas, sound recordings, computer data, or images composed or created by someone else. Plagiarism is a form of academic fraud.
- 2) **Cheating:** Is an attempt to deceive an instructor into believing that mastery of a subject matter is better than it really is by a range of dishonest methods. Examples of cheating include, but are not limited to:
 - a) Using notes, books, electronic media, or electronic communications in an exam without prior permission.
 - b) Talking with fellow students or looking at another student's work during an examination.
 - c) Submitting substantially the same work in multiple courses without the explicit prior permission of the instructors.
 - d) Submitting work previously created for another course without the instructor's knowledge or permission.
 - e) Fabricating a citation or using a false citation.
 - f) Purchasing a paper, or hiring someone else to write a paper for you.
 - g) Allowing another student to present your work as his/her own.
 - h) Altering or forging academic documents, including but not limited to admissions materials and medical documentation.
 - i) Unauthorized collaboration on work that was assigned to be done individually.
- 3) **False Representation:** The following behaviors constitute false representation:
 - a) Providing false testimony or furnishing information to the Institute with the intention to deceive.
 - b) Misrepresenting oneself with the intent to obtain benefit.
 - c) Forging, altering, misappropriating or otherwise misusing academic documents or records.

I have carefully read the Academic Integrity Statement. My signature below confirms that I understand and agree not to violate the Institute's Academic Integrity Code by engaging in the behaviors described herein.

Signature: _____

Printed Name: _____ Date: ____/____/____

Sotheby's INSTITUTE OF ART

CHANGE OF PROGRAM FORM

Name: _____

Email: _____

Current Program: _____

Requested New Program: _____

Please indicate the reason for your decision to change programs:

Did you discuss your plans to change programs with any of the following:

___ Program Director

___ Program Manager

___ Student Services Staff

___ Other (please specify): _____

Student's signature _____ **Date** _____

For Internal Use Only:

Program Director's signature _____ Date _____

Receiving Program Director's signature _____ Date _____

Approved: _____ Denied: _____ Date: _____

Received and Processed by Student Services Received and Processed by Registrar

Sotheby's INSTITUTE OF ART

TRANSCRIPT REQUEST FORM

_____	_____
Last Name (used while in attendance)	First Name
_____	_____
Phone Number	Email Address

Name of Program: _____

Year(s) Attended: _____

*MAIL OFFICIAL TRANSCRIPT TO:

NUMBER OF COPIES REQUESTED: ____

STUDENT SIGNATURE

DATE

* Please complete a separate form for each address if a request is made for multiple locations. Submit to the Registrar via fax, mail or email:

David Gaston
Sotheby's Institute of Art
570 Lexington Avenue, 15th Floor
New York, NY 10022
212.517.2871 (phone)
212.517.6568 (fax)
D.Gaston@sothebysinstitute.com

Sotheby's INSTITUTE OF ART

LEAVE OF ABSENCE REQUEST FORM

Student Name: _____

Address: _____

Telephone: _____ Email: _____

Program Enrolled (please check appropriate box):

Art Business

Contemporary Art

Fine and Decorative Art and Design

Type of Leave Requested (please check appropriate box):

Medical

Extraordinary Circumstances

Duration: _____

Please give a detailed explanation of request for leave of absence. If the leave is being requested because of a medical condition, please attach a letter from a physician.

A leave of absence may be granted whereby students can maintain matriculation in their program for up to one academic year.

For Internal Use Only:

Leave Granted Leave Denied

Program Director's signature: _____ Date: _____

Received and Processed by Student Services Received and Processed by Registrar

Sotheby's INSTITUTE OF ART

WITHDRAWAL FORM

Student Name: _____

Forwarding Address: _____

Telephone: _____

Email: _____

Term Leaving: _____

Program Enrolled (please check appropriate box):

Art Business

Contemporary Art

Fine and Decorative Art and Design

Please indicate the reason for your decision to withdraw: _____

Did you discuss your plans with any of the following?

___ Program Director

___ Program Manager

___ Student Services Staff

___ Other (please specify): _____

Student's signature _____ Date _____

For Internal Use Only:

Program Director's signature: _____ Date: _____

Effective Date of Withdrawal: _____

Received and Processed by Student Services Received and Processed by Registrar

Sotheby's INSTITUTE OF ART

FERPA FORM(S)

AUTHORIZATION AND REQUEST FOR RELEASE OF ACADEMIC RECORDS - FERPA WAIVER

FERPA protects the privacy of information concerning individual students by placing restrictions on the disclosure of information contained in a student's school records. In order for the Registrar to honor a verbal or written request for information by anyone other than the individual student, a signed authorization must be on file.

I hereby consent to and authorize the Registrar's Office at Sotheby's Institute of Art to release to the persons named below the personal information indicated below:

PERSON(S) TO WHOM INFORMATION MAY BE RELEASED

Name _____

Relationship to Student _____

Address _____

Telephone _____ Email Address _____

INFORMATION REGARDING THE FOLLOWING (check all that apply):

- | | |
|-------------------------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> ACADEMIC PERFORMANCE (including final grades) | <input type="checkbox"/> ATTENDANCE |
| <input type="checkbox"/> ACCOUNT INFORMATION | <input type="checkbox"/> FINANCIAL AID |
| <input type="checkbox"/> REGISTRATION | |
| <input type="checkbox"/> INFORMATION REGARDING DISCIPLINARY PROCEEDINGS | |

Student's Name (printed): _____

Student's Signature: _____ Date: _____

Waiver will be in effect until rescinded by student in a writing submitted to the Registrar.

Sotheby's INSTITUTE OF ART

PRIVACY HOLD FOR DIRECTORY INFORMATION

FERPA permits the disclosure of Directory Information unless the student requests that the institution not disclose such information. In order for the Registrar to honor a verbal or written request to withhold such information, a signed authorization must be on file.

I hereby request the Registrar's Office at Sotheby's Institute of Art not to release any Directory Information to third parties outside the Institute community and to place a privacy hold on my account. I understand that Directory Information will still be utilized, as necessary (and as specified by FERPA) within the Institute community only on a need-to-know basis, and that FERPA has certain exceptions that permit disclosure outside the Institute community without consent.

Student's Name (printed): _____

Student's Signature: _____

Date: _____

Privacy Hold will be in effect until rescinded by student in a writing submitted to the Registrar.

