

# Sotheby's

## INSTITUTE OF ART

STUDENT HANDBOOK 2019-2020

MASTER'S DEGREES | GRADUATE CERTIFICATE PROGRAMS

[SOTHEBYSINSTITUTE.COM](http://SOTHEBYSINSTITUTE.COM)

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## **Disclaimer**

*The information published herein represents the policies and procedures of Sotheby's Institute of Art (here after referred to as "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 stylized, flowing script.

Christine Kuan

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

**September 2019**

# About the Student Handbook

The Student Services team created this handbook to provide a general overview of the Institute, including its programs, policies and procedures, as well as, resources and services available to students. The handbook is meant to guide students in becoming informed members of the Institute community and to advise them of their responsibility to know what is available to them and expected of them. Students should familiarize themselves with all the information in this handbook to make their educational experience as rewarding as it can be.

Students must submit a Student Handbook Receipt Form, as part of the [New MA Student Required Forms](#), via Formstack, within the first week of the fall academic term.

# About the Institute

For over fifty years, Sotheby's Institute of Art has prepared students for careers in the art world. Students receive 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 8,000 alumni worldwide, many of whom are working in a variety of art-related careers.

## **MISSION**

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.

## **DIVERSITY & INCLUSION**

Sotheby's Institute of Art welcomes and strives for diversity—including but not limited to race, class, gender, sexual orientation, socio-economic background—in our student body, faculty, and staff in order to foster an inclusive educational community with a wealth of perspectives and experiences, and to cultivate a multi-faceted, global professional network that will better serve our students and alumni as cultural stewards and international art market leaders.

## **ACCREDITATION & 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.

# Academic Calendar

<b>Fall 2019</b>	
September 3	New student orientation & New Museum welcome party
September 4	Fall Semester begins
September 11	Last day to add/drop
September 17	Constitution Day seminar**
September 30	Last day to withdraw with "W" grade
October 27 – Nov.	Fall Semester Field Study
November 27 – 29	Thanksgiving Break
December 16 – 20	Exams & presentations
December 20	Fall Semester ends
<b>Spring 2020</b>	
January 10	Due date for submission of "Change of Status" request forms
January 20	Martin Luther King Jr. Day (administrative holiday)
January 27	Spring Semester begins
February 3	Last day to add/drop
February 17	Presidents' Day (School/ administrative holiday)
February 28	Last day to withdraw with "W" grade
March 23 – 27	Spring Break
May 11 – 15	Exams & presentations
May 15	Spring Semester ends

**Updated 7/22/19**

\*Religious Holidays will be recognized without prejudice

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

\*\*\*Spring Semester Field Study visits take place throughout the semester in addition to class meetings

*This calendar is subject to change.*

# Campus Facilities

## **HOURS OF OPERATION**

Administrative offices are open from 9 am to 5 pm Monday through Friday, except for specified holidays or as otherwise indicated. The library is open Mon – Thurs 9 am to 8pm, Friday 9 am – 5pm, Saturday – Closed, Sunday – 1 pm to 7pm. Students should check the [library website](#) to remain informed about the library hours.

## **FACILITIES**

The Institute's main facilities (including administrative and faculty offices, classrooms and library) are located on the 6<sup>th</sup> and 15<sup>th</sup> floors of 570 Lexington Avenue, in the historic General Electric building. There are two shared spaces for students: the common area (lounge) and the café. The common areas have wireless internet access.

## **STUDENT ID CARDS & BUILDING ACCESS**

Institute students receive a security access photo ID card during orientation. The security access card is required to enter 570 Lexington Avenue and must be “swiped” in the elevators and at doors to gain access to the 6<sup>th</sup> and 15<sup>th</sup> floors and to the Library. Students must return access cards 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 may request classroom space, at least 24 hours in advance, to Maria Figueroa at the 6<sup>th</sup> floor Reception desk or by email at [m.figueroa@sia.edu](mailto:m.figueroa@sia.edu). The Institute reserves the right to cancel reservations 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 in Canvas or by emailing [ithelp@sia.edu](mailto:ithelp@sia.edu). Students are not permitted to use the computers or projectors in the classrooms without IT assistance.

## **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.

# Campus Safety

## **EMERGENCY PROCEDURES ON CAMPUS**

The Institute has the responsibility to provide a safe environment for students. The campus has an Emergency Action Plan in place which is available on Canvas. 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. In case of a life-threatening emergency dial 9-1-1.

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

## **EMERGENCY CLOSINGS**

The Institute ensures every effort to remain open as scheduled unless hazardous conditions arise. On rare occasions, events such as inclement weather or other emergencies may disrupt normal Institute operations and information about closings and/or changes to Institute operations are posted to Canvas and sent to the Institute community via text alert. To receive emergency text alerts, students must subscribe to the system by texting 313131: SIAEMERGENCY. Additionally, students may call the SIA emergency contact number 646-438-7213. In cases of severe weather, the Institute follows the procedures issued by the New York City Department of Education.

## **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.

## **EVACUATION PROCEDURES**

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

- Stay calm and walk to the nearest fire exit. There is a stairwell in the Commons (behind the IT desk) and a stairway near the individual stall restrooms near the library entrance.
- 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, 3<sup>rd</sup> Avenue and 49<sup>th</sup> Street. Once off-site, check-in with a staff or faculty member and await further instruction.
- Be sure to check the Announcements on Canvas or opt-in for the emergency text service for emergency updates.

# Student Code of Conduct

## **NON-ACADEMIC CODE OF CONDUCT**

Sotheby's Institute of Art is a professional, graduate school environment and students must always act accordingly. If students exhibit unacceptable conduct or behavior that is detrimental to the Institute, faculty, staff or other students while at the Institute or at an off-site location used for Institute purposes (field study visits, trips abroad, etc.), students may be issued formal written warnings. Students who continue to exhibit unacceptable behavior may face dismissal. Dismissed students will not be refunded any tuition or travel fees and may not be eligible for readmission.

### **Harassment**

The Institute is committed to creating an academic environment that is free of harassment and in which the dignity of students, faculty and staff, irrespective of their sexual orientation, gender identity, racial or ethnic background, religion or ability status is acknowledged. Harassment is indicative of a lack of respect for the person harassed, undermines the person's 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) both the complainant and the accused. In cases where the complaint is substantiated the responsible individual may be subject to disciplinary action.

*Any students who experience harassment, in any form, should immediately 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 strives to create an environment which promotes the safety and well-being of all members of the community. In accordance with New York State and New York City law, smoking/vaping is not permitted in the Institute's facilities, in the 570 Lexington Avenue building, or directly in front of 570 Lexington Avenue.

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 or incendiary items 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 or staff will be suspended or dismissed from the Institute immediately.

## **POLICIES & PROCEDURES CONCERNING SEXUAL ASSAULT, STALKING AND DOMESTIC & INTIMATE PARTNER VIOLENCE**

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/or off-campus.

The Institute provides victims of sexual assault, stalking and domestic and intimate partner violence with access to professionals, medical care, and law enforcement officers who are trained in the field to assist in obtaining help, including immediate medical care, counseling and other essential services.

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 on [sothebysinstitute.com](http://sothebysinstitute.com) and under the "129-B/Sexual Misconduct Policy" tab on the New York Campus home page on Canvas) and complete the Sexual Misconduct Policy Receipt Form as part of their [MA New Student Forms via Formstack](#).

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. In cases where the accused is also a member of the Institute community, the Institute will take prompt action to investigate, and, where appropriate, take disciplinary action.

The Institute provides all students with an online training on Sexual Assault Awareness and Prevention which students must complete each academic year, before fall semester. Those who do not complete the online course may not be permitted on-campus or at Institute events until training is complete. In conjunction with the online training course, the Institute will also send out a campus climate survey to all students at least every other academic year. The 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 & 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 are strictly for academic purposes and are directly related to coursework. During these visits, students are considered representatives of the Institute and as such, are expected to conduct themselves accordingly.

Students 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 the Institute
- Discuss any site visit with a member of the press or media

Students must adhere to the following 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/drink of any kind
- No smoking or vaping
- No sound or video recording
- No side conversations while lectures or 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](#) as part of their [MA New Student Forms via Formstack](#).

## **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 these resources are expected to behave in an ethical, responsible, and legal manner. 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, sexual orientation, gender identity, religious beliefs, political beliefs, race, national origin or ability 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 shall 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 are dynamic and constantly evolving. Therefore, the abovementioned policies may change accordingly at any time, with or without notice. It is the responsibility of each student to remain informed of current policy.*

## **LAPTOP, INTERNET USAGE & DISTRACTED ATTENDANCE**

Computer usage is monitored while in the classrooms. Students are permitted only to have word-processing programs open during lectures for the purposes of note taking, unless otherwise given specific instructions. Browsing the internet, shopping, emailing, playing games or similar computer usage during lectures will not be tolerated.

Additionally, all mobile devices are to be silenced during teaching sessions (on campus and at site visits or study trips) and when in the Library. The use of headphones or other communication devices is strictly prohibited in class. Violation of this policy may lead to removal from class, resulting in an unexcused absence. More than one violation will result in rescinded laptop/tablet privileges.

## **RECORDING OF LECTURES**

The recording of lectures by students is strictly prohibited, except as an approved accommodation, approved by the Director of Student and Academic Services.

## **VIOLATIONS OF NON-ACADEMIC CODE OF CONDUCT**

Any student, staff or faculty member may bring to the attention of the appropriate Program Director or the Director of Student and Academic Services an allegation of a violation of the Non-Academic Code of Conduct. After a review of/investigation of the claim by the Program Director and the Director of Student and Academic Services, the accused 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, the Program Director or Director of Student and Academic Services may deem other outcomes as more appropriate in rectifying violations of the Non-Academic Code of Conduct.

### **Suspension and Dismissal**

Students are notified of suspension or dismissal in writing via email (and in-person, when possible) by the Director of Student and Academic Services or the Program Director as soon as possible following a determination that suspension or dismissal is warranted. In the event of a suspension, the email will include the terms of the suspension and may outline stipulations for re-entry, if relevant. In either event, the student may request a meeting for further discussion by emailing the Director of Student and Academic Services within two business days of the issuance of the suspension or dismissal notice. Once the Director of Student and Academic Services receives the documented request, they will schedule a time to meet with the student, as soon as possible and not exceeding two weeks after receipt.

Three impartial members of the faculty or staff will also attend the meeting, with one serving as Meeting Chair. The student may bring a peer, if they so choose. The purpose of the meeting is to afford the suspended or dismissed the opportunity to further explain the behavior for which they were dismissed or suspended. After the meeting, the impartial members of the faculty or staff determine to either uphold or overturn the suspension or dismissal, and/or alter the re-entry requirements. The Meeting Chair will inform the student of their decision within one business day via email.

The student may further appeal in writing, within 5 business days of the issuance of 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 their 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. For example, aiding another's violation of the code - either deliberately or through willful omission - is also a violation. Students are responsible for knowing and using the proper procedures for writing academic papers, presenting work, sitting for examinations, and conducting independent research. Instructors will inform students of academic 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 and intellectual property and consequences to dishonesty in the professional world. All students are required to sign an [Academic Integrity Statement](#) (as part of the New MA Required Forms) declaring that they have read through and agree to comply with the policy and that they 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 faculty permission
  - b) talking with peers 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's work, uncited

- c) including ideas, sound recordings, computer data, or images composed or created by someone else, uncited
  - d) purchasing a paper, or hiring someone else to write a paper
  - e) allowing another student to present one's work as their 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 Institute will follow the below outlined protocol for 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 held in person, over the phone or via email. If the alleged violation is discovered after the semester has ended, the student will receive a grade of incomplete ("I") until the issue is resolved. The work in question may be run through a plagiarism detection software such as "TurnItIn."

**Follow-Up Meeting:** If the issue is not resolved at the initial meeting, the Instructor will schedule a follow-up meeting with the student to discuss the accusation and to fully review the specific violation the Academic Integrity Code. At the follow-up meeting, the student must present the work in question, along with any supporting drafts, original research, digital files or other documentation and must reconstruct the process by which

the assignment was made. This meeting will be scheduled within one week of the initial meeting and will include a member Student Services, two impartial faculty or staff members, and the instructor and the student.

Based on 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 as it relates to the assignment, to determine if a major or minor infraction has occurred.

**Penalties:** If it is determined that a minor infraction 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 or a failing grade ("F") for the assignment.

If it is determined that a major infraction occurred, the student will fail the assignment in question and the instructor will submit a report to the Program Director, the Director of Student and Academic Services, and the Registrar. The Registrar will place the report in the student's file, and it will become part of the student's permanent academic record. The Director of Student and Academic Services will issue a formal letter, sent by e-mail, to the student, with a copy to the instructor and the Program Director, documenting the case and any sanctions. Sanctions may include failure ("F") of the assignment, failure ("F") of the course and/or suspension or dismissal from the Institute. Students who are dismissed from the Institute will not be refunded any tuition or travel fees and may not be eligible for readmission.

A student found in violation of the Academic Integrity Code may file an appeal following the [procedure outlined in this handbook](#).

# Academic Programs

To view the 2019-2020 curriculum for all programs, click [here](#).

## **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 history 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 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**

Students with satisfactory academic standing are eligible to enroll in coursework at the Sotheby's Institute - London or Sotheby's Institute – Los Angeles 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.

## **CONTENT WARNING & CLASS ENVIRONMENT**

Some course content, including readings, discussions, visual materials, and site visits may necessarily engage with mature, difficult, and potentially challenging subjects. Such instances may trigger strong feelings for students. Faculty make every effort to flag potentially intense or graphic content. Students who encounter course material that is particularly unsettling for them, should contact their faculty or Student Services, as soon as possible.

## **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 an emergency and is unable to travel with the group, they 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 their 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 necessary documentation required for travel (domestic and international) is in place. If a visa is 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 always depart with the group. 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 their 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 their own expense and must notify the Program Manager immediately.

Ground transportation is provided at regional destinations, as required. Students are responsible for arranging their own ground transportation to and from NYC-area airports. Itineraries are 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.

# 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 do not pay tuition fees and/or travel fees in a timely manner are not permitted to register for or attend classes.

### Registration Holds

Students who fail to satisfy mandatory non-academic requirements, may have a hold placed on their registration and records. Mandatory non-academic requirements include but are not limited to submission of application materials (transcripts, medical records, etc.), completion of mandated trainings (Title IX, etc.), student account balance payment, and the return of library books and/or materials. The Registrar will notify students of registration holds, indicating the type of hold and how to resolve it. The Institute does not extend deadlines because of delays in clearing holds and the student will be liable for any applicable late fees.

### Change of Program

Students are typically not allowed to change their academic program after the conclusion of the add/drop period during a student's initial term. Each program has a highly structured and professionally oriented curriculum and the course offerings and requirements do not necessarily overlap. Thus, those considering a change of program should not proceed under the assumption that the credits earned in one program will be applicable to another.

Students who wish to change programs must meet with their Program Director, prior to making a final decision. If the decision is made to proceed, students must submit a completed [Change of Program Form](#) to the Registrar for approval.

### Adding & Dropping Courses

To add or drop a course, students must first submit a request to their Program Manager. Once approved by the Program Manager, students must submit an [Add/Drop Form](#) to the Registrar. No course change is effective until the Program Manager and Registrar approve, 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 request that a transcript mailed to the address of their choice (including colleges and universities) by submitting a [Transcript Request Form](#) to the Registrar. Please allow for five business days for transcript requests and enrollment verification letters. *Transcripts will not be issued to students with financial or other administrative holds on their account.*

## **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 classroom.

## **COURSE SUBSTITUTIONS**

Each student must complete the full number of credits and courses required by each program. Students who can provide documentation of advanced competency of the subject matter in any of the required course may discuss course substitutions with their Program Director prior to registration and no later than the end of the add/drop period. Students must submit a [Course Substitution Form](#) to the Registrar. Substitutions are not final until approved by the Program Director and Registrar. 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 articulated programs.

## **Veteran's Credit for Previous Education or Training**

Students who are 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.

## **RELEASE OF INFORMATION**

The [Family Education Rights Protection Act \(FERPA\)](#) mandates that Institute faculty and staff cannot provide information to third parties (including parents/guardians and spouses) without the written consent of the student. To provide consent, students must complete an [Information Release Authorization](#) form, in person with the Registrar.

FERPA also applies to requests from employment verification agencies. Such agencies must fax or email requests to the attention of the Registrar at 212.517.6568 or [registrarny@sia.edu](mailto:registrarny@sia.edu), include the name of the student and program, and a release signed by the student.

## **ATTENDANCE**

Students have a responsibility to attend all scheduled classes on-and-offsite. Any student absent for more than three class sessions, including study trips and visits, may receive a failing grade for the course. A student who misses the first meeting of a class may be dropped from the roster unless prior approval was granted by the instructor. 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 that legally protected activities, such as religious holidays, military service, and jury duty, may affect attendance.

Students are responsible for knowing course attendance expectations, and for meeting them, 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. email) with their faculty regarding any missed class time and related class work. Students absent due to illness must submit medical documentation to the Student Services Office in order to be considered for an excused absence. Students absent for more than five consecutive school days must inform the Student Services Office and will be required to provide documentation ensuring that they are capable of returning to their academic program.

A student who feels circumstances may warrant withdrawal from a single course must contact their Program Director and the Registrar. A student who wishes to request a medical or non-medical leave of absence must contact the Director of Student Services.

### **Religious Absences**

Any student absent from class because of religious observance will receive the opportunity to make up any examination or course requirements which were missed due to such absence on any specific day or days. Students must inform faculty and their Program Manager at the start of each new semester (or as soon as possible thereafter) of their anticipated absences.

### **Late Arrival & Early Departure**

Students are expected to arrive 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 class grade or may be counted as a class absence. Instructors reserve the right to bar latecomers from lectures and, in such cases, the student will be considered absent.

## **Assignments, Exams & Presentations**

Students must be present for all scheduled exams and presentations and must submit assignments when they are due (as scheduled in the syllabi), unless advance permission is granted by the instructor. Failure to sit for scheduled exams or to submit assignments as scheduled will be penalized and may result in a lowered grade or failure of the course, as determined by the instructor.

In rare instances of serious illness or other circumstances beyond the control of the student which, hinder a student's ability to submit an assignment by the deadline, it is at the discretion of the course faculty and Program Director to determine the appropriate course of action. Students may consult with the Student Services Office in cases that involve confidential or sensitive issues.

## **OUTSIDE EMPLOYMENT**

Institute programs are full-time and intensive; attendance and participation are integral, including on-site visits and study trips. While involvement in outside employment or internships may be necessary and are valuable experiences, students are advised that outside employment is not a reason to miss class, fail courses, request extensions, etc.

## **GRADING & 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 Institute awards the following grades:

LETTER	GPA	% Equivalent	DESCRIPTION
A	4.0	93-100	Work of exceptional quality
A-	3.7	90-92	Work of high quality
B+	3.3	87-89	Very good work
B	3.0	83-86	Good work; satisfies course requirements
B-	2.7	80-82	Below average work
C	2.0	70-79	Insufficient work; lowest possible passing grade
P	0.0		Pass (credits count toward degree)
F	0.0	0-69	Failure
WF	0.0		Withdrawal, Failure: assigned administratively for withdrawal after the deadline or for dismissal from the Institute.

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

A Pass (P) grade does affect a student's overall GPA. However, credit is earned. A Fail (F) grade has a negative effect on a student's overall GPA and NO credit is awarded.

Additional grades not calculated in the grade point average:

**(W) Withdrawal:** Students may request to withdraw from a course before the withdrawal deadline published in the academic calendar. There is no academic penalty for a (W) grade. Repeated absence does not constitute official withdrawal and may result in a failing grade.

**(I) Incomplete:** Students may receive an Incomplete in unusual or extenuating circumstances that prohibit students from completing coursework. Incompletes are given at the discretion of the instructor. The time allowed for completion must be no later than the add/drop deadline of the following term, unless otherwise noted by the instructor and Program Director. Grades of "I" not revised in the prescribed time will be recorded as a final grade of "WF" by the Registrar.

## **Failed Courses**

Students receive no credit for a failed course. The Institute may permit students 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 course must be repeated or if an alternative course may be taken in order to earn the missing credit.

## **Grade Reporting**

Faculty determine grades for the 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 CAMS. Midterm grades are not a part of a student's permanent record. Midterm grades are only used as an indicator of a student's progress during the first half of the semester. Only final grades are 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 meet SAP. Student academic progress is first evaluated at mid-term during the Fall semester. If a student does not meet the minimum standard at the time of this initial evaluation, the student receives an academic warning and will be required to attend academic advising and use 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 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 for the master's degree is defined as:

- Students who achieve a cumulative GPA of 3.0 or higher remain in good academic standing and are eligible to progress toward the MA degree.
- Students with a cumulative GPA below 3.0 but above 2.5 in their first term will be issued an academic warning.
- Students with a cumulative GPA of 2.5 or below in any semester may be dismissed pending a formal Academic Review.

- Students who earn 2 or more grades of C or who fail a course will receive an academic warning, regardless of GPA.
- Students with a cumulative GPA below 3.0 at the end of the second semester will be subject to a formal Academic Review to determine eligibility for continued enrollment and program completion.

Students must meet the attendance requirements of the Institute.

Satisfactory Academic Progress for the Graduate Certificate program is defined as:

- The above criteria apply equally to Certificate students.
- The Graduate Certificate may be awarded, following an 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 Certificates) or below 3.0 (For Master's Degrees) must file a formal appeal to the Director of Student and Academic Services and Program Director for consideration of degree conferral. A degree or certificate will be awarded to such students at the discretion of the Program Director and/or the Academic Review Committee.

## **DISMISSAL**

Students dismissed for failure to maintain satisfactory academic progress will receive written notice before the subsequent semester classes begin. A dismissal supersedes any Leave of Absence or Withdrawal status, unless a formal written appeal is 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 their assessment, or another decision concerning their academic position or progress.

## **Grade Appeal Procedure**

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

1. The student submits a formal letter, directly to the instructor, outlining any questions and/or objections directly to the instructor, with a copy to the Program Director and the Director of Student and Academic Services.
2. The instructor submits a written response to the student within five business days of issuance, with a copy to the Program Director and to the Director of Student and Academic Services.
3. In cases where the student is not satisfied with the faculty member's written response, the student may further appeal by emailing an appeal request to the Director of Student and Academic Services within five business days of the faculty response.
4. Within five business days, the Director of Student and Academic Services will convene a meeting of the Academic Review Committee to review the file, clarify any outstanding issues, and determine an outcome.

The Committee's decision is final; no further appeal will be allowed after this ruling.

## **Academic Integrity Appeals Procedure**

Students have the right to appeal accusations of academic integrity code violations. Appeals should be based on one or more of the following criteria:

- The student did not have an opportunity to prepare or present their case;
- The evidence presented was not sufficient to merit a decision;
- There is evidence that the faculty member acted in a prejudicial manner

The appeal procedure for an academic integrity violation is as follows:

1. Within five-business days of notification of the violation, the student submits a formal letter to the Director of Student and Academic Services, addressing one or more of the above criteria, and outlines their questions and/or objections.
2. Within five-business days of the issuance of the formal appeal, the 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 five-business days 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. The appeal request should include all of the following criteria:

- An explanation for the circumstances that led to the dismissal,
- A well-thought out plan to rectify the issue/circumstances, and
- Any other relevant information that may have contributed to the students' dismissal.

The Dismissal Appeal process is as follows:

1. The student submits a formal request in writing to the Director of Student and Academic Services, with supporting documentation, within five-business days of the issuance of the dismissal notice. *Dismissal appeals received after five-business days are not eligible for review and the dismissal will stand.*
2. The 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 additional relevant documentation.

The Director of Student and Academic Services will inform the student of a decision no later than two weeks after the initial submission of the appeal. The decision of the Academic Review Committee is final; no further appeal will be allowed after this ruling.

## **Thesis/ Master's Project or Third Semester Failure Appeal Procedure**

Students who receive a failing grade on their thesis/master's project or fail to fulfill the academic requirements for third semester completion, may appeal for a reversal of the decision. 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 process to appeal a Thesis/Master's Project or Third Semester failure is as follows:

1. The student submits a formal request in writing to the Director of Student and Academic Services, with supporting documentation, within two weeks of the issuance of the failing grade(s). *Appeals received after two weeks are not eligible for review and the failure will stand.*

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

The Director of Student and Academic Services will notify the student of a decision no later than four weeks after the submission of the initial 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/master's project or third semester failure appeals filed through the review processes described above. The ARC is chaired by the Director of Student and Academic Services and is comprised of Program Directors and the Registrar. No faculty member who is directly involved in the dispute will serve on the ARC. 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.

Students are encouraged to seek guidance from the Student Services team for more information regarding the appeals process.

## **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 Director of Student and Academic Services and complete an official [Leave of Absence Form](#). A leave of absence may be approved for a period not exceeding one academic year.

International students on F-1 visas will be out of status during the period of a leave and must return to their home country during the approved absence period. International students must consult the Student Services office when contemplating a leave of absence to discuss the relevant visa implications.

The well-being of the Institute community is paramount. The Institute reserves the right to re-evaluate the conditions of a student's leave and their eligibility to return at any point during the leave process. In some instances, students may be required to provide documentation (medical or other) confirming their ability to return to the Institute upon completion of their leave. Requests for re-enrollment must be sent to [studentservices@sia.edu](mailto:studentservices@sia.edu); re-enrollment requests for the Spring term must be received to 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 who do not re-enroll after the approved

period of leave, will be considered to have withdrawn from the program and will need to apply for readmission in the next cycle.

The Institute will inform students of any changes in the academic curriculum that may affect their degree completion upon their return from leave. Students who return from a leave of absence will be enrolled into the curriculum of the cohort in which they re-enter. Credits previously earned from the Institute will apply but requirements and tuition costs may change. Students returning from leave are responsible for payment of tuition in full, upon return, including any change in tuition.

*Students who take a leave of absence are not refunded any travel fees paid to the Institute (please refer to the [Terms & Conditions](#) as outlined in this handbook).*

## **WITHDRAWAL FROM THE INSTITUTE**

Students who wish to withdraw completely from the Institute must meet with the Director of Student and Academic Services to complete the [Withdrawal Form](#). The student will receive 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 their 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 a new application for readmission to the Institute. Applicants whose studies were terminated because of insufficient academic progress are generally not considered for readmission for at least one year following their dismissal. Students who are dismissed from the Institute may not be eligible for readmission.

Along with the general application materials, students must submit 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.

Applications for readmission will be reviewed by the Admissions Office and the Academic Review Committee, chaired by the Institute's Director or her designee. A student who is accepted for readmission will be held to the course requirements of their new cohort, rather than those in place during the initial period of enrollment.

# Student and Academic Services

The mission of the Student and Academic Services team is to assist and support all enrolled students in order to facilitate their academic and personal development.

The Student and Academic Services team is comprised of:

[Sara Moore](#), Director, Student and Academic Services  
[Perla Bernstein](#), Assistant Director, Student Services  
[Clarissa Santiago](#), Senior Program Manager, MA Programs  
[Giovanni Palomo](#), Registrar  
[Ashley Robinson](#), Director of Career Services  
[Karen Chang](#), Associate Director, Finance

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 &**

### **AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT**

Prior to arrival at the Institute, students must complete [New MA Student Required Forms](#) via the online platform, Formstack. These forms include Authorization for Emergency Medical Treatment Form in which students provide important health information and the name and address of an emergency contact. Students must immediately notify Student Services if their emergency contact information changes.

### **HEALTH INSURANCE & IMMUNIZATIONS**

The Institute requires all students to have medical insurance. The Institute does not provide a student health insurance plan. Students must secure coverage independently by the start of the Fall Semester and provide verification of coverage. Coverage must be maintained for the duration of enrollment and may need to be renewed by the student after one year.

In accordance with New York State law, all students born on or after January 1, 1957 must also provide proof of vaccination against measles, mumps and rubella (MMR). Students will only be allowed to attend class if they have received two doses of the vaccination *or* are “in process” and have received at least one dose of the MMR vaccine and have a scheduled appointment to return to a health practitioner to receive the second dose within 30 days of the beginning of the academic year. Additionally, the Institute distributes information on meningococcal meningitis disease to all incoming students. All students must 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. Students must submit proof of insurance and vaccinations via the online [Student Health & Immunization](#) form, prior to their arrival on campus. All student health information is maintained for the duration of the students' study on a HIPPA compliant portal.

*If students do not submit the necessary health insurance and vaccination documentation by the first day of the Fall Semester, a registration hold may be placed on their record. In such an event, the Institute will not permit the student to attend class. In extreme cases, if the required documentation is not received a timely fashion, the student may be administratively withdrawn from the Institute and there will be no refunds.*

## **DISABILITY SERVICES**

The Institute is committed to supporting students with disabilities and makes every attempt to ensure that all students receive the full educational benefits of attendance at the Institute.

It is the student's responsibility to inform the Institute of any illness, 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 medically documented need. Typical accommodations may include alternate testing arrangements, extended time or tutoring services.

The process for requesting accommodations is as follows:

1. Students must complete the [Learning Accommodation and Disability Services Request Form](#), including an upload of supporting documentation (i.e. documentation from a physician or specialist reporting the disability). *Students should submit the form and supporting documents electronically, prior to the student's arrival on campus.*
2. Students requesting accommodations or services must schedule a meeting no later than two weeks after the beginning of the semester with a member of the Student Services staff to discuss the documented disability and develop a plan.
3. 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.

With the student's written permission, Student Services will prepare a verification memo which the student may use to notify faculty of their 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 to reach an understanding of how the

student's needs may be accommodated. All students matriculating at Sotheby's Institute of Art-New York are expected to maintain satisfactory academic progress; therefore, academic requirements may be accommodated, but they cannot be waived.

## **INTERNATIONAL STUDENTS**

The Institute is a dynamic learning environment with a diverse student population from across the world. The Director of Student and Academic Services serves as the Primary Designated School Official, (PDSO), and provides, with other members of the Student Services team, F-1 visa advising and programming for enrolled international students.

Because travel is an essential component of the curriculum, it is imperative that all international students maintain valid F-1 student visa status. *Failure to maintain status for the duration of the program will result in automatic suspension from the Institute and termination of the student's SEVIS record. The Institute is not responsible for students who travel abroad on an expired visa and are then unable to re-enter the United States. Additionally, students traveling outside of the US for field study should research if they will need a visa to enter any foreign country they will be visiting with their respective program. 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 studying on an F-1 visa, students are subject to [immigration laws and regulations](#) that relate to legal status in the United States. The Student Services office is available to assist and answer questions regarding F-1 visa compliance, 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 their stay in the U.S.

#### Non-immigrant international students must:

- Maintain a valid passport and F-1 student visa throughout 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 satisfactory 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 the start of the 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 P/DSO before engaging in any off-campus employment. (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 with the possible exception of Thesis/Master's Project students.
- File for reinstatement in a timely manner if the student falls out-of-status.
- Promptly report 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:** F-1 students are authorized to be in the U.S. for the principal purpose of pursuing a full-time course of study at a U.S. academic or language institution. U.S. laws and regulations define F-1 student responsibilities and students must familiarize themselves with and abide by the statutes in order to maintain their legal status.

**Duration of Status (D/S):** A notation specified on the Form I-94 that refers to the period during which a student is authorized to remain in the U.S. while completing their program of study and/or of authorized practical training, plus 60 days, to depart the U.S.

**Practical Training:** Employment 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 must always be authorized in writing by the Student Services office.

**School Transfer:** An 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.

## Immigration Documents

**SEVIS I-20** (Certificate of Eligibility for Nonimmigrant (F-1) Students): A form required 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:** A document issued by a government to identify a person country of citizenship and that allows the bearer to travel abroad and re-enter their home country. U.S. law requires that non-immigrant students possess a valid passport to enter the U.S. and that the passport remains valid through their studies in the U.S.

**F-1 Student Visa:** Allows entry into the United States to full-time students enrolled in an accredited academic institution or language training program that culminates in a degree, diploma, or certificate from a SEVP approved institution.

**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. Student may access their I-94 online at <http://i94.cbp.dhs.gov>.

### 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, students 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.
- For 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 job description and position title
  4. Time commitment (part-time or full-time)
- Student must complete a CPT approval form from the Student Services office.
- Student may need to 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 and possibly to students completing Thesis/ Master's Projects. *F-1 students who have received an aggregate of one year or more of full-time curricular practical training become ineligible for optional practical training (OPT) at the same educational level.*

### **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 degree level. Therefore, if a student obtains two master's degrees, they may only work a total of 12 months of OPT for both degrees combined. 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. Students may apply for post-completion OPT no more than 90 days before their program end date and up to 60 days after their program end date. If USCIS does not receive the application within this timeframe, 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, faculty, and administration at the Institute. Students may apply to participate in the Student Ambassador program at the start of the Fall semester and will be selected for each program.

Throughout the academic year, student ambassadors will be called upon to participate in various meetings and committees. They are encouraged to organize and participate in community events. 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. Students interested in becoming a student ambassador are encouraged to apply through the Student Services office at the beginning of each academic year.

# Library Services

## STAFF

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

## COLLECTION

The Institute's library holds approximately 11,000 volumes, 250 DVDs, the last five years of auction catalogs from Sotheby's, Christie's and Phillips, 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. The [library's catalog](#) is available to students via the New York Campus Library website.

## SUBSCRIPTION DATABASES

The library subscribes to over 100 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. A complete [list of databases](#) is available on the website. Due to licensing restrictions the library subscription databases are ONLY for use by Institute employees or current students and ONLY for educational purposes, directly associated with Institute programs.

## LIBRARY INFORMATION

Students should consult the [library website](#) for information regarding library resources and policies including staff contact information, library hours (which may vary), upcoming closed dates and library protocol. The site also lists a collection of e-guides on topics such as research tips, using subscription databases, and lists of local research libraries.

## RESEARCH WORKSTATIONS

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

## **PHOTOCOPYING & 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.

## **NYU BOBST ACCESS**

Students who satisfactorily complete their Thesis or Master's Project proposal and are enrolled for a third semester at the New York Campus, have the option to use New York University's Bobst Library. Bobst Library is one of the largest academic research libraries in the city and offers graduate level research collections in art and business. Students who wish to use Bobst, may request a reader's pass from the Institute Library and may opt for access over the summer or final fall semester. 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. Further guidance will be available for students during the 3<sup>rd</sup> semester registration period.

## **ADDITIONAL RESEARCH LIBRARIES**

Students are encouraged to take advantage of the many world-class research resources available in New York City through the Institute's relationships with art libraries and research institutions. Institute 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 [New York Art Library](#) 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 U.S. through interlibrary loan.

Full information about the New York collection, hours of operations, contact information, and more please visit: <https://sia.libguides.com/nylibraryhome>

# 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 are issued an Institute email address upon enrollment. This email address will become students' primary login for most systems including the Learning Management System (LMS), Canvas. Generally, students receive account information prior to the first day of class. *It is expected that students check their school email account regularly.*

## **CANVAS**

Students are given access to Canvas during their first week at the Institute. Canvas provides access to course material (syllabi, readings and assignments, etc.) 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 check Canvas for updates regularly. Training and support are available from [IT and the eLearning team](#).

### **Access**

Students may access Canvas at <https://online.sothebysinstitute.com>. Students should maintain a personal copy of content they upload to Canvas, such as assignment submissions, discussion posts and file uploads to "My Files." After courses end, content is read-only and students will not be able to access assignments, discussions, quizzes or other interactive areas. [Past Enrollments](#) are available via students' Canvas homepage, to which students maintain access until the time of their graduation or departure from Institute for any reason. Students withdrawn or dismissed from a course will immediately be removed from the course in Canvas.

### **Terms of Use**

By logging into Canvas, students agree to the Sotheby's Institute of Art – Online Learning Management System [Terms of Use](#) 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. It is important that students continue to regularly check their Institute email in addition to Canvas.

NOTE: 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:

- Online databases and libraries assistance
- Guidance in accessing all Institute IT Systems (Webmail, Canvas, CAMS)
- Support for student presentations (digital projectors, etc.)
- Printing and the pay-per-print system support
- WiFi and wireless connectivity support

The Institute does not support student personal electronic devices; IT staff is happy to recommend local repair service providers for personal use software and hardware.

*All IT support requests should be sent [ithelp@sia.edu](mailto:ithelp@sia.edu)*

## **TECHNICAL SPECS & 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**

8GB+ Ram  
256+ GB Hard drive  
Dual Core/Quad Core Processor (Intel i5, i7)

### **Recommended Software**

Windows 10  
Mac OSX 10.13 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 networking events, mentorship opportunities and informational interviews
- Online Job/Internship Portal (SIA Connect)

The opportunity to apply for exclusive opportunities 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 their current resume and cover letter for the position being sought
4. Provide a copy of their 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.

# Graduation

A formal commencement ceremony takes place each year. Students are required to wear commencement regalia and must purchase the attire from the Institute.

Graduating students are issued formal ceremony invitations and sent additional information regarding guests and procedures for ordering caps and gowns.

## **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 8,000+ 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, as well as membership in SIA Alumni Chapters around the globe. 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, Associate Director of Alumni Relations, at 212-897-6646 or [alumni@sia.edu](mailto:alumni@sia.edu).

# Institutional Policies

## **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.

## **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 and visitors to a high standard of behavior, both to protect the campus community, and to promote consideration and respect for community members. 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 their 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.

## **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 was established to ensure that any disagreements are expressed, investigated, and resolved in a timely manner. The Student Grievance Policy applies to grievances relating to:

- **Student Programs, Facilities, and Services:** Allegations of violation of Institute policies and procedures with respect to programs, services, activities or facilities.
- **Student Relations:** Allegations of unfair treatment from faculty, administration, staff or other 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 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) 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**

- The student discusses their grievance 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 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.
- An informal review of the grievance must be conducted before a student may proceed to a formal review.

### **Formal Review**

- Only grievances not resolved informally may proceed to a formal review.
- The student should contact the Director of Student and Academic Services with a formal written complaint which will serve as the basis for further consideration. The complaint should outline the informal attempt to resolve the issue.
- The Director of Student and Academic Services will investigate the grievance based on the facts presented in the formal complaint. The Director of Student

and Academic Services will notify the complainant of the investigation results as soon as practicable.

- If the student is not satisfied with the outcome of the investigation, they may ask the 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 Director of Student and Academic Services, the Director will render a final decision which will be conveyed in writing to the student.

## **Timelines**

Grievances are 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 Director of Student and Academic Services, explaining the reason for the request. The 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 Director of Student and Academic Services or the Director, explaining the reason for the request. The 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 & NEW YORK STATE LAW**

### **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](#). 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 arrange for access and notify the student of the time and place where the records may be viewed.
- **The right to request the amendment of their educational records to ensure that they are accurate and not in violation of privacy rights.** Students should submit a written request to the Registrar, clearly identify the part of the record in question and specify in what way the information is inaccurate. 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 their right to a hearing. Additional information on 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.** Students may send complaints to: 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.

In most cases, the Institute only discloses personally identifiable information from educational records with the consent of the student. However, FERPA permits the Institute to disclose personally identifiable information from educational records without the written consent 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 [authorization form](#).

In addition to the disclosure exceptions outlined in FERPA, 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, the student may request a Privacy Hold by completing the [Privacy Hold form](#) and submitting it to the Registrar. The Institute assumes no liability for honoring the student's instructions to withhold information.

*Students may submit a signed [FERPA Form](#) to the registrar if they wish to restrict or permit access to their academic records.*

## **Equal Opportunity & 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.

## **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 Director for Student and Academic Services, one-third being faculty appointed by the Director, and one-third being administrators appointed by the Director of Administration.

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 assisting victims during investigations.
4. Referring complaints to appropriate authorities.
5. Counseling victims, as appropriate, and referring victims to relevant external services for assistance.
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;
- Decide about whether to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the 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, 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 law enforcement authorities,

including on-campus security, local and/or 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:

<b>CRIME OCCURRENCES</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
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 & Missing Students**

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:** As defined in Section 70.02 sub. 1 of the New York State Penal Law. Such crimes are immediately reported to NYPD with whom the Institute will conduct a joint initial investigation, with a follow up investigation conducted by the appropriate unit of the NYPD. The NYPD will carry out appropriate investigative procedures, determine the most efficient manner of continuing the investigation, and

provide assistance when requested. The Institute's administration will remain 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.

### **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 they have been a target of a bias-related crime is encouraged to immediately report the incident to the Director of Student and Academic Services. The incident will be reviewed and investigated by the Office of Student Services with the assistance of the Institute's General Counsel. 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**

In compliance with New York State Law, the Institute 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 have an Emergency Action Plan (EAP) in place for 570 Lexington Avenue which is available for review on Canvas. The building housing the Institute has filed a "Fire Department of NY-accepted Combined Fire Safety and Evacuation plan" for all tenants. The plan sets forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation/ 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 around the building.

The information contained in the buildings [Emergency Action Plan](#) 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 emergency situations (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 they become 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 near exits.

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

# Emergency and Non-Emergency Medical Resources

The resources below are not endorsed by the Institute but rather, are provided as available options for students to research and use, based on their own discretion. Students may contact Student Services with health concerns or for assistance in connecting with health resources.

## **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 & York Avenue

## **WALK-IN CLINICS FOR NON-EMERGENCY CARE**

- MedRite Urgent Care, 919 2<sup>nd</sup> Avenue (at 49<sup>th</sup> Street), 212.935.3333
- Walk in Clinic of NYC, 274 Madison Avenue, Ste. 304, 212.686.5800
- CITYMD Upper East Side, 336 East 86th Street, 212.772.3627
- CITYMD East 67th Street, 1150 3rd Avenue, 212.933.0007
- CITYMD Columbus Circle, 315 West 57th Street, 212.315.2330

## **DENTAL CARE**

- NYU Dental Clinic, 25th Street and First Avenue, 212.998.9800
- Patterson Dental Emergency, 24/7., 420 Lexington Avenue, 646.553.1600

## **RAPE & SEXUAL ASSAULT**

- **Safe Horizon:**
  - 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:**
  - Assistance with reporting sexual violence- NYPD Special Victims Report Line, 212-267- 7273, or NYC LGBT Anti-Violence Project, 212-714-1141.

- Referrals and confidential counseling from 9am-6pm at (212) 514-7233 / <http://www.svfreenyc.org/get-help/>
- **National Center for Victims of Crime Stalking Resource Center**, 1-800-FYI-CALL (M-F, 8:30a- 8:30p EST) or <https://www.nsvrc.org/organizations/173>

## **SEXUAL ASSAULT FORENSIC EXAMINER PROGRAMS/ASSISTANCE**

### **Brooklyn**

- **Coney Island Hospital**, 2601 Ocean Parkway, NY 11235, 718-616-4400
- **Kings County Hospital**, 451 Clarkson Avenue, NY 11203, 718-245-4602
- **Woodhull Medical Center**, 760 Broadway, Brooklyn, NY 11206, 718-963-8443

### **Bronx**

- **Jacobi Medical Center**, 1400 Pelham Parkway, NY 10467, 718-918-5800
- **Lincoln Hospital**, 234 E. 149th Street, NY 10451, 718-579-5784
- **North Central Bronx Hospital**, 3424 Kossuth Avenue, NY 10467, 718-519-3013

### **Manhattan**

- **Mount Sinai Hospital**, One Gustave L. Levy Place, NY 10029, 212-423-2140
- **Weill Cornell Medical Center**, 525 East 68th Street, NY 10032, 212-746-4458
- **Bellevue Hospital**, 462 First Avenue, NY 10016, 212-562-3025

### **Queens**

- **Elmhurst Hospital**, 79-01 Broadway, NY 11373, 718-334-3054
- **Queens Hospital Center**, 82-68 164th Street, NY 11432, 718-883-3090

### **Staten Island**

- **Richmond University Medical Center**, 355 Bard Ave, NY 10310, 718-818-2995

## **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**

The Institute retains a relationship with Dr. Penni Morganstein, a licensed clinical psychologist specializing in the treatment of undergraduate and graduate-level students. Dr. Morganstein's services are available at a cost to the student. For more information, students may contact Dr. Morganstein at 917-940-8938 or [penniindra@gmail.com](mailto:penniindra@gmail.com).

Additionally, Weil Cornell Medicine Center for Human Rights provides a comprehensive guide to help find free or low-cost mental health services in NYC on their [Mental Health Resources in NYC](#) webpage.

Students may contact Student Services with mental health concerns or for assistance in connecting to mental health resources.

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

# Terms and Conditions of Enrollment

## TUITION AND FEES

The Institute charges are billed on account statements by semester and students are required to pay in full. **The initial \$1,000 non-refundable deposit is applied towards the first semester's tuition.**

The program tuition covers all lectures and seminars only. Cost of housing, meals and all other personal expenses are the student's responsibility. The \$4,100 travel fee covers all required study trips including air and ground transport and lodging (based on double occupancy) and is non-refundable under any circumstances. All other travel costs and expenses, including meals or changes in accommodations, are the student's responsibility.

### Payment Schedule

The payment schedule for the 2019/2020 is as follows:

<b>FIRST SEMESTER</b>	Due August 2019
<b>SECOND SEMESTER</b>	Due December 2019
<b>THIRD SEMESTER</b>	Due July 2020

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. The wire fee does not include fees that your bank may impose. All payments must include the student's name and program name.

### LATE FEES & PAST DUE BALANCES

Full tuition payments must be received by their due dates to avoid late payment charges. Payments, including partial payments, received after the due date are subject to a \$150 Late Payment Fee plus a 1% weekly recurring fee against the balance until fully paid.

Students with a past due account balance may be prohibited from attending classes, participating in thesis advising, accessing library resources, making program changes, or obtaining enrollment verification, 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 policy applies to students who voluntarily withdraw from the Institute. The policy does not apply to any student who is asked to leave as a result of a violation of Institute policy, failing academic work or disciplinary procedures. Students who are asked to leave the Institute will not be entitled to any refund.

Tuition fees are refundable in full (less the non-refundable deposit) if notice of withdrawal is received in writing before the beginning of the semester. If a student withdraws during the first four weeks of any program, the refund will be based on the below schedule. Any student withdrawing after week four of any semester is not entitled to any refund. If a student withdraws on a Monday, this will be considered a full week.

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

**In all cases, the \$1,000 deposit fee is non-refundable and non-transferable. In the event a previously withdrawn student applies and is offered the opportunity to matriculate in subsequent semesters, a new non-refundable deposit will be due.**

## **TUITION REFUND SCHEDULE**

<b>COURSES DROPPED</b>	<b>% OF SEMESTER TUITION &amp; FEES REFUNDED*</b>
<b>Before semester begins</b>	100%
<b>Within the first week of semester</b>	90%
<b>Within the second week of semester</b>	80%
<b>Within the third week of semester</b>	70%
<b>Within the fourth week of semester</b>	60%
<b>After fourth week of semester</b>	No refund

*\*Title IV Financial Aid Tuition Refund will follow refund schedule provided by the Department of Education. Please ask the Financial Aid Office for further information.*

The above tuition refund schedule is applicable only to students taking a leave of absence or withdrawing from the program. Students dropping individual courses within the first four weeks of the semester are entitled to a **tuition credit** only if their total semester course load after dropping the course(s) is less than 12 credits.

Refund requests take approximately four weeks to process. Failure to make full payment followed by withdrawal does not relieve students of their financial obligations to the Institute.

# Staff Directory 2019-2020

## ART BUSINESS

Consulting Director	Brendan Burns	e: b.burns@sia.edu
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Senior Program Manager	Clarissa Santiago	p: 212.517.2872 e: c.santiago@sia.edu
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## CONTEMPORARY ART

Program Director	Morgan Falconer	p: 212.517.2772 e: m.falconer@sia.edu
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Senior Program Manager	Clarissa Santiago	p: 212.517.2872 e: c.santiago@sia.edu
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## FINE AND DECORATIVE ART & DESIGN

Program Director	Ann-Marie Richard	p: 212.517.2771 e: a.richard@sia.edu
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Senior Program Manager	Clarissa Santiago	p: 212.517.2872 e: c.santiago@sia.edu
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## STUDENT & ACADEMIC SERVICES

Director, Student and Academic Services	Sara Moore	p: 212.517.2873 e: s.moore@sia.edu
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Assistant Director, Student Services/ Title IX Coordinator	Perla Bernstein	p: 212.897.6650 e: p.bernstein@sia.edu
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Registrar	Giovanni Palomo	p: 212.517.2871 e: g.palomo@sia.edu
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Associate Director, Finance	Karen Chang	p: 212.897.6642 e: k.chang@sia.edu
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**ALUMNI**

Associate Director, Alumni Relations	Laura Coleman	p: 212.897.6646 e: l.coleman@sia.edu
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**ADMISSIONS AND ENROLLMENT**

Senior Director, Global Admissions & Recruitment	Susan Roth	p: 212.517.2834 e: s.roth@sia.edu
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Associate Director, Admissions	Anupama Chakravarti	p: 646.438.7234 e: a.chakravarti@sia.edu
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Admissions Advisor	Jamie Goldenberg	p: 212.897.6647 e: j.goldenberg@sia.edu
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**CAREER SERVICES**

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

IT Support Analyst	Garrett Banks	e: g.banks@sia.edu
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IT Support Analyst	Roland Webb	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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**FACILITIES**

Receptionist	Maria Figueroa	p: 212.897.6648 e: m.figueroa@sia.edu
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Facilities Technician	Leonel Velasquez	e: l.velasquez@sia.edu
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