MESSAGE FROM THE PRESIDENT

Dear NYSID Student,

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

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

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

Sincerely,

David Sprouls
President
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© 2013 New York School of Interior Design
INTRODUCTION

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

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

Policies specified in this publication are effective as of the date of publication and supercede those published previously. The College reserves the exclusive right to change any policies or provisions contained in this publication without prior notice and to comply with any applicable law, rule, or regulation.
ACADEMIC CALENDAR 2013-2014

FALL 2013

Thursday, August 29 ....................... New-Student Orientation
Tuesday, September 3 ...................... Fall semester classes begin
Monday, September 9 ....................... Last day for course additions and registrations
Monday, October 21 ....................... Last day for voluntary withdrawal from registered courses

Wednesday, November 27 through ....Thanksgiving recess begins at 6:00 pm – no evening classes
Sunday, December 1

Monday, December 16 ..................... Fall semester ends

SPRING 2014

Thursday, January 16 ....................... New-Student Orientation
Tuesday, January 21 ....................... Spring semester classes begin
Monday, January 27 ....................... Last day for course additions
Monday, February 17 ...................... Presidents’ Day – no classes
Monday, March 10 through ............... Spring recess – no classes
Sunday, March 16

Monday, March 17 ....................... Last day for voluntary withdrawal from registered courses

Saturday, April 19 through ............... Easter weekend – College closed
Sunday, April 20

Monday, May 12 ....................... Spring semester ends
NYSID DIRECTORY

General Telephone Number .................................................212-472-1500
Toll Free Line ..................................................................800-33-NYSID
70th Street Lobby Reception ...........................................Ext. 410
69th Street Lobby Reception ...........................................Ext. 409
Fax .................................................................................212-472-3800
Website .........................................................................www.nysid.edu
NYSID portal .................................................................portal.nysid.edu

ADMINISTRATIVE OFFICES
Location: 69th Street Building, 2nd Floor 212-472-1500
Admissions .................................................................Ext. 205
Financial Aid ...............................................................Ext. 204
International Students ...........................................Ext. 203
Dean of Students ...................................................Ext. 202
Registrar .................................................................Ext. 209
Bursar .......................................................................Ext. 208
Academic Affairs ..................................................Ext. 304
Career Services ..................................................Ext. 210
President ...............................................................Ext. 402

ADMINISTRATIVE OFFICES
Location: 70th Street Building 212-472-1500
Library .................................................................Ext. 214
Bookstore ...............................................................Ext. 418
Development ........................................................Ext. 431
Information Technology ........................................Ext. 424
Facilities ...............................................................Ext. 420
HOURS & FACILITIES

BUILDING ACCESS & HOURS

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

Visitors:
All visitors must sign in at the reception desk in either the 69th or 70th Street lobbies and on the 3rd floor of the Graduate Center to gain access to school facilities. A visitor tag must be displayed at all times while on campus. The lobby receptionists will call an office to verify that a visitor is expected.

Due to security requirements, students are not permitted to bring family members, friends, or pets to any area of the College. Students who violate this policy will be subject to disciplinary action.

NYSID 70th Street Building Hours

<table>
<thead>
<tr>
<th>Semester</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer</th>
<th>When Classes are not in session</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8am to 10pm Monday–Friday</td>
<td>8am to 10pm Monday–Friday</td>
<td>8am to 10pm Monday–Thursday</td>
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<tr>
<td></td>
<td>8am to 8pm Saturday &amp; Sunday</td>
<td>8am to 8pm Saturday &amp; Sunday</td>
<td>9am to 2pm Friday</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Closed Saturday &amp; Sunday</td>
<td></td>
</tr>
<tr>
<td>NYSID Library</td>
<td>9am to 5pm Monday–Friday</td>
<td>9am to 5pm Monday–Thursday</td>
<td>9am to 5pm Monday–Thursday</td>
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<td></td>
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<td></td>
<td>9am to 5pm Monday–Thursday</td>
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<td></td>
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<td></td>
<td>10am to 6pm Saturday</td>
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<td></td>
<td>12 noon to 8pm Sunday</td>
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<td></td>
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<td></td>
<td>Refer to website for up-to-date hours info</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Refer to website for up-to-date hours info</td>
<td></td>
</tr>
</tbody>
</table>

Holidays

Refer to website for up-to-date hours info
### NYSID Bookstore Hours (70th Street Entrance)

<table>
<thead>
<tr>
<th>Season</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall &amp; Spring semesters</td>
<td>8:30 am to 6:30 pm</td>
</tr>
<tr>
<td>Monday–Thursday</td>
<td>9 am to 5 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>9 am to 5 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>Refer to website for up-to-date hour info</td>
</tr>
<tr>
<td>Holidays</td>
<td>Refer to website for up-to-date hour info</td>
</tr>
</tbody>
</table>

### NYSID 69th Gallery Hours

<table>
<thead>
<tr>
<th>Season</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall &amp; Spring semesters</td>
<td>10 am to 6 pm</td>
</tr>
<tr>
<td>Tuesday–Saturday</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>10 am to 5 pm</td>
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<tr>
<td>Monday –Thursday</td>
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<tr>
<td>Monday –Thursday</td>
<td></td>
</tr>
<tr>
<td>Check nysid.edu/publicprograms for current exhibition schedule.</td>
<td></td>
</tr>
</tbody>
</table>

### NYSID 69th Street Administrative Offices

<table>
<thead>
<tr>
<th>Season</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>September through May</td>
<td>9 am to 5 pm</td>
</tr>
<tr>
<td>Monday–Friday</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>9 am to 5 pm</td>
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<tr>
<td>Monday–Thursday</td>
<td>9 am to 2 pm</td>
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<tr>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td>July &amp; August</td>
<td>9 am to 5 pm</td>
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<tr>
<td>Monday–Thursday</td>
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<tr>
<td>Closed Friday</td>
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</tbody>
</table>

### NYSID Graduate Center Hours

Only registered graduate students with a NYSID Graduate ID are permitted to enter the Graduate Center. The Graduate Center is not open to visitors without written permission from the Office of Academic Affairs.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>8:30 am to midnight</td>
</tr>
<tr>
<td>Monday–Friday</td>
<td>9 am to 6 pm</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td></td>
</tr>
<tr>
<td>Spring Semester</td>
<td>8:30 am to midnight</td>
</tr>
<tr>
<td>Monday–Friday</td>
<td>9 am to 6 pm</td>
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<tr>
<td>Saturday &amp; Sunday</td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td>8:30 am to 10 pm</td>
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<tr>
<td>Monday –Thursday</td>
<td>9 am to 5 pm</td>
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<tr>
<td>Friday</td>
<td></td>
</tr>
<tr>
<td>Closed Saturday &amp; Sunday</td>
<td></td>
</tr>
<tr>
<td>When classes are not in session</td>
<td>9 am to 5 pm Monday–Friday</td>
</tr>
</tbody>
</table>

Students must enter and exit the Graduate Center building through the 28th Street entrance Monday to Friday from 8:30 am to 6 pm. Enter and exit at all other times through the building’s main entrance at 401 Park Avenue South on the 3rd floor.
Extended Building Hours

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

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

Emergency Closings

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

THE GALLERIES AT NEW YORK SCHOOL OF INTERIOR DESIGN

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

ROOF TERRACE

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

WHITON STUDENT CENTER

The Whiton Student Center, named for the founder of the College, is located on the lower level of the 70th Street building. The space is periodically used for exhibitions of student work and critiques for design studio classes. There is also a student lounge and the NYSID Café. The café is open for breakfast and lunch with snacks and beverages, Monday through Thursday, 8am to 6:30 pm, and Friday, 8am to 3:30 pm, when the College is in session. Vending machines are located in the student lounge and are accessible at all times.

LIBRARY

The NYSID Library is located in the 70th Street building and provides service for all current NYSID students and faculty. In addition to 15,000 books and magazines, the library provides a range of online resources and librarians who provide research assistance to students. Books and magazines are international in scope, covering historical and contemporary aspects of interior design, architecture, decorative and fine arts.

The library maintains a website at www.nysidlibrary.org from which users can link to the online catalog BobCat, to find titles in the library’s collection. A range of electronic databases that contain images and full-text journal articles can also be accessed from the website as well as research guides prepared by NYSID librarians. Walk-in assistance at the library’s information desk is always available during library hours, but IM Chat may also be helpful for instant answers, on or off-campus, from the library’s website.

Librarians at NYSID offer orientation throughout the school year for classes, including project-specific search guidance. The library staff offers “LibGuides” for students and faculty to use in making full use of the extensive NYSID collection.
The library maintains subscriptions to the following:

**Art Full Text, Art and Architecture Complete** and the **Avery Index**, databases devoted to research in art and architecture with more than 500 full-text journals.

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

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

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

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

**Ebooks.** 100 eBooks can be researched through Credo Reference, or by individual titles on the library’s website and in BobCat.

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

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

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

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

The library maintains a black-and-white copier in the Atelier and a scan station in the library. To make copies and scans, a copy card must be purchased by the student for $1; additional funds can be added to the card. Copy cards can be purchased and value added at the library information desk.

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

MARIO BUATTA MATERIALS ATELIER

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

BOOKSTORE

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

LIGHTING LAB

Located on the fourth floor of the 70th Street building, the lighting lab contains examples of current technology in lamps, luminaires, and lighting controls and serves as both a teaching facility and a place where students may test lighting concepts for design projects.

COMPUTER FACILITIES

NYSID maintains a wide range of computer technology for student use. The Mario Buatta Materials Atelier is equipped with computer hardware designated for student use only. This hardware is available on a first-come, first-served basis. Additionally, when there is no class in session computer hardware located in classrooms can be used by students. There is access to the NYSID network via Wi-Fi in both the 70th Street building and at the Graduate Center. Students should use their student ID and password to access the Wi-Fi network. This Wi-Fi network is designed for school-related work only. Downloading music, videos, or other non-school-related information is prohibited. Users will be automatically logged out of the system when a prolonged period of inactivity occurs. The library has computer stations for research purposes. In addition, there are 32 network connections for laptops located in the library.

In the Graduate Center there are computer workstations at every student desk. Each graduate student is assigned a desk with a computer workstation that is intended for use by that student only. NYSID is not responsible for the proper connection of personal laptops and/or hardware compatibility. Any hardware directly connected to the NYSID network must be approved by the IT department prior to usage. Software licenses for students who wish to equip their own computers are available from the NYSID bookstore and at http://portal.nysid.edu/ics/resources.

PRINTERS, PLOTTERS, SCANNERS, AND DVD WRITERS

Printers and plotters and scanners for student use are maintained at both the 70th Street building and the Graduate Center. All hardware that has a scanner connected to it is also equipped with a DVD writer. Students are asked to coordinate printing times with each other especially during high-volume hours. NYSID encourages students to maintain a schedule to reserve printing times. Special paper may be used only on the designated plotters and printers at designated times, which are posted near the output devices.
NYSID computer facilities are available for use by all currently registered students for course-related work only. Students are assigned a student account on the academic network and should contact the Office of the Registrar for further information regarding how to access their account. The sharing of student accounts is prohibited and may result in disciplinary action. When not scheduled for use by a class, workstations in classrooms may be used for independent work.

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

All students who register for academic courses at NYSID must pay the technology fee at the time of registration. This fee covers the administrative cost of registration and provides students with access to technology at the College. Each student is assigned an account number and may log on to the NYSID portal both on campus and from a remote location. A printing allowance is included in the technology fee. When a student uses more than their allowance, the student’s account will be automatically billed for an additional allowance of printing. Students can check their usage and current printing and materials fees at http://portal.nysid.edu/ics/resources under Technology Services.

Print/Materials fees for undergraduate courses are assigned by course and based on average usage. Graduate students pay a single print fee per semester to cover course printing. Students are responsible for monitoring their accounts and being aware of their print usage level. No refunds for unused printing allowances will be made for any reason, including graduation, withdrawal from the College, leave of absence, or dismissal.

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

MODEL SHOP

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

**ADMINISTRATIVE STUDENT SERVICES**

**OFFICE OF THE REGISTRAR**

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

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

Upon matriculation, students plan their programs of study with an academic advisor. Academic advisors are assigned to each student by last name/program. Each semester, students register during the registration period and according to procedures specified by the registrar. Students should register during regular registration periods in order to ensure having their desired schedule. Schedules are published in course bulletins, which are posted on the NYSID website and portal. Returning students are responsible for knowing the registration schedules and will be charged a late fee for registering after the regular registration period. This late fee is not negotiable.

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

**Student Identification Cards**

Student ID cards and lanyards can be obtained in the Office of the Registrar just prior to or during the first week of the semester for new students and throughout the school year for replacement cards. There is a charge for replacement ID cards. Hours are posted on the NYSID portal and in the school buildings.

Photo identification cards and lanyards are issued to all registered students and must be worn or carried whenever on campus. A student ID card will contain a computer-generated identification number, which is necessary for all subsequent registrations as well as access to computer accounts and the NYSID portal. Students, faculty members, and staff at the Graduate Center have special ID cards emblazoned with a “G,” which must be swiped or presented for entry to the facility. No one without a Graduate Student ID will be allowed to enter the Graduate Center without prior approval.

ID cards with a current semester sticker are required to check out books from the NYSID Library and for entry to New York University’s Bobst Library, the Cooper Union Library, and the Gimbel Library at Parsons the New School for Design. Many art supply stores and museums accept the ID card as basis for student discounts. In addition, a NYSID student ID card must be presented for electronic verification of attendance at all large lecture classes, such as Historical Styles. Students must present their ID cards to their instructors.
at the first class session, if requested, and upon request by any NYSID authorized personnel thereafter.

A fee of $25 will be charged to issue a replacement ID card for all graduate students. Validation stickers for continuing student IDs are available each semester to registered students in the Office of the Registrar, the 70th Street front desk, or the Graduate Center reception desk. A fee of $5 will be charged to replace a lost lanyard.

Certification of Enrollment

Certification of enrollment may be requested from the Office of the Registrar. The College will officially verify student enrollment only for the term(s) in which the student is actually enrolled. Enrollments for a future term are processed after the first day of the new term. If verification needs to be sent prior to the start of the term, the College can indicate “anticipated enrollment” for future terms.

NYSID Portal

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

Access to the NYSID Portal

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

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

Nonmatriculated Status

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

NYSID requires all undergraduate and graduate students taking nine or more credits to be covered by a health insurance plan. Any student who does not already have a health insurance plan will be automatically enrolled in the United Healthcare Student Insurance Plan, a program arranged by the College and administered through University Health Plans, Inc. A brochure outlining benefits may be found online at the University Health Plans’ website www.universityhealthplans.com under the New York School of Interior Design link. Students who are enrolled in this plan will be billed for single coverage. Dependent coverage may be purchased, by the student, online through the University Health Plans’ website. The rate for the 2013-2014 year is $1,460.00. This covers the period from 8/27/13 to 8/26/14.

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

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

- Any student who does not submit a waiver form by the deadline will automatically be enrolled and charged for the full cost of the academic year.
- Waivers will not be accepted after the deadline.
- No exceptions or refunds will be granted.

- If a student’s number of credits drops below 9 after the deadline, he/she will still be responsible for the full cost of the academic year.

Proof of Immunization

The New York State Legislature has mandated that all students born on or after January 1, 1957 and registered for 6 or more credits must provide proof of immunity against measles, mumps, and rubella (Public Health Law, Article 21, Title VI, section 2165). New York State Public Health Law 2167 requires that all college and university students enrolled for at least 6 credits or the equivalent acknowledge the receipt of information about meningococcal disease and vaccination or report obtaining the vaccination.

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

Veterans

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

Change of Student Information

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

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

Course Bulletins

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

Confirmation of Schedule

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

Maintaining Academic Records

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

Grades

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

The Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review your education records. Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. New York School of Interior Design will make arrangements for access and notify the student of the time and place where the records may be inspected within a reasonable time.
- The right to request the amendment of your education records to ensure
that they are accurate and not in violation of your privacy rights. Students should write to the NYSID official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the New York School of Interior Design decides not to amend the record as requested by the student, NYSID will notify the student of the decision and advise the student of his or her right to a hearing. Additional information regarding the hearing procedures will be provided to the student at that time.

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

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

OFFICE OF THE BURSAR

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

Payment of Tuition and Fees

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

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

Refund Schedules

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

FINANCIAL AID OFFICE

Financial assistance is available to students who are matriculated and in good academic standing. NYSID offers both need-based aid and merit-based scholarships, and there are financial aid packages available for both full-time and part-time study.

An applicant is considered for need-based financial assistance upon completion of the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed at www.fafsa.ed.gov. This single application will be reviewed for a student’s eligibility for a Federal Pell Grant, FSEOG Grant, Federal Direct Stafford Loans, Federal Direct PLUS Loans, Work-Study program, and New York State aid (TAP), if applicable.

Students must reapply for financial aid annually. The FAFSA for the following school year is available after January 1.

Although there is no specific application cutoff date for financial aid at NYSID, it is highly recommended that students abide by the following deadlines:

**Deadlines for Submitting 2013-2014 FAFSA and/or Verification Documents**

Students attending
Summer 2014 ..................May 15, 2014
Students attending
Fall 2014 and
Spring 2015 .....................July 15, 2014
Students attending
only Spring 2015 ...............Nov. 30, 2014

Students are expected to log on to the NYSID portal regularly to view updates to their financial aid.

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

Financial Aid Delivery and Credit Balances

Financial aid funds received by the College are credited toward the student account of the financial aid recipient. When a loan check is received, the student’s signature may be required in order for the funds to be credited to the student account; the recipient will be notified and required to
visit the Bursar’s Office to endorse the check(s).

If a credit balance results from the posting of financial aid, the bursar will issue the credit to the student in the form of a check within the time frame specified by federal guidelines. All other monies owed must be addressed by the student within 30 days of the beginning of each semester. If a student has a question regarding their bill, they should contact the Bursar’s Office immediately.

**Verification of Continued Enrollment**

Lenders may require students to prove their enrollment status. After the student completes the student portion of the form, it can be taken to the Office of the Registrar for certification. The College will certify term(s) for which the student is actually enrolled. If verification is requested prior to the start of a semester, the College can indicate “anticipated enrollment” for the future term, but only after the student has registered for courses.

**Exit Interview for Loan Borrowers**

Loan borrowers must complete an exit interview prior to graduating from NYSID or at any time they cease to be enrolled for less than half time (under 6 credits). The exit interview provides important information regarding the proper repayment of a loan. Students can complete the exit interview online at [www.studentloans.gov](http://www.studentloans.gov). A hold will be placed on the student’s account until the exit interview is completed.

**NYSID Scholarships, Grants and Assistantships**

All institutional scholarships, grants, and assistantships awarded from NYSID are merit based. In order for an award to be considered for renewal, students must maintain at least a 3.0 GPA (3.25 GPA for assistantships), maintain full time (at least 12 credits) enrollment status, and have no violations of the NYSID Student Code of Conduct (unless otherwise specified in the award requirements). Specific requirements for these awards will be given to awarded students and will also be available on the NYSID portal and on the website.

**OFFICE OF ADMISSIONS**

**Change of Academic Program**

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

A student who wishes to receive the certificate or degree in their current program before moving to a higher-level program is welcome to do so. The student must complete the Graduation Candidacy and Diploma form (available in the Registrar’s Office) in the final semester of their current program. The student must also submit a Change of Academic Program form and portfolio to be considered for higher-level program. The certificate or degree of the lower-level program will not be granted until after the student has moved to a higher-level program.
Students can request a change to a lower-level program using the Change of Academic Program form. A portfolio submission is not required in this case. Prior financial aid arrangements may prohibit moving to a lower-level program. A student who has completed the requirements of a lower-level program and changes to that program in order to graduate at the lower level will be prohibited from then taking any course at NYSID for the following one-year period. The student will also be subject to readmission requirements and procedures if they apply to be considered for a higher-level program after the one-year period.

**Readmission**

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

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

**ACADEMIC INFORMATION**

**ACCREDITATION**

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

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

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

OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs, including the offices of the Vice President for Academic Affairs/Dean of the College, the associate and assistant deans, and the academic advisors, is located on the third floor of the 69th Street building. An appointment can be made with the VPAA/Dean by calling the assistant to the Office of Academic Affairs at extension 304.

Students can arrange an appointment with the academic advisors or the career services coordinator, whose offices are located on the third floor of the 69th Street building, by calling the assistant to the Office of Academic Affairs at extension 304 or contacting their advisor directly. Academic advisors also maintain weekly hours at the Graduate Center. Students are encouraged to schedule all appointments in advance.

Student Evaluations of Courses and Faculty

Prior to the end of each semester, course evaluations are distributed to all students in each course. The instructor is not permitted to be in the classroom while forms are completed; upon completion, the forms are collected by a student in the class and immediately delivered to the Office of Academic Affairs or to the advisors’ office at the Graduate Center. These evaluations are reviewed and maintained by the area coordinators, program directors, and the Vice President for Academic Affairs/Dean. Evaluations are confidential and are available for faculty review only after final grades have been submitted and recorded. All evaluations are unsigned and remain anonymous.

Religious Obligations

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

Faculty Absences

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

Regular and punctual attendance at all classes is mandatory. No absences are considered “excused” at NYSID; each absence, regardless of reason, will apply toward the maximum permitted before failure of a course.

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

A student will not be penalized for absence due to religious observance or obligation, although such absences will count toward the maximum “allowed” absences. In other words, all absences count toward the maximum, but instructors will work with students who may have to adjust their schedules for presentations or project due dates to accommodate religious observance. In such a case, the student is responsible for notifying the instructor in the first week of the semester of the schedule of anticipated absences. The student is also responsible for all class work due on the day of an anticipated absence and for making alternative arrangements with the instructor for submittal of work due and scheduling makeup exams and/or project presentations. It is respectfully suggested that a student who anticipates more than three absences due to religious observance in any given semester consider enrolling at another time for the course.

A student will be withdrawn from a class by the instructor and a grade of F will be assigned in the case of excessive absences. This is defined as absence of more than 20 percent of the sessions of a class in a given semester. Students are required to arrive at their classes on time. “Lateness” is defined as any arrival after the beginning of the class session. Three instances of lateness are recorded as one absence. No refunds will be made to students who are involuntarily withdrawn from a class. A “lateness” will also be entered if the student leaves the class session prior to its end without permission of the instructor.

Students are required to attend classes for the entire time period and remain in the classroom unless explicitly given permission by the instructor to work elsewhere. Students who are absent from the classroom without permission of the instructor during class time may be counted either as absent or late.

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

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

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

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

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

**F “Inadequate” or “unacceptable” evaluation;** work does not meet minimal standards or requirements. Little or no effort made by student to understand or complete work; excessive absences; failure to participate in class discussions or to accept criticism. No originality or creativity; deadlines not met; major flaws in all aspects of work. A grade of F is also given in the case of voluntary or involuntary withdrawal after a midsemester or mid-session noted on the academic calendar. In cases where an F has been assigned, students are expected to make every effort to retake the course with a different instructor.

**P “Pass/Fail Pass” indicates that work is of C quality or better.** A student may elect to take up to 6 elective credits on this basis, but may elect no more than 3 credits on this basis in any semester. Students in the first two semesters are not eligible to elect Pass/Fail courses. The decision to take a course for Pass/Fail must be made at the time of registration, and in no case after the class has met.

**AUD “Audit”;** must have attended 80 percent of all classes. No credit is awarded for audited courses. The decision to take a course on an audited basis must be made at the time of registration, and in no case after the class has met. Approval to audit a class must be obtained from the Office of Academic Affairs.

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

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

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

- Attended more than 80 percent of the course.
- Completed all but the final project or assignment.
- Has made a specific request for an Incomplete to the instructor in writing before the last class session or has notified their academic advisor immediately or as soon as possible of the serious emergency situation.

- Provides documentation of personal illness or injury; or illness or death in her or his immediate family.

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

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

LP “Low Pass”; issued in a Pass/Fail course only, indicates work at a C- to D- level.

R “Repeated”; indicates that the course was repeated and the original grade replaced.

W “Voluntary withdrawal”; before midsemester or mid-session.

IW “Involuntary Withdrawal.”

Course credit will not be granted unless a student completes and passes the course. A failed required course must be repeated before the student may take the next-level course. In order to satisfy program requirements, matriculated students must retake all required professional studio courses in which the grade received is not a C- or better. Matriculated students must retake any required professional/lecture course or liberal arts course in which the grade received is not a D- or better. A repeated course must be the same course as the one for which an Unsatisfactory grade was awarded.

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

Grade Appeals

If a student feels that a final course grade received for a course is an error, or wishes to contest a final course grade, then the student must follow the procedures below. Only final course grades may be appealed. Grades for individual projects may not be appealed to the Office of Academic Affairs, but must be handled directly by student and instructor.

1. The student should immediately contact the instructor to discuss his/her concerns.
2. If after speaking with the instructor the matter has not been resolved, and within two weeks of the grade report being issued, the student should contact his or her academic advisor to pursue a formal grievance.
3. After meeting with his/her advisor, a student who wishes to pursue a formal grievance must put his or her concerns into a written letter of complaint addressed to the VP for Academic Affairs/Dean. In addition to the letter, relevant student work for the course must be delivered by the student to the Office of Academic Affairs along with the written statement. Both the letter of complaint and the supporting course work must be submitted to the Office of Academic Affairs no later than two weeks prior to the beginning of the next semester.
4. A grade appeals committee consisting of the VP for Academic Affairs/Dean, the Associate Dean and the student’s academic advisor will meet to review the student’s statement and work, and will then meet with the instructor to discuss the grievance and resolve the matter.

The decision to change a grade is ultimately that of the instructor. If the instructor agrees that the grade should be changed, then the instructor will submit a Change of Grade form to the Office of Academic Affairs within two weeks following the final determination. However, the appeals committee reserves the right, under exceptional circumstances, to reverse an instructor’s final grade, should there be compelling evidence that the grade was issued in error and in a manner not consistent with the college’s academic policies. In no case will a grade be changed following graduation.

Academic Honors

Any matriculated undergraduate student who has completed 12 or more credits during any semester, does not carry an INC (Incomplete) for that semester, and has a term GPA of 3.50 or higher is named to the Dean’s List.

The MFA, BA, BFA, and AAS degrees are conferred with honors (cumulative GPA of 3.5–3.79) or high honors (3.80–4.00). In MPS degrees, GPAs are calculated on the basis of P/LP/F.

Graduation Procedures

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

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

ACADEMIC PROGRESS, PROBATION, AND DISMISSAL

Academic Warning Notice

Students whose academic performance in a class is considered unsatisfactory may receive an Academic Warning notice from their instructor at any time during the semester. The reason(s) for the unsatisfactory performance is noted on the form. A copy of the form is forwarded to the student’s academic advisor.

It is the student’s responsibility to monitor progress toward the degree in terms of overall College and individual program requirements. Students should review their transcripts at the completion of each semester, paying careful attention as well to the total number of credits successfully completed as well as the actual grades received. Academic advisors are ready to help with any problems. Students may view their academic history at any time on the NYSID portal.

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

Graduate Students will be allowed to repeat a design studio course one time; no course maybe taken more than three times.

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

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

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

Ordinarily, a student with a grade point average below the published minimum who has voluntarily withdrawn from the College or who has been academically dismissed from the College will not be eligible to apply for readmission.

Drop/Add: Change of Registered Courses

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

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

In one-credit mini-courses and all continuing education (CE) courses, refunds must be requested in writing no later than one week prior to the first session or no refund is possible.

Course Withdrawals

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

Full-Time/Part-Time Status

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

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

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

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

- The student has a cumulative GPA of 3.0 or higher for undergraduate programs and 3.3 or higher for MFA programs.
- Prior to registering, the undergraduate student presents a written outline of the content, scope, and reason for the independent study along with the number of credits to be taken, first to the instructor for signed approval and then to the Vice President for Academic Affairs and Dean for signed approval prior to registration. Graduate students are required to present an outline of their intended study to the director of MFA programs and then to the Vice President for Academic Affairs and Dean for signed for approval prior to registration.
- A student may earn no more than 9 credits in independent study toward the degree.

After approval has been granted, the student should register for this class as “500 Independent Study” for undergraduate programs and “680 Independent Study” for the MFA programs and include the specified number of credits. In the case of studio independent study, the final project may be presented to a faculty jury for assessment and evaluation at the discretion of the mentor.

Internships for Credit
The NYSID internship program offers variable elective academic credit for College-monitored work experience. Internships for credit are available to students matriculated in the BA and BFA degree program (490 Internship) with an accumulation of 90 credits or more, students in the MFA-1 program (690 Internship) with 61 credits or more, or students in the MFA-2 program (690 Internship) with 30 credits or more, and a cumulative GPA of 3.0 is necessary for graduate students to be eligible. The internship experience is designed to help students build on skills already learned in the classroom and to acquire new ones. Students have the opportunity to integrate theory and practice and in so doing gain professional experience. Students are also able to make valuable contacts and explore opportunities for permanent employment after graduation.
Students will not be allowed to credit current or past work experience toward fulfillment of the requirements for an Internship for credit.

An internship for credit can be used to fulfill required professional electives and can be completed in spring, summer, or fall terms. An internship for 3 credits consists of 240 hours of contact time at the job placement site and an internship for 2 credits consists of 160 hours of contact time. A student may take only one internship for credit toward their degree. Students work with their academic advisor prior to registration to identify a suitable placement. A detailed learning contract is developed by the student and advisor in collaboration with the placement mentor. The student keeps a journal of the experience, documenting the fulfillment of the learning contract objectives. The placement mentor signs off on the journal and submits an evaluation of the student at the conclusion of the placement. The student is assigned a grade of P or F by the Vice President for Academic Affairs/Dean of the College.

Transfer Credit

NYSID accepts transfer credits into its undergraduate programs for liberal arts and professional courses taken at other accredited colleges and universities. An accredited institution is one that is accredited by an accrediting body recognized by the U.S. Department of Education. These courses must have been taken for credit and awarded a grade of C or better for liberal arts courses and B or better for professional courses (in some cases P or S may be accepted, if noted in writing as the equivalent of an acceptable letter grade). Life experience, precollege or remedial courses, or courses not taken for credit or a grade are not accepted for transfer credit. With prior approval of an academic advisor, remedial courses in math and English taken at another accredited college or university may fulfill prerequisites equal to the NYSID placement tests required for 171 Basic Mathematics or 150 English Composition I. A student’s academic advisor will evaluate evidence of skill in technical or support courses and determine if a required course may be waived. Regardless of professional or life experience, students must earn the number of credits required by their program of study.

Official transcripts and catalog course descriptions must be submitted to a student’s academic advisor, who will determine whether credits may transfer. A portfolio containing representative work from classes is also required of the applicant. The College may accept some liberal arts credit earned through College-Level Examination Program (CLEP) proficiency examinations. Final approval of transfer credit is made by an academic advisor. NYSID residency requirements for each program may in no case be waived.

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

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

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

Minimum Residency

Of the 132 credits required for the BFA degree, a minimum of 66 credits must be taken at NYSID of which 60 credits must be in professional/design history courses. The residency requirement includes, but is not limited to, courses 328 Professional Practice II, 334 Residential Design III, 386 Contract Design II, 486 Contract Design III, and 487 Thesis. Courses are to be taken in the proper sequence. The last 26 credits prior to receiving the BFA degree must be taken at NYSID. Of the 120 credits required for the BA degree, a minimum of 60 credits must be in required major area courses. The residency requirement includes, but is not limited to, the following courses: 211 Introduction to the History and Theory of Design, 287 History of American Building Materials and Technology, 260 Systems of Ornamental Design, 348 Introduction to Arts Management, 355 Design Theory, 415 Senior Project Preparation, 485 Senior Project, 318 Design History Seminar, and 490 Internship. The last 24 credits prior to receiving the BA degree must be taken at NYSID. Of the 66 credits required for an AAS degree, a minimum of 36 credits must be taken at NYSID; the last 16 credits prior to receiving an AAS degree must be taken at NYSID. The residency requirement includes, but is not limited to, 234 Residential Design II and 286 Contract Design I. Of the 24 credits required for the Basic Interior Design certificate, 18 must be taken at NYSID; the last 12 credits must be taken at NYSID.

Transcripts

Student records are confidential and are the property of the College. An official transcript of a student’s record is issued by the Office of the Registrar only upon receipt of the student’s written request or authorization and payment of a fee. Unofficial transcripts are available to the student on the web portal for viewing and printing at no cost. To have an official copy of a NYSID transcript mailed to another school or agency, a student must either fill out a Transcript Request form, which is available in the Office of the Registrar, on the NYSID Portal, and on the NYSID website, or write to NYSID indicating either their NYSID student ID number or Social Security number, the name attended under, the last date of attendance, and where the transcript is to be sent. Telephone requests will not be accepted. Partial transcripts cannot be issued. Each transcript includes the student’s complete academic record from NYSID. Requests for transcripts are fulfilled as soon as possible. Allow a week for processing plus the time for delivery if an official transcript is to be mailed. Transcripts cannot be released until all outstanding accounts to NYSID are paid and all holds have been removed. When official transcripts are sent to colleges, universities, state or federal agencies, etc., they bear the NYSID seal. Unofficial transcripts, for a student’s personal use, do not bear the seal. Copies of transcripts from other schools are part of a student’s file and may not be released or copied. If a student wants a copy of his or her transcript from another school, it must be requested directly from that school.
Withdrawal from the College

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

Retention of Student Work

Students should place their name, student ID number, telephone number, email address, class name, and semester on each project. Student work completed for courses taken at NYSID remains the property of NYSID until the College releases it to the student. NYSID reserves the right to retain any student work for purposes of documenting the program of study to accrediting bodies such as but not limited to the Council for Interior Design Accreditation or the National Association of Schools of Art and Design. NYSID reserves the right to publish student work in school publications and for the purposes of accreditation. NYSID does not take responsibility for student projects stored on school property. Students are expected to claim their work at the end of each semester in a timely fashion. NYSID will not be responsible for any work remaining for more than six months.

Privacy of Student Records

NYSID has adopted regulations in accordance with provisions of the Family Education Rights and Privacy Act (FERPA) (section 438 of General Education Provisions Act, 20 USC 12329), formerly referred to as the Buckley Amendment. A copy can be found at: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Academic Advisement

Every student is assigned an academic advisor upon initial inquiry and prior to matriculation. Academic advisors are available to help students plan their program of study and to discuss academic issues regarding course content and scheduling. Students are responsible for planning their course of study and ensuring prerequisites are met in a timely fashion. The academic advisor will help the student review the advising worksheet, graduation report, and course needs list, available on the NYSID portal, all of which enable the student to track his or her progress through the program. The student should check these reports periodically on the NYSID portal, especially before each semester’s registration period. Appointments may be made with advisors throughout the school year to review progress through the curriculum and to plan course selections for future semesters. Under no circumstances can students register for a class without having satisfied the prerequisite or co-requisite for the course in question.

Student Design Competitions

Students who are interested in submitting a project to a student design competition or scholarship competition should visit the NYSID portal for listings. These
listings can be found under the Welcome to NYSID tab in the New Scholarships & Competitions section. Please note that any scholarship competitions listed here are different from scholarships offered through the Office of Admissions. All listings include a link to an external organization, firm, or party. Students should read and follow all submission entry rules to ensure their projects are in compliance with each individual competition. For additional information on competitions, contact the student design competition coordinator in the Office of Academic Affairs.

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

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

- The student demonstrates sufficient proficiency to meet the NYSID math requirement. The math requirement is considered satisfied, and the student must take 2 credits of free electives to satisfy the degree credit requirements.
- The student demonstrates sufficient basic mathematical skills to register for 171 Basic Mathematics.
- The student does not demonstrate sufficient basic mathematical skills to register for 171 Basic Mathematics and is required to complete a two-semester-hour noncredit remedial or developmental course in basic mathematics, which may be taken at a regionally accredited college.

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

- The student demonstrates sufficient proficiency to place out of 150 English Composition I and into 160 English Composition II. AAS, BA, and BFA students are required to complete the 3 remaining credits in advanced English composition or literature courses that are designated as satisfying the College writing requirement.
- The student demonstrates sufficient basic writing skills to register for 150
English Composition I or 151 English Composition I/ESL (English as a Second Language).

- The student does not demonstrate sufficient basic writing skills to register for 150 English Composition I or 151 English Composition I/ESL and is required to complete a 3-semester-hour noncredit remedial or developmental course in grammar and writing, which must be taken before the student is permitted to take 150 or 151, and which may be taken at NYSID or any accredited college.

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

Closed Course Sections
When registrations for a particular section of a course reach the maximum number determined by the Vice President for Academic Affairs and Dean, that section is closed. The College reserves the right to assign students to any section of a course for which the student has registered. Permission from the instructor does not enable admission to a section. Students attending a course without formal registration will not receive credit for the class.

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

Matriculation Time Limitation
Students must graduate from NYSID within 10 years of their date of matriculation into their most recent program.

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

Applying for Graduation
Students who have completed graduation requirements, as noted above, during the preceding academic year are invited to
participate in the commencement ceremony. Degree candidates who are eligible for graduation must initiate their graduation procedure by completing the Graduation Candidacy form, which is available in the Office of the Registrar and on the portal, and returning it to that office by the designated date. A completion of program/diploma fee, which is published in the NYSID catalog, must accompany the form. Candidates who participate in commencement must indicate their intention to attend as well as provide general sizes for a cap and gown. Regardless of the intention to attend commencement or not, any student wishing to graduate and receive a diploma must complete the Graduation Candidacy form accompanied by the completion of program/diploma fee by the designated date.

**Academic Council**

The NYSID Academic Council is a standing committee of the College that addresses matters related to the academic affairs of the College and advises the Vice President for Academic Affairs and Dean. Along with faculty and administrative members, designated members of the student body serve as full members of the committee.

**Academic Honesty Code**

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

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

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

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

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

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

- Cheating during exams, including open-book and take-home exams, viewing other students’ exams, conversations with other students, and use of materials other than those approved by the instructor for use during the exam.
• Alteration of any materials or apparatus that would interfere with another student’s work.
• Copying or allowing copying of assigned work or falsification of information.
• Unauthorized removal or desecration of study or research materials or equipment intended for common use in assigned work.
• Plagiarism (see definition below)

Subject to review of the Vice President for Academic Affairs/Dean of the College a student who violates these guidelines may receive no credit for the course in question, may have the grade of F entered on their transcript, and risks dismissal from the College. Cases of academic dishonesty will be brought to the attention of the Office of Academic Affairs, and at the discretion of the VPAA/Dean may be reviewed by the Academic Judicial Committee, which advises the VPAA/Dean of their findings and recommendations.

**Plagiarism**

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

In formal papers the source is acknowledged in a footnote; in informal papers, it may be put in parentheses, or made part of the text: “Robert Sherwood says . . .”

This first type of plagiarism, using without knowledge the language of someone, is easy to understand and avoid: When a writer uses the exact words of another writer, or speaker, she/ he must put those words in quotation marks and cite or credit the source.

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

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

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

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

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


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

**Photocopying Copyrighted Material**

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

**STUDENT CODE OF CONDUCT VIOLATIONS**

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

- Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health, or welfare of a member of the NYSID community or the regular operation of the College.
- Disrespect to any member of the NYSID community and/or failure to comply with the lawful directions of College faculty or staff.
- Physical violence, actual or threatened, against any individual or group of persons.
- Unauthorized entry or misuse of College property, or contributing to such unauthorized entry of another individual.
- Intentionally and/or knowingly providing false information, testimony, or evidence.
- Damage, destruction, or removal of another student’s work or property.
- Vandalism or damage to personal or NYSID property.
- Use of spray paint, spray adhesive, or spray glue in any NYSID building, including but not limited to classrooms, studios, offices, roof terrace, residence hall, common spaces, and stairwells.
- Use, possession, or storage of any weapon, dangerous chemical, fireworks, or explosives, regardless of the presence of a state or federal license to possess same.
- Theft of services or property, including failure to report knowledge of possession of stolen property, including but not limited to the theft of another student’s creative work.
- No form of cyber-bullying will not be tolerated at NYSID. Cyber-bullying has been defined as “the use of
information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.”

- Violation of the College policy on discrimination and harassment.
- Sexual assault or nonconsensual sexual contact.
- Engaging in, or threatening to engage in, any other behavior that endangers the health or safety of another person, property, or oneself.
- Attempting to commit an act that violates the Student Code of Conduct.
- Assisting another student to commit an act that violates the Code of Conduct.

STUDENT DISCIPLINARY AND JUDICIAL PROCEDURES

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

NYSID is committed to providing students with opportunities to pursue their creative and academic interests in an atmosphere that is conducive to teaching and learning. The principal responsibility for conduct rests with each student and it is expected that social and academic standards are valued and upheld. Expected standards of behavior are defined in this publication and made public through the NYSID portal. When a student violates these standards, appropriate sanction must be imposed by way of a judicial process with due regard to the person’s rights as an individual.

Judicial/Disciplinary procedures do not follow the rules of procedure used in court proceedings and legal representation is not permitted in any hearing.

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

ACADEMIC DISCIPLINARY PROCEDURES

FILING OF ALLEGATIONS/INCIDENT

Any member of the NYSID community may initiate the judicial process against any student for alleged academic honesty violation(s) by submitting a complaint through an incident report to the Vice President of Academic Affairs. An incident report is a detailed, written description of the alleged violation of the Student Code of Conduct – Academic Honesty and Behavior. Complaints must be filed within 30 days of the incident. Incident report forms are available in the Office of Academic Affairs.

PRELIMINARY REVIEW OF COMPLAINT

Upon receipt of the written incident report, the Vice President of Academic Affairs is authorized to conduct a preliminary review of the complaint to determine whether judicial procedures are an appropriate response or if the complaint should be referred elsewhere.

If it is determined that there is sufficient information or basis to support the complaint and judicial procedures are to occur, the student is informed in writing
of the complaint and the next steps in the process. The student will be advised in the notification to prepare a written statement responding to the charges for presentation at the academic disciplinary hearing.

If it is determined that there is insufficient information or basis to support the complaint or to warrant judicial procedures, the Vice President of Academic Affairs is authorized to dismiss the complaint or issue an academic warning to the student involved. The decision to dismiss a complaint is final.

REVIEW OF COMPLAINT

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

HEARING NOTIFICATION AND SCHEDULING

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

The alleged violator may waive the academic disciplinary hearing if he or she chooses to take responsibility for violating the Student Code of Conduct – Academic Honesty and Behavior. The student must meet with the Vice President of Academic Affairs to sign a statement acknowledging an understanding and acceptance of the charges of violation(s) of the code of conduct and appropriate sanctions will be imposed by the Vice President of Academic Affairs.

THE DISCIPLINARY HEARING PROCESS

The disciplinary hearing for alleged infractions of the Student Code of Conduct - Academic Honesty and Behavior will be conducted by the Vice President of Academic Affairs, one member of the faculty and two NYSID administrative staff member (appointed from the President’s Council on a rotating basis). The student may not be accompanied by any other person to the hearing (including family members, friends, or attorneys). Electronic recordings or transmissions of the hearing proceedings are not permitted. One of the hearing administrators will take notes during the hearing and produce a summary of those notes soon after the conclusion of the hearing. These records will be retained in the Office of Academic Affairs. The accused may request access to view these records in writing.

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

A student will be notified in writing within 10 business days of the outcome of the hearing and advised of any sanctions to be imposed. Sanctions imposed by the committee are effective immediately unless specifically stated otherwise in the written notification. Decisions made by the Academic Judicial Committee shall be final, pending the normal appeals process.

APPEALS (ACADEMIC)

Once the hearing process is completed and a sanction is imposed, the student has the right to appeal. An appeal must be made in writing to the Vice President of Academic Affairs. The request must include the reason the Academic Judicial Committee decision should be reevaluated and must be received by the Vice President of Academic Affairs within seven days of the written notification to the student regarding the hearing outcome. While the appeal is pending, sanctions imposed by the Academic Judicial Committee will remain in effect.

A student making an appeal must not expect the case to be decided in time to register for the succeeding semester, even if the suspension or expulsion is reversed.

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

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

The VP of Academic Affairs/Dean will review the appeal and do one of the following:

- Accept the appeal. Designate a new Academic Judicial Committee consisting of one faculty member and two NYSID administrative staff members (appointed from the President’s Council on a rotating basis) to reevaluate the hearing proceeding records and sanctions to determine if the outcome of the original decision is warranted. This committee may change the sanction making it less or more severe. Additionally, they may request a new hearing if sufficient cause is determined.

- Deny the appeal due to insufficient reason for appeal.

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

RECORDS

Academic disciplinary records will be maintained in the Office of Academic Affairs. These records become a part of the students’ permanent record and are confidential. It is NYSID policy to
inform parents, when appropriate, of the disciplinary status of students who have been suspended or expelled from the College. FERPA guidelines will be followed with regard to disclosure of violations and/or sanctions.

**NONACADEMIC DISCIPLINARY PROCEDURES**

**FILING OF ALLEGATIONS/INCIDENT**

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

**PRELIMINARY REVIEW OF COMPLAINT**

Upon receipt of the written incident report, the Dean of Students Office is authorized to conduct a preliminary review of the complaint to determine whether judicial procedures are an appropriate response or if the complaint should be referred elsewhere.

If it is determined that there is sufficient information or basis to support the complaint and judicial procedures are to occur, a student is informed in writing of the complaint made against him or her and the next steps in the process. Students will be advised in the notification to prepare a written statement responding to the charges for presentation at the disciplinary hearing.

If it is determined that there is insufficient information or basis to support the complaint, or to warrant judicial procedures, the Dean of Students Office is authorized to dismiss the complaint or issue a disciplinary warning to the student(s) involved. The decision to dismiss a complaint is final. Additionally, if there is sufficient evidence to support the complaint and the accused individual(s) admit responsibility for the violation, sanction(s) may be directly imposed by the Dean of Students without a full judicial review by committee.

**REVIEW OF COMPLAINT**

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

**HEARING NOTIFICATION AND SCHEDULING**

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

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

THE DISCIPLINARY HEARING PROCESS

The disciplinary hearing for alleged infractions of the Student Code of Conduct will be conducted by the Dean of Students and two NYSID administrative staff members (appointed from the President’s Council on a rotating basis). The student may not be accompanied by any other person to the hearing (including family members, friends, or attorneys). Electronic recordings or transmissions of the hearing proceedings are not permitted. One hearing administrator will take notes during the hearing and produce a summary of those notes soon after the conclusion of the hearing. These records will be retained in the Dean of Students Office. The accused may request, in writing access to view these records.

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

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

A student will be notified in writing within 10 business days of the outcome of the hearing and advised of any sanctions. Sanctions imposed by the committee are effective immediately unless specifically stated otherwise in the written notification. Decisions made by the Disciplinary Committee shall be final, pending the normal appeal process.

APPEALS (NONACADEMIC)

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

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

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

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

- Accept the appeal. Designate a new Disciplinary Committee consisting of two NYSID administrative staff members (appointed from the President’s Council on a rotating basis) to reevaluate the hearing proceeding records and sanctions to determine if the outcome of the original decision is warranted. This committee may change the sanction, making it less or more severe. Additionally, they may request a new hearing if sufficient cause is determined.
- Deny the appeal due to insufficient reason for appeal.

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

RECORDS

Nonacademic disciplinary records will be maintained in the Dean of Students Office. These records do not become a part of the students’ permanent record and are confidential. They may, however, be referred to if the student becomes involved in another disciplinary action. It is NYSID policy to inform parents, when appropriate, of the disciplinary status of students who have been suspended or expelled from the College. FERPA guidelines will be followed with regard to disclosure of violations and/or sanctions. Records are retained for one year after the student’s graduation or withdrawal from the College.

SANCTIONS

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

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

Violation of Student Code of Conduct or Academic Honesty Code may result in the following sanctions:

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

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

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

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

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

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

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

**STUDENT LIFE**

All NYSID students are encouraged to participate in organized activities that will enhance their experience at the College and beyond. Opportunities include student organizations, personal and professional development programs, student associations, volunteer and community service groups, and a variety of activities throughout the year.

The Student Activities Calendar and upcoming events are posted on the NYSID portal and the NYSID website. Notices will also be posted throughout the campus and on the Student Activities bulletin boards in the Mario Buatta Materials Atelier and at the Graduate Center.

**Organizations:**

- **American Society of Interior Designers (ASID).** The oldest and largest professional organization devoted to interior design.

- **NYSID’s Contract Club.** The club plans activities and arranges visits to top-tier commercial interior design firms.

- **Design History Club** fosters an understanding of design history through visits to museums, galleries, estates, and architectural firms.

- **International Interior Design Association (IIDA).** The IIDA is a large international professional organization that perpetuates global collaboration among interior designers. Members of the NYSID student chapter have the opportunity to compete for awards and scholarships, and attend networking events.

- **U.S. Green Building Council.** The USGBC’s student chapter at NYSID promotes sustainable initiatives through professional networking and a common goal to educate the community about creating and maintaining a sustainable environment.

- **Student associations.** The Graduate Student Association and the Undergraduate Student Associations are the forums through which students plan activities and communicate their vision for the school with NYSID’s administration.
Personal/Professional Development Programs:

- The Lunch & Learn series brings prominent designers, architects, and experts in the field to the campus for intimate discussions with students.
- The Supporting the Whole Designer series teaches the life skills designers need to thrive, from time-management to public speaking. Penni Morganstein, PhD, the school’s staff psychologist, curates this series.
- Health & Wellness Festival is a week of offerings to stimulate visual creativity and relieve stress. Take yoga or meditation, get a massage, or attend a lecture on health-related topics.

Community Service:

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

For more information regarding student life contact: Karen Higginbotham, Dean of Students, at khigginbotham@nysid.edu.

HOUSING

NYSID student housing, located at 1760 Third Avenue at East 97th Street, is owned and operated by Educational Housing Services, Inc. (EHS). Housing is open to all students through an application process administered by the Office of Admissions (space is limited). An on-site resident advisor serves as a peer counselor, facilitates administrative referrals, and maintains behavioral standards set by NYSID and EHS.

Information on other off-campus housing options is available to students by visiting the Office of Admissions.

INTERNATIONAL STUDENTS

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

COUNSELING AND SUPPORT SERVICES

COUNSELING

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

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

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

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

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

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

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

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

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

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

- The Samaritans Suicide Prevention Hotline, 212-673-3000
- The USA National Suicide Hotlines, toll-free, 24 hours, 7 days a week – 1-800-suicide (1-800-784-2433); 1-800-273-talk (1-1800-273-8255); Deaf Hotline, 1-800-799-4TTY (4889).
- LIFENET, 1-800-LIFENET (1-800-543-3638) a confidential, toll-free help line for New York City residents is operated by the
Mental Health Association of New York City (www.mhaofnyc.org) in partnership with the New York City Department of Health and Mental Hygiene. LIFENET operates 24 hours a day, 7 days a week. The hotline’s staff of trained mental health professionals helps callers find the most appropriate mental health and substance abuse services for their needs. LIFENET is multilingual and multicultural.

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

**ACCOMMODATION FOR STUDENTS WITH DISABILITIES (LEARNING AND PHYSICAL)**

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

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

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

**TUTORING**

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

THE WRITING AND COMMUNICATION CENTER

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

CAREER SERVICES

The College provides career services for graduates for up to five years after graduation and to current matriculated students who have completed a minimum of 12 credits at NYSID and are in good academic standing. The career services office maintains a virtual “job board” and offers guidance to students and recent graduates as they seek employment. In addition, the career services coordinator presents programs of interest throughout the fall and spring semesters at both the Graduate Center and the 70th Street location. Information on professional certification exams such as LEED and NCIDQ is also available from the career services coordinator.

A wide variety of both full-time and part-time paid positions is available that reflect the broad spectrum of opportunities in the interior design profession. Any qualified student can make an appointment with the career services coordinator, located on the third floor of the 69th Street building. A student is qualified if they are matriculated and have completed 12 credits at NYSID (this does not include transfer credits from another college). Qualified students can email the career services coordinator at careers@nysid.edu for an ID and password for access to the job postings on the website and can make an appointment to have their résumé, cover letter, and portfolio reviewed.

SAFETY AND SECURITY

MEDICAL EMERGENCIES

In the event of any medical emergency, NYSID personnel will call 911 for an ambulance. The nearest lobby receptionist should be notified in case of an emergency so that they can direct EMS to the appropriate location. A student can refuse to be examined by EMS personnel when those personnel arrive on campus. If a student has an existing condition or is on particular medication of which responders should be aware, it is the student’s responsibility to carry an explanatory medical card with them at all times. In addition, the student may give permission for a copy of this information to be kept on file at the reception desks.

CAMPUS SECURITY

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

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

REPORTING CRIMINAL ACTIONS OR EMERGENCIES

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

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

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

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

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

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

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

POLICIES ON SECURITY AND ACCESS TO CAMPUS FACILITIES

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

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

ENFORCEMENT AUTHORITY OF NYSID/PUBLIC SAFETY

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

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

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

EMERGENCY AND EVACUATION PROCEDURES

- Be aware of all marked exits from your area and building and know the routes out of the building. If necessary or directed to do so, activate the building alarms.
- The building should be evacuated when any fire alarm or smoke/carbon monoxide alarm sounds continuously and/or upon notification by the Campus Safety Office / Facilities staff or through the PA system.
- When evacuating the building, move quickly to the nearest exit. Once outside the building keep sidewalks clear for emergency personnel and emergency responders and do not reenter the buildings until cleared by the fire department.
- Notify emergency personnel regarding any persons believed to still be in the building.

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

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

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

Statistics on Campus Crime and Arrests: Report on Campus Security, September 2013. In compliance with the requirements stated in the Campus Security Act of 1990, the New York School of Interior Design reports the following statistics for the three previous calendar years (January 1 through December 31, 2010, 2011, and 2012).

ANNUAL SECURITY REPORT: CRIME STATISTICS 2010-2012

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Please be aware that, at the New York School of Interior Design, the campus security authority is defined as an individual to whom students and employees report criminal offenses. This authority is currently the Campus Safety Office.

This report is updated annually at the start of the academic year. Individuals may gain access to this information in a number of ways. A copy is distributed at New-Student Orientations and also available through the website www.nysid.edu and portal.nysid.edu. The Advisory Committee on Campus Safety and the registrar will provide upon request all campus crime statistics as reported to the United States Department of Education. These statistics are available at www.ope.ed.gov/security and on the NYSID website. Requests for a hard copy of the Annual Security Report can be directed to:

Office of the Registrar  
170 East 70th Street  
New York, NY 10021  
212-472-1500, ext. 207

OR

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

ADVISORY COMMITTEE ON CAMPUS SECURITY

(New York State Education Department Article 129-A of the Education Law)

The Advisory Committee on Campus Security reviews current policies and procedures on campus security issues and make recommendations for their improvement. The committee will report these findings in writing to the College president and the report will be available upon request.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, AND STALKING PREVENTION

New York School of Interior Design is committed to maintaining a safe learning environment free of acts of violence, harassment, and sexual misconduct. Sexual offenses of any kind will not be tolerated and the College strongly enforces its policies and applicable laws. Sexual offences are defined under New York State penal code Article 130. All students are subject to this policy and encouraged to report any incidences of sexual assault of which they become aware. If any student is a victim of sexual assault, the College has resources to help.

If you are the victim of sexual assault, it is recommend that you contact the Campus Safety Office, extension 410, which will notify appropriate NYSID personnel. If medical services are necessary, 911 will be called. If the incident occurs off campus, call the local police immediately at 911. Reporting a sexual assault does not obligate the victim to file criminal charges or pursue other legal action. However, prompt reporting and comprehensive medical exam at a hospital within 96 hours will better enable charges to be filed at a later date if the victim chooses to do so.

Every possible effort will be made by the College to be responsible and sensitive to victims of serious crimes. Support systems are in place through the NYSID Counseling Services for any victim of sexual assault, domestic violence, or stalking.

The College conducts safety presentations for students twice during the academic year. Workshops address sexual assault, counseling assistance, and special crime prevention programs. Public safety services include rape and sexual harassment awareness, routine transmittal of crime information, and emergency phone
numbers. A copy of Applicable Laws and Ordinances on Sex Offenses and the legal consequences for committing these offenses can be found on the State of New York website at (address shortcut for state.ny.us): http://tinyurl.com/3kxn263.

ADDITIONAL SUPPORT SERVICES
NYC Sex Crimes Report Hotline 212-207-RAPE (7273)
NYC Gay and Lesbian Anti-Violence Project (open to everyone) 212-714-1141

Documented violations will result in disciplinary procedures and school sanctions.

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

If you are the victim of or witness to a hate/bias crime on campus, contact the Campus Safety Office at extension 410. That office will notify appropriate personnel. If the incident is off campus dial 911 for the New York City Police Department.

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

The College conducts safety workshops for all students during New-Student Orientation. Workshops address sexual assault, counseling assistance, and special crime prevention programs, including bias/hate-related crime prevention. Public safety services include routine transmittal of crime information and emergency phone numbers.

Documented violations will result in disciplinary procedures and school sanctions.

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

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

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

This policy is reviewed regularly and amended or revised in accordance with NYSID’s experience administering it as well as changes in local, state, and federal laws and regulations. Any inquiries regarding this policy may be made to the registrar.

HEALTH RISKS OF ALCOHOL ABUSE/ILLICIT DRUG USE

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

Standards of Conduct in Relation to Drugs and Alcohol

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

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

The unlawful possession, use, or distribution of illicit drugs on College premises or at College activities is strictly prohibited.

Serving, possession, and consumption of alcoholic beverages must comply fully with New York State and appropriate local laws. Based on such laws, the following standards must be respected:

- Persons under age 21 are prohibited from possessing any alcoholic beverage at the College or at any event sponsored by the College or by any school organization. Accordingly, no person shall be served an alcoholic beverage if that person is under the legal drinking age of 21, or seems to be intoxicated.
- No person under age 21 shall use
fraudulent proof of his or her age to gain possession of alcoholic beverages being served.

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

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

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

CRIMINAL SANCTIONS

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

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

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

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

**DISCRIMINATION AND HARASSMENT, INCLUDING SEXUAL DISCRIMINATION AND HARASSMENT**

NYSID does not discriminate on the basis of gender, race, color, creed, disability, age, sexual orientation, marital status, national origin, or other legally protected status, and is firmly committed to the rights of all members of its community – students, faculty, and staff – who must interact through mutual respect and trust. Just as the Student Code of Conduct requires certain standards of behavior to ensure the safety of the College community and to see to it that the campus remains a center of learning, any student, faculty, or staff member who violates College policy by subjecting another to discrimination or harassment of any kind will be subject to appropriate disciplinary action, including immediate expulsion from the College or termination of employment.

Sexual harassment is defined as words or actions of a sexual nature that have the intent or effect of interfering with the individual’s educational or work performance or creating an intimidating, hostile, or offensive environment. Specifically, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment whenever:

- Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in any College activity.
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting that individual.
- Such conduct has the purpose or effect of interfering with an individual’s performance or creating an intimidating, hostile, or offensive environment.

**Support Resources**

Anyone who feels he or she may be the victim of harassment or discrimination by a member of the NYSID community should take immediate action. The individual may choose to speak directly with the alleged offender; in many cases, this approach can be the most effective way of confronting harassment or bias. Ambiguous behavior or words can be clarified, misunderstandings addressed, and the injured party’s feeling made clear.

A Title IX coordinator at 212-472-1500, ext. 303 is available for discussion, counseling, and investigation of all matters, issues, and problems relating to allegations of harassment and discrimination. Every effort will be made to preserve confidentiality and to protect the rights of all involved.

If a faculty or staff member has questions regarding complaints or procedures, the director of Human Resources should be contacted. A written description of the conversation, including dates, should be kept in the event further incidents or problems occur. Any attempt to penalize or retaliate against anyone for filing a complaint will be treated as a separate violation and should be reported to either
the Title IX coordinator or the director of Human Resources immediately.

**The Formal Complaint**

Student complaints charging another student with discrimination or harassment must be put in writing and either delivered to the Office of Academic Affairs or mailed to: Title IX Coordinator, Office of Academic Affairs, New York School of Interior Design, 170 East 70th Street, New York, NY 10021. Student complaints against faculty or administrative personnel will be investigated by the Director of Human Resources; complaints of this nature should be delivered or mailed to the same address. The complaint should clearly state the nature of the grievance, the person(s) involved and provide as much detailed information as possible (e.g., witnesses to the conduct in question, similar incidents, etc.). Establishing a formal complaint sets in motion other procedures designed to resolve the issues through the most effective and discreet process available.

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

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

Formal complaints will be reviewed on an individual basis. Procedural information regarding complaints, a formal hearing, and the appeals process can be obtained from the office of the Title IX coordinator.

**GENERAL POLICIES**

**DIRECTORY INFORMATION**

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

**SOLICITATION, DISTRIBUTION, AND POSTING OF LITERATURE**

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

**CREDIT CARD MARKETING POLICY**

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

**USE OF ARTISTS’ TOXIC MATERIALS**

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

**PERSONAL PROPERTY**

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

REPRODUCTION OF STUDENT WORK AND IMAGES

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

FACILITIES AND FURNITURE

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

DRAWING BOARDS

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

LOCKERS AND STORAGE PEDESTALS

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

Lockers – Main Campus

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

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

- A limited number of lockers are available to matriculated students and are issued on a first-come, first-served basis. Arrangements can be made for students with disabilities or injuries, with the accompaniment of a physician’s note, which must be presented at the Office of the
Students can register for a locker in the Office of the Registrar beginning on the first day of the registration period. Students are required to show a valid NYSID student ID.

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

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

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

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

• NYSID may in its sole discretion carry out or authorize searches/inspections for any reason. The following is a partial listing of examples of when NYSID will exercise its discretion without notice:
  • Locker abandonment
  • Suspected contents that may be illegal, illicit, or deemed by the College to be harmful, offensive, or inappropriate
  • At the request of or generally in cooperation with law enforcement authorities
  • Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities
  • Risk to the general good of the College
  • Risk to the general good of the student or student population
  • Unregistered locker
  • Physical damage to or defacing of the locker
  • Odors (spoiled/rancid food, garbage, or smelly contents)
  • Locker maintenance
  • NYSID works with local law enforcement authorities and maintains the right in the College’s sole discretion to allow law enforcement to carry out specific and random searches/inspections of locker contents. Such searches/inspections may be carried out with or without notice to or in the presence of the locker’s occupant. Such police activity may include but is not limited to: random drug or weapon searches of lockers, backpacks, book bags, brief cases, containers, jackets, and winter coats.

Lockers – Graduate Center

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

• Lockers at the Graduate Center will be issued to all students in the MPS programs prior to the first day of the
fall semester. A locker number and combination will be emailed to the student’s email address on file.

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

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

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

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

- NYSID may in its sole discretion carry out or authorize searches/inspections for any reason. The following is a partial listing of examples of when NYSID will exercise its discretion without notice:
  - Locker abandonment
  - Suspected contents that may be illegal, illicit or deemed by the College to be harmful, offensive or inappropriate
  - At the request of or generally in cooperation with law enforcement authorities
  - Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities
  - Risk to the general good of the College
  - Risk to the general good of the student or student population
  - Unregistered locker
  - Physical damage to or defacing of the locker
  - Odors (spoiled/rancid food, garbage or smelly contents)
  - Locker maintenance
  - NYSID works with the local law enforcement authorities and maintains the right in the College’s sole discretion to allow law enforcement to carry out specific and random searches/inspections of locker contents. Such searches/inspections may be carried out with or without notice to or in the presence of the locker’s occupant. Such police activity may include but is not limited to: random drug or weapon searches of lockers, backpacks, book bags, brief cases, containers, jackets, and winter coats.

Storage Pedestals – Graduate Center

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

- Students can register for their storage pedestal with the receptionist at the front desk of the Graduate Center beginning each fall semester. Students are required to show a valid NYSID student ID.
• Storage pedestal assignments are valid from the beginning of the fall semester until two weeks after the end of the summer session for MFA-1 students. For MFA-2 students, assignments are valid through their duration of study, until two weeks after their final semester. At that time all storage pedestal contents must be removed and keys returned to the receptionist. After that time, any storage pedestals that have not yet been vacated will be emptied, and the contents discarded. A hold will be placed on the account of all students who fail to return their key by the designated date. Holds will be lifted once the key is returned or the replacement fee is paid.

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

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

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

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

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

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

**LOST AND FOUND**

Personal articles found at the 170 East 70th Street building or the Graduate Center should be taken to the nearest reception desk. The College is not responsible for items left unclaimed for more than 30 days.

**PARKING**

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

**FOOD AND BEVERAGES**

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

**RECYCLING**

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

**PERSONAL APPLIANCES**

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

**SMOKING**

Smoking is prohibited throughout all NYSID buildings and in front of all building entrances. Smoking is permitted only on the roof terrace, where appropriate receptacles have been provided.

**POSTING NOTICES**

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

**NYSID NEWS AND EVENTS**

**NYSID NEWS**

Students, faculty, and alumni are encouraged to keep the College informed of any significant professional and personal developments by sending an email to proffice@nysid.edu; alumni are requested to sign up with NYSID’s AlumNet community on www.nysid.edu and keep their information up to date. NYSID publishes newsworthy information in selected publications, on its website, in its e-newsletter, in press releases, and in various social media platforms.
ORIENTATION

New-Student Orientation is conducted the week prior to the first day of the fall and spring semesters. All accepted students for that term will be emailed about the dates and times. Students will be given an overview of the NYSID portal, the library, computer technology, and security issues. College administrators are available to address students and answer questions.

COMMENCEMENT

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

STUDENT EXHIBITIONS

The College installs two major exhibitions of student projects each year. The fall BFA thesis students exhibit their work in January and the spring BFA, MFA, and MPS students exhibit their work in May. All projects must be picked up within two weeks after the closing of the exhibitions.

CONSUMER INFORMATION

You can find out NYSID’s enrollment data, retention rates, graduation rates, and more at www.nysid.edu/about/facts-figures.

COMMUNITY RESOURCES

Police Stations

Emergency 911
19th Precinct
153 East 67th Street
212-452-0600
23rd Precinct
162 East 102nd Street
212-860-6411
13th Precinct
230 East 21st Street
212-477-7411

Hospitals and Clinics

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

City MD Walk-in Clinic
37 West 23rd Street
New York, NY 10010
www.citymd.net
877-311-0550
Lenox Hill Hospital
100 East 77th Street
www.lenoxhillhospital.org
212-434-2000

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

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

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

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

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

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

Health & Safety
AIDS Testing (David Geffen Center)
212-367-1100

Alcoholics Anonymous
www.aa.org
212-647-1680

Crime Victims Hotline
212-577-7777

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

Emergency Contraceptive Hotline
888-NOT2LATE

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

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

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

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

Sexually Transmitted Diseases Hot Line
212-427-510

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

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

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

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

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

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

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