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**NEW YORK  
STUDIO SCHOOL**  
OF DRAWING, PAINTING  
& SCULPTURE

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**STUDENT HANDBOOK**  
2010-2012



## **INTRODUCTORY SECTION**

### **Welcome to the New York Studio School**

The purpose of this Handbook is to serve as a guide through your tenure as a student at the New York Studio School. In joining the School, you become a member of a community that includes your fellow students, faculty, staff and administrators.

This Handbook provides a general overview of the resources and services that are available to students at the New York Studio School. It will also provide information as to the various policies and procedures that students need to be aware of during their tenure at the School.

The Handbook contains information regarding the rights and responsibilities of each individual as a member of the student body, and is designed to help students become informed members of the School community. Please be aware that the information in this Handbook reflects the School's policies at the date of publication. They are subject to periodic review and change.

Be advised that the provisions of this catalog are not to be regarded as an irrevocable contract between the student and New York Studio School or its officers and faculty. The School reserves the right to make changes affecting admission procedures, tuition, fees, courses of instruction, programs of study, faculty listings, academic grading policies, and general regulations. The information in this catalog is current as of publication, but is subject to change without notice. Please refer to the version available on the website for the most current information.

## **Dean's Statement**

The New York Studio School is where drawing, painting and sculpture are studied in depth, debated energetically and created with passion. Our goal for aspiring artists is for them to find their own personal vision through the investigation of art and the visual world around us. Abstraction and figuration rub shoulders and often interchange. Perceptual deeds and conceptual ideas cohabit. We encourage the development of that unique vision pushed to an extreme, found slowly and without guile.

In order to assist in the making of art, the School endeavors to make readable the 'language' of art from the far past to the recent present. Knowledge of that language, when attained, gives the artist the ability to use it, transform it, reject or discard it, or re-invent it at will.

We believe in the power of the simplest means, and its ability to contain and convey the most profound and complex ideas, feelings and meanings. Our enthusiasm for paint, charcoal, clay and wood connects us with the synergies of the first shaman who crushed berries into pigment, the first painter who used oil on canvas, the first sculptor who molded clay into human form.

Firm believers in the uniqueness of our own contemporary time, we also research the complexities of our own century's discoveries. Though we celebrate painting and sculpture, we are not nostalgic for the past. Powerful expressions will find their own conduits.

We strongly believe in drawing. It is the most direct means of describing an experience or

an idea. Drawing is the most crucial pathway to understanding in art, and is the common bond between the disciplines of painting and sculpture. There are few places where drawing is so intensely investigated.

It is during their time at the School that we believe a student develops the ethics, philosophy and work habits that continue into later life as an artist. We expect our students to discover that the dedication of the artist is a lifetime's commitment. Significant knowledge gained early on and absorbed can be used over a lifespan. The humility to learn, coupled with an ambition to make compelling work are powerful attributes for the young artist.

The School is not for the faint-hearted. It is for the student with a deep involvement in the desire to be an artist, an intensity of temperament and vision, and integrity of purpose. It is for those who like to work rigorously, think smart and keenly, and those who are prepared to look hard and long in order to see. A true student is always 'looking'; a real artist begins to see.

We urge those students to apply who genuinely wish to learn and who are bold enough to take on the challenge of painting and sculpture in the twenty-first century. We offer the chance to translate the metamorphosis of life into art's metaphor. The New York Studio School is a place where the power of images is still searched for, the philosophy of drawing still present, and the quest for tangible form still engaged. We believe in the strength of art and its ability to change one's life.

Graham Nickson

## **Mission**

The New York Studio School is committed to giving a significant education to the aspiring artist that can last a lifetime. Our aim is to reveal to the entering student, appropriate questions about drawing, painting and sculpture and encourage them to work hard and think rigorously at all times, enabling them to construct an ethical and philosophical framework for their life's work.

The graduating Certificate or MFA student leaves the School with a developed understanding of the language of art; an enlarged imagination stirred by an established work ethic, with the passion and ambition to be an artist for years to come.

## **History of the School**

To appreciate the New York Studio School one should know why and how it came about.

In September of 1963 an article appeared in *ARTnews*, by painter and educator Mercedes Matter, which gave voice to the grievance of many art students who felt frustrated by the frantic pace and fragmented courses of contemporary art education.

It ridiculed art education for what it had become, contrasting it with the character of what academies of fine arts and artists' ateliers had been.

The article had the effect on her students of galvanizing them to create a school themselves, if she would help them. She agreed, and together they founded the New York Studio School of Drawing, Painting and Sculpture.

For the faculty, the students chose the artists whom they had admired

as instructors; Matter enlisted the artists of exceptional quality whom she knew to be sympathetic. The early faculty included Charles Cajori, Louis Finkelstein, Philip Guston, Alex Katz, Earl Kerkam, George McNeil, and Esteban Vicente for painting; for sculpture: Peter Agostini, Sidney Geist, Reuben Nakian, and George Spaventa; Nicholas Carone and Mercedes Matter for drawing, and Meyer Schapiro and Leo Steinberg for art history.

The School opened on September 23rd, 1964 in a loft on Broadway with a student body of sixty selected students who had responded to the call of a new approach to art education.

The students realized that during the first week they had spent more hours drawing at the School than in an entire semester at another institution. This was to be the character of the New York Studio School: daily continuity of study through work in the studio.

The School was from the beginning supported by generous funding from external foundations, and from an enthusiastic and involved Board of Trustees. Most gratifying, especially in the early years, was the endorsement given by the art community, who showed their support for the experiment by donating artworks to raise money for the School.

In its second year, the need for more space became apparent. An ideal location on Eighth Street, which had comprised the original Whitney Museum of American Art, became available. The enormous commitment of taking on a site of this size became realized through the generosity of one of the School's first students, Claudia Stone, who

died suddenly and bequeathed to the School half of her estate. Thus the School's marvelous building and permanent home is testimony of how much the School owes to the devotion of its original students.

During the years there have been a number of Directors or Deans, including Sidney Geist, Morton Feldman (who had been a major influence at the School through his talks), Mercedes Matter, Bruce Gagnier, and since 1988, Graham Nickson.

Throughout changes in leadership, the School has maintained its essential character of learning through perception as a basis and allowing students the circumstances for consistent work.

The painter Graham Nickson, the current Dean, has expanded the School in a number of ways, one of which includes his Drawing Marathon. He has restored the building to its inherent beauty, and enabled the necessary reparations to be made. Most importantly, he has infused the atmosphere of the School with his extraordinary energy and his passion for art.

Over the last two decades, the School has been enriched in many areas. Indeed, several programs developed during this period have become synonymous with the School. The Drawing Marathon is of primary importance, underlying the fundamental power of drawing "issues" and their continuing relevance to painting and sculpture, and being able to 'see'. The Drawing Marathon has become a major force in understanding and celebrating drawing both nationally and internationally. Drawing

Marathons and their example have inspired and influenced the teaching of drawing worldwide, and continue to be a highly important part of the program.

Another influence on intellectual and creative thought has been the highly regarded Evening Lecture Series program, a forum for major artists, thinkers, critics, art historians and poets, as well as emerging and middle career individuals. It stimulates the making and thinking about art of our time, and encourages lively and crucial discourse.

The School's programs have developed, from its original non-degree position to its new Masters program, cautiously and with great deliberation. The School still believes in the same powerful elements of its historical position, and is strengthened by a robust administrative structure. We are now able to offer our students the advantages of a Masters degree along with a superlative program.

Other exciting aspects include the student exhibition series, the Orvieto, Italy program, the Art History seminars, and most recently the formal establishment of the Certificate and Masters programs. Along with these, substantial scholarship support has been established.

The School continues to grow in strength and has a strong belief in its original vision: faith in the great language of art; a total commitment to research and excellence; the support for intensity, integrity and serious work habits; the encouragement of an open mind, and the conviction of the power of art to change one's life.

## **Academic Calendar Highlights**

### **Fall 2010**

Application Deadline	Feb 15
Financial Aid App. Deadline 09-10	Feb 15
Registration	1 <sup>st</sup> Week of April 2010
Orientation	September 2
Marathons	September 7 - 17
Full Time Semester (Inc. Marathons)	September 7 – Dec 21
Thanksgiving Break	November 25, 26

### **Spring 2011**

Application Deadline	Oct 1
Financial Aid App. Deadline 09-10	Oct 1
Registration	1 <sup>st</sup> Week Nov 10
Orientation	Jan 13
Marathons	Jan 18 - 22
MLK Day (Observed)	Jan 17
Full Time Semester (Inc. Marathons)	Jan 18 – May 6
Spring Break	March 21 - 25
Critique Week	May 2 – May 6
MFA Thesis Opening	May 11
MFA Thesis Exhibition	May 11 – 25
Commencement Address	May 18

### **Summer 2011**

Application Deadline	April 1
Registration	1 <sup>st</sup> Week April 2011
Orientation	June 2
Marathons	June 6 - 17
Full Time Session	June 6 - July 22
Arbor Vitae	June 20 – July 1
Independence Day (Observed)	July 4

### **Fall 2011**

Application Deadline	February 15
Financial Aid App. Deadline 09-10	February 15
Registration	1 <sup>st</sup> Week of April 2011
Orientation	September 1
Marathons	September 6 - 16
Full Time Semester (Inc. Marathons)	September 6 – Dec 20
Thanksgiving Break	November 24, 25

### **Spring 2012**

Application Deadline	October 1
Financial Aid App. Deadline 09-10	October 1
Registration	1 <sup>st</sup> Week November 2011
Orientation	January 12
Marathons	January 17 - 27
MLK Day (Observed)	January 16
Full Time Semester (Inc. Marathons)	January 17 – May 4
Spring Break	March 19 - 23
Critique Week	April 30 – May 4
MFA Thesis Opening	May 9
MFA Thesis Exhibition	May 9 – 23
Commencement Address	May 16

## **STUDENT AFFAIRS**

### **Introduction**

Student Services includes the Associate Dean, Program Coordinator, Director of Student Services and other members of the Student Services staff. These members of staff can be found on the second floor of the School just outside the Dean's Office.

Student Services staff are responsible for Career Services, Disabled Student Services, Health Services and Orientation, and also work closely with student representatives. The goal of the Office is to offer programs and services that support students' academic projects. If any student has questions, concerns or ideas about any of the services offered, please do not hesitate to contact anyone in Student Services.

### **Career Services**

The career services provided by the Student Services office can be utilized throughout a student's tenure, both before and after graduation. Academic Advisors are also responsible for advisement regarding career goals and development.

Services provided include:

- Career counseling and advisement
- Job search guidance
- Resume and portfolio development
- Field-related workshops
- Resource lists and publications
- Networking opportunities

The Student Services staff, in conjunction with the Librarian, can help students in researching career directions. Online resources, such as field-related job websites, internship listings, and resume

guides, are kept up-to-date and are searchable via the School's computers. The School's job board, located outside the Student Services Office, is a collection point for postings of current employment, training and internship opportunities. In addition, the Library stocks various publications that offer career advice, as well as periodicals that contain local, national and international job listings.

In order to provide students in their final year with information on the practical aspects of working as an artist, workshops and other events are held on professional practices, including issues such as tax information, copyrighting images and other legal information.

The Alumni Association, working through the Associate Dean, serves as a point of contact for Alumni mentors. These mentors work in a variety of different fields, and can help students with practical advice on job searches and career goals.

Students are exposed to working artists, critics and scholars at evening dinners with participants in the School's Evening Lecture Series. These occasions are small gatherings with selected groups of students, organized throughout each semester, providing valuable contacts and networking. Every student gets the opportunity to attend such a dinner once during each semester.

### **Disability Services**

The School is committed to helping its disabled student population obtain equal access to educational and programmatic services, while allowing students to maintain a sense of independence.

Upon acceptance, students are requested to provide documentation of any special needs to the School.



Students who need to discuss any disability-related needs or services should contact the Director of Student Services to discuss all available options. In order to receive reasonable accommodations, the School must have documentation of any disability on confidential file.

## Health Services & Information

Students enrolled in either the Certificate or MFA programs must be aware that the School does not provide health insurance cover for any student. We strongly recommend that students enrolled in the School organize their own health insurance coverage, either via a parent/guardian or on an individual basis. There are many health insurance providers who offer individual insurance programs, and it is the responsibility of each student to fully research the benefits of each individual provider.

### Mandatory Measles Immunization Policy

New York State Law requires immunization for all college students enrolled in degree-granting programs. All students must provide proof of immunizations against measles, mumps and rubella (MMR). Those students born prior to January 1, 1957 are exempt from these requirements but do need to submit proof of age with the completed immunization form. Under New York State law, students must also submit documentation of meningitis vaccination, or a completed form refusing vaccination. For further details regarding this policy, please see the Student Services Office.

Health forms are sent to students prior to enrolling and must be returned to the School prior to their arrival.

### Health & Counseling Resources

#### **FOR URGENT MEDICAL CARE:**

**Beth Israel Walk-In Clinic**  
202 – 204 West 23<sup>rd</sup> Street  
(212) 352 2600

**Brooklyn Hospital**  
121 DeKalb Ave, Brooklyn  
(718) 250-8075

#### **Callen Lorde Community Health Center**

(Sliding scale payment available)  
356 West 18<sup>th</sup> St, (212) 271 7200

#### **Gouverneur Healthcare Services**

227 Madison St, New York  
(212 238 7000)

#### **Long Island College Hospital, 339**

Hicks St, Brooklyn, (718) 780-1550

#### **Lutheran Medical Center**

150 55<sup>th</sup> Street, Brooklyn  
(718) 630-7185

#### **NYU/Downtown, Emergency Room**

170 William St, (212) 312-5000

#### **NYU Medical Center**

560 First Ave (at 33rd Street),  
(212) 263-5550

#### **Ryan Nena Community Health Center**

(Sliding scale payment type available) 279 East 3<sup>rd</sup> Street  
(212) 477 8500

#### **St. Vincent's Hospital, Manhattan**

(888) 689 1684 **Walk-in Clinic**  
Weekdays 9:00 AM-3:30 PM 144 W.  
12 St. (between 6th and 7th Aves)  
Emergency Room, (eves/weekends)  
170 West 12th Street  
(212) 604-7000

#### **Woodhull Medical Center, 760**

Broadway, Brooklyn  
(718) 963-8000

#### **SEXUAL VIOLENCE CARE:**

#### **Bellevue Hospital Center, Rape**

Crisis Program, First Ave & 27<sup>th</sup>  
Street, C&D Building, 4<sup>th</sup> Floor.  
(212) 562 3435/3755

#### **Beth Israel Medical Center, Rape**

Crisis & Domestic Violence  
Program, 317 E.17<sup>th</sup> Street. (212)  
420-4516. Hours by appt.

#### **Harlem Hospital Center, 506**

Lenox Ave. (212) 939-4621,  
Hotline (212) 939-4613

**St. Luke's-Roosevelt Hospital,**  
Emergency Dept.  
1111 Amsterdam Ave, (212) 523-  
3335

**St. Vincent's Hospital,** Rape Crisis  
Program, 41-51 E11th St., 9<sup>th</sup> Fl.  
(212) 604-8068

**Safe Horizon Rape Crisis/Sexual  
Abuse Hotline**  
(212) 227 3000

**NYPD Special Victims Report  
Line**  
(646) 610 7273

**Rape Abuse & Incest National  
Network**  
(800) 656 4673

**EMERGENCY DENTAL CARE:**

**NYU Dental Center** 345 East 24<sup>th</sup>  
Street (corner of First Ave.)  
Emergency Services available on  
first-come, first-served basis for oral  
and dental conditions  
Monday – Thursday 8:30 AM - 7:00  
PM & Friday 8:30 AM - 3:00 PM

**EMERGENCY EYE CARE:**

**Emergency Eye Care Center**  
115 East 61st St # 7 (212) 628 0800

**The New York Eye and Ear  
Infirmary**  
310 East 14th Street (at 2nd Ave)  
(212) 979 4192

**MENTAL HEALTH  
EMERGENCIES:**

**St. Vincent's Hospital** as above

**ONLINE RESOURCES:**

*General Health*

**Caron Foundation Recovery  
Center**  
[www.caron.org/ny\\_recovery\\_center.  
asp](http://www.caron.org/ny_recovery_center.asp)

**Columbia University's Health  
Q&A Internet Service**  
[www.goaskalice.columbia.edu](http://www.goaskalice.columbia.edu)

**Department of Health & Human  
Services, Department of Federal  
Government**  
[www.healthfinder.gov](http://www.healthfinder.gov)

**Mayo Clinic**  
[www.mayoclinic.com/index.cfm](http://www.mayoclinic.com/index.cfm)

**National Institute on Drug Abuse**  
[www.drugabuse.gov](http://www.drugabuse.gov)

**National Library of Medicine**  
[www.nlm.nih.gov](http://www.nlm.nih.gov)

**National Women's Health Info  
Center**  
[www.4women.gov](http://www.4women.gov)

**Planned Parenthood**  
[www.plannedparenthood.org](http://www.plannedparenthood.org)

**Substance Abuse Addiction  
Resource Guide**  
[www.addictionresourceguide.com](http://www.addictionresourceguide.com)

New York City Alliance Against  
Sexual Assault  
[www.nycagainstrape.org](http://www.nycagainstrape.org)

**Women's Health Center for  
Young Women's Health**  
[www.youngwomenshealth.org](http://www.youngwomenshealth.org)

**ONLINE RESOURCES:**

*Mental Health*

**The Jed Foundation for Suicide  
Prevention**  
[www.jedfoundation.org/index.php](http://www.jedfoundation.org/index.php)

**National Suicide Hotlines**  
<http://suicidehotlines.com/>

**New York Helpline Telephone  
Services**  
[www.helpline.org](http://www.helpline.org)

**Uline Support System for  
Depression and Suicide**  
[www.ulifeline.org](http://www.ulifeline.org)

## International Student Services

The New York Studio School is authorized under federal law to enroll non-immigrant alien students to its programs. International students make a valuable contribution to the School's community and enrich the diversity of the student body.

The principal mission of student services regarding international students is to provide centralized resources for both full-time international students and part-time exchange students.

The Director of Student Services is an intermediary between international students and the United States (U.S.) government. The New York Studio School is registered with the U.S. government to administer F-1 programs and only the Director of Student Services is authorized to sign F-1 immigration documents or to determine students' standing with the U.S. Department of Homeland Security (D.H.S.).

It is the responsibility of each individual student to fully understand and be cognizant of the regulations concerning their status as international students and the rules of compliance. The Director of Student Services can help provide information about and assistance with U.S. immigration regulations and procedures, but ultimately students are held accountable.

Ignorance of the applicable laws, such as an unawareness of application deadlines, is not an excuse for the incomplete or untimely submission of any necessary paperwork. A student's eligibility to remain in the United States is contingent upon knowledge of and compliance with all relevant immigration laws.

## English Language Proficiency

Applicants are expected to be proficient in the English language before applying for admission.

## Working as an International Student

The United States has strict rules regarding the ability of foreign nationals to work while they are in the country. International students in valid F-1 status may work on-campus at the School for up to 20 hours per week during the academic year and full-time during vacation and holiday breaks. Students in valid F-1 status cannot be employed off-campus without meeting eligibility requirements and obtaining prior written authorization.

New federal regulations implemented under the Student and Exchange Visitor Information System (SEVIS) exact heavy penalties for students in F-1 status who work off-campus without authorization. Working off-campus without the appropriate authorization is considered illegal employment according to federal immigration law and is a potentially deportable offense.

## Severe Economic Hardship

Severe Economic Hardship Employment is off-campus employment authorization for students who are experiencing serious financial difficulties caused by unforeseen circumstances beyond their control. If authorized, students may get any kind of job, anywhere, and work a maximum of 20 hours per week while school is in session and full time during vacation and break periods.

If a student believes he/she is eligible to qualify for severe economic hardship employment authorization, he/she must make an appointment to see the Director of Student Services to discuss the situation.

Evidence of the unforeseen circumstances that lead to the severe financial difficulties must be presented to request additional financial assistance. If the proper requirements are met, the Director of Student Services will assist the student in his/her completion of an application for Severe Economic Hardship Employment Authorization.

The application process may up to two months to be approved. This is the only way for International F-1 Students to work lawfully off campus while in school.

### OPT-Optional Practical Training

Optional Practical Training enables an international student on an F-1 visa to accept paid, professional-level employment that is directly related to his/her field of studies.

Optional practical training may be undertaken on a full time basis from the New York Studio School for up to 12 months only as Post Completion. Students in both the MFA and the Certificate Programs are eligible to apply.

#### **Eligibility Criteria for Post-Completion OPT**

- Students must have been a full-time student at the New York Studio School for at least one academic year before being eligible for OPT.
- Student must be currently in F-1 status.
- Student must be in good academic standing at the time of application
- Student must not have used more than 12 months of pre-completion OPT in the past at current degree level.

OPT processing may take up to 3 months so students must speak to the Director of Student Services in a

timely manner to insure the opportunity is still available to them..

### Resources for International Students

#### **U.S. Citizenship & Immigration Services**

<http://uscis.gov/graphics/index.htm>

#### **SEVIS – Student & Exchange Visitor Information System**

<http://exchanges.state.gov>

#### **U.S. Visa Information**

[www.unitedstatesvisas.gov](http://www.unitedstatesvisas.gov)

#### **U.S. State Department**

[www.state.gov](http://www.state.gov)

#### **U.S. Immigration & Customs**

[www.ice.gov](http://www.ice.gov)

#### **U.S. Department of Homeland Security**

[www.dhs.gov](http://www.dhs.gov)

#### **Social Security Resources & Information**

[www.socialsecurity.gov/pubs/10181.html](http://www.socialsecurity.gov/pubs/10181.html)

#### **Financial Documentation Currency Conversion**

[www.oanda.com/convert/classic](http://www.oanda.com/convert/classic)

## **Student Activities & Governance**

As members of the New York Studio School community, students participate closely in the creation of an atmosphere of serious work and mutual respect that is expected of staff, faculty and student alike.

### Student Governance

The Board of Governors represents a sample of the New York Studio School's community, including 2 members of the Board of Trustees, faculty and two Student Representatives. Each fall, elections are conducted for the student positions. Any Certificate or MFA student who has completed at least one year at the School can and is encouraged to become involved. The main responsibility of the Student Representatives is to act as a voice for the concerns and opinions of the student body. Those interested in taking an active part in the governance of the School should speak to the Director of Student Services.

### Student Gallery

The Student Gallery is run by and for students. It offers the opportunity to see artwork outside of the studio environment in an independent context, while simultaneously presenting it to peers and the public. Students are responsible for installing their work, mailing invitations and hosting an opening reception.

The work is also discussed in a student seminar held in the gallery and conducted by the exhibiting student. This gives students the opportunity to critically evaluate, defend and discuss their work amongst an audience of their peers.

Group exhibitions from painting and sculpture ateliers are often featured as part of the Student Gallery program, providing the opportunity

for faculty and student discussion. Exhibitions are generally available to students who have studied at the School for at least one semester.

Students who are hosting a reception in the Student Gallery must abide by all regulations regarding the use and distribution of alcohol. Alcohol is only to be served to those attendees who are above the legal drinking age, and quantities of alcohol will be limited. For more information on this policy, please see the School's Alcohol and Substance Use Policy.

### Alumni Association

Students who are preparing to graduate from the School are encouraged to continue contact with the School community by joining the Alumni organization, and becoming involved with the Alumni Committee. The Committee meets regularly to focus on issues affecting graduates of the School, and works closely with the Associate Dean. It also organizes exhibitions of Alumni work on an annual basis, and members of the organization serve as mentors to current students.

Students are encouraged to register as an Alumnus in order to keep up-to-date with special events and openings after their graduation. Students can register by completing the mailing list form on the School's website or by visiting the Development Office prior to graduation.

## ADMINISTRATIVE & FINANCIAL SERVICES

### Registration

Registration processing for each Spring semester begins the first week of November. Registration processing for each Fall semester and the Summer session begins the first week of April. Continuing MFA students must make an appointment with their Academic Advisor prior to completing their registration forms (see below). Forms for each semester and the Summer session must be completed and returned to Student Services at Registration.

Students will receive their approved schedules prior to the end of the previous semester. Students should be aware that courses are filled on a strictly first-come first-served basis. If first choice courses are full by the time a registration is completed, students will automatically be registered for their second or third choice, depending on class size.

Information on available course options is made available prior to the registration period.

### Course Cancellation

A course may be cancelled if enrollment is insufficient.

### Course Closings

On occasion, a course may close during registration. Students will be notified when this happens, and will be asked to make another selection.

### Course/Instructor Evaluations

During the last week of each academic term, students are given the opportunity to evaluate their courses and instructors. Students are encouraged to be candid and constructive in their comments. Evaluations are not accepted by the administration after the last week of

classes. Copies of students' evaluations are given to instructors only after all grades have been submitted.

### Add/Drop Procedures

Add/Drop for full-time registered students begin the week immediately following the Marathons and ends the second week of regular classes (the fourth week of the semester). Courses can be changed only with the permission of administrative staff, up until the end of this week.

Forms for Add/Drop are available from the Director of Student Services. Changes to MFA student courses must be approved by the students' Academic Advisor and Student Services staff. Only courses in the Fall and Spring semesters are eligible for Add/Drop.

### Change of Program

Students who are enrolled in the Certificate program who wish to be considered for the MFA program must apply directly. There is no automatic transfer from the Certificate program to the MFA program, and applicants must receive endorsement from their Atelier Head prior to applying.

All students who apply for either the Certificate or MFA program will be regarded as new applicants, regardless of any previous affiliation with the School.

### Leave of Absence Procedures & Costs

Students can request a Leave of Absence from the School for a period of up to two semesters for certain extenuating circumstances. These may include, but are not limited to, medical emergency, family emergency and/or financial emergency. This form should **only** be completed by students who plan

on returning to the School to complete their program within one year. Only students in good financial standing may request leave. Leave is granted for up to two semesters.

If, after completing a Leave of Absence, a student is unable to return within the appropriate time frame, s/he must then submit a Complete Withdrawal Form to the Director of Student Services.

Leave of Absence Forms are available from the Director of Student Services, and require a \$25 processing fee.

### Withdrawal

Submission of a Complete Withdrawal Form is an indication that an individual student no longer wishes to be enrolled at the School and does not plan to return. Any student who needs to take a leave of absence and plans to return in no more than two semesters should complete a Leave of Absence Form instead.(please see above)

Students who decide to leave the School without graduating or completing the Certificate or MFA program must fill out a Complete Withdrawal Form prior to leaving. This form serves to inform various departments within the School that the student is no longer enrolled. Only the submission of a Complete Withdrawal Form will wholly deactivate student status.

The date that the Complete Withdrawal Form is filed with Student Services is the date used to calculate student eligibility for WA (Authorized Withdrawal) grades and tuition refund. Refunds will be calculated based on the date the Complete Withdrawal Form is signed by the Director of Student Services and Bursar

Students who leave the School without completing the above

procedures will be liable for tuition and other fees, and will receive a WU (Unauthorized Withdrawal) on their transcript, based on the date of last known attendance.

### Re-Admission Procedures & Costs

Students who take one semester or more off without taking an official Leave of Absence must re-apply. Applications are available online or at the front desk. Regular admission fees apply.

### Graduation Process

The Degree and Certification commencement ceremony occurs in May of each year. Degrees and certificates are granted at that time.

In order to graduate from the MFA program students must have completed the requisite number of credits; meet or exceed the minimum grading requirements for graduation; complete a Graduation Application Form, and be fully paid in terms of all tuition costs and associated fees. Graduation applications are available from the Director of Student Services.

Students graduating from the Certificate program must have completed the required number of semesters within the same program, and also fill out the required graduation form.

### Transcripts & Grade Reports

Official transcripts can be requested from the School's website or by filling out a request form, available from the Director of Student Services. Only students who are or have been enrolled in the full time Certificate or MFA programs may request an official transcript.

The cost per transcript is \$5. Processing of transcripts takes ten (10) business days. If a student requests transcript processing in



less than ten (10) business days, a \$25 rush fee per transcript will be added to the original costs.

Transcripts will not be released unless the student is in good standing and compliance with all departments.

## **Financial Aid Counseling & Application**

Any student who wants to be considered for financial assistance must complete an application form and submit it to the Director of Student Services. Failure to do so in a timely manner will result in processing delays and may result in reduced award amounts or ineligibility for financial aid funding.

**Applications for financial aid must be made annually. Funds are awarded on a yearly basis only.**

### Application Procedures

Complete the New York Studio School Financial Aid Application that is available online or from the Director of Student Services.

**Deadline for completion: February 15<sup>th</sup> of each year.**

In order to complete an application, students must return signed photocopies of personal and parent/guardian Federal Income Tax Returns **no later than February 15<sup>th</sup>** of each year.

In addition, students may be asked to supply further documentation including but not limited to:

- A photocopy of student's Permanent Resident Card (Green Card) or other citizenship documentation (permanent resident aliens or other non-U.S. citizens and first-time applicants only);
- Proof of non-taxable income or benefits, such as Social Security, public assistance, child support, alimony, pensions;
- Copies of Social Security Card and/or driver's license.

The need for the above documentation will be determined

by the Director of Student Services upon review of the Financial Aid Applications. The School may request additional documentation to verify the information reported and such requests should be addressed promptly.

Knowingly supplying fraudulent information is grounds for immediate expulsion from the School.

Scholarships and other awards only cover tuition expenses. The student must provide adequate finances to cover additional fees.

### Award Notifications

Upon receipt of all required documentation, students are notified of their awards with an itemization of how such awards will be applied. Signed acceptance of any award must be returned to the Director of Student Services Office within two weeks of receipt.

### Reevaluations, Adjustments & Appeals

It should be noted that a student's award can change after the initial decision, for a number of reasons. Changes are commonly made as a result of external grant or scholarship awards. The Student Services staff makes adjustments according to the federal and/or state regulations surrounding the award. A student's award may be revised if enrollment status changes. Adjustments may also be made if the School finds any discrepancies between the original financial aid applications and the documentation collected to verify such data. The conditions listed generally result in a decrease in aid, but some conditions may cause an increase in awards.

If there is any change in a student's financial status, such as that caused by death, separation, change in employment, etc., the Bursar should be notified immediately. Changes in

financial status may change a student's financial award package. If there are other conditions or unusual circumstances about which the Bursar may not be aware, students can request that aid be reevaluated.

Please remember that New York Studio School funds are limited, and must be distributed to all students who exhibit need and merit. The School does not possess enough funding to meet the full needs of each individual student.

### Financial Aid & Academic Progress

As per federal regulations, all financial aid recipients must maintain satisfactory academic progress. Standards for continued School-based financial awards are based on the same provisions as outlined below.

Any student placed on Academic Probation may be at risk of losing financial aid support, including any Work-Study fellowships or scholarship awards, from both internal and external sources.

### New York Studio School Scholarships

Over the years of the School's history, many individuals and groups have provided donations to establish specific or general scholarships. Eligibility for most scholarship awards is based on financial need and is distributed on an equitable basis, unless specified by the terms of the scholarship award. All scholarship awards are contingent on the continuation of satisfactory progress in all enrolled courses throughout the student's tenure at the School, as outlined below.

### Work-Study Fellowship

The New York Studio School Work-Study Fellowships are available to enrolled students who demonstrate

genuine financial need. Applicants are reviewed by the Director of Student Services, who considers the student's financial standing. Other sources of aid and efforts towards self-help are also taken into account.

Work-Study awards require students to work for a specific number of hours, depending on the amount of the award, in one or more jobs. Students are assigned specific tasks in consideration of their skills and merit. Assignments can include: class monitors; office and library assistance; wait staff; gallery work and graphic design, amongst others.

Work-Study is paid on a per hour or per session basis. Attendance and hours are tracked by the specific supervisor for each job, and records are maintained by the Director of Student Services throughout the semester. Work-study awards will be revoked if the student does not fulfill his/her commitment.

Questionnaires for Work-Study Fellowships are distributed at Registration. Students are required to be in compliance with academic standards to continue eligibility for the Fellowships.

International students must be aware that they are limited to a maximum of twenty (20) hours of work-study per week, as per federal immigration regulations.

### Special Grants and Scholarships

Due to the generosity of various individuals, corporations and foundations, several grants and scholarships are available to students. Application details may differ for each individual grant. More information is available from the Program Coordinator.

### *Hohenberg Travel Grant*

The Hohenberg Travel Award is a cash award of \$4,500 given to a student to study art in Europe. The recipient of the Award must use the award during the summer following the semester in which the award is granted. In addition, the recipient will be asked to write a detailed letter to the Hohenberg Foundation, as well as make a presentation to the student body, following his/her trip. Applicants must supply a statement regarding their specific plans; their reasons for traveling to the chosen country, and the benefits they believe the trip will have on their work, as well as present images of their work to the Award Committee. Applicants must be currently enrolled, in good financial and academic standing, and have completed four consecutive semesters by the end of the spring semester in which the award is granted.

### *LCU Foundation Housing Award*

The LCU Foundation Grant is a grant for housing expenses only, and is provided in addition to any other scholarship awards that a student may receive. To be eligible for the grant, the student must be a female MFA candidate and be able to make the following representations: i) that in the previous year she did not receive, and in the current year does not expect to receive, more than \$30,000 in gross earned or other income; and ii) last year received, and this year expects to receive, little or no financial assistance from parents, spouse, siblings, and/or other friends or relatives. Applicants may be required to state the actual and expected amounts of such assistance. All grant money received must be used solely for housing expenses.

## Bursar

The Bursar is the only staff member permitted to accept payments for registration and enrollment, including both tuition costs and supplementary fees. No other administrator is able to collect payment from students for these fees.

The Bursar provides all faculty, staff and administrators with a list of fully registered and paid students. **Only those students who are registered and paid are entitled to attend class.** If a student is not fully paid to date, s/he will not be allowed to attend classes.

## Terms of Payment

Payments must include the student's name, address, telephone number and email. Bills are payable by cash; personal or certified check; money order; VISA; MasterCard; Amex, or wire transfer.

Checks and money orders should be made payable to New York Studio School in U.S. dollars and drawn on a U.S. bank. Checks drawn on an international bank will not be accepted.

Students may pay in person, by mail or over the phone.

## Returned Checks

The School charges a processing fee when a check is returned by the student's bank. Any check received which is returned may also result in a late payment charge, in addition to the returned check fee. Refer to the Bursar for this cost.

## Adjustments

Students should keep all bills in order to maintain a personal record of charges throughout their tenure. Each bill will include program

details; tuition amount; scholarships and Work-Study adjustments (if applicable). Students may also receive a fee invoice stating fees owed (i.e. sculpture fee, deferred payment fee, etc.). Receipts are given at time of payment unless payment is received via phone. In these instances, receipts can be mailed to the student or delivered in person, if requested.

## Non-refundable Fees

Students enrolled in specific programs are required to pay additional fees.

Students taking sculpture classes are required to pay a fee each semester for materials. Please be aware that fees may be subject to change at any time, and are payable with the first payment. Refer to the Bursar for a current list of fees.

Students enrolled in the MFA program are required to pay an annual library fee which covers reading privileges at Bobst Library, part of the New York University system. This fee is payable with the first payment.

## International Student Payments

International students must prove financial capability to support themselves throughout their study in the United States on acceptance. Students must also pay the first semester's tuition in full, as well as an international student processing fee before an I-20 can be issued. This is a non-refundable fee. Please be aware that payments from international students must be in U.S. currency.

## Deferred Payment Plan

Full payment for registered students is due by July 30 for Fall enrollment and January 1 for Spring enrollment.

Any student unable to pay his/her entire tuition at this point can opt to enroll in the Deferred Payment Plan. There is a charge for enrolling in the Plan.

All students who opt for the Deferred Payment Plan must ensure that all additional non-refundable fees are included in the **first payment**.

There is no payment plan available for students enrolled in any of the Special Programs, including the Summer Session. These programs must be paid in full one week before the start of the session at the latest. Please see the Bursar for more information.

Payment dates for the Deferred Payment Plan are, in general, as follows:

*Fall Semester*

- 1<sup>st</sup> payment July 30
- 2<sup>nd</sup> payment September 1
- 3<sup>rd</sup> payment October 1
- Final payment November 1

*Spring Semester*

- 1<sup>st</sup> payment January 1
- 2<sup>nd</sup> payment February 1
- 3<sup>rd</sup> payment March 1
- Final payment April 1

Tuition Refund Schedule

No reduction in cost liability is available to students who withdraw from the School without the appropriate approval. Any student wishing to withdraw from the School must give prior notice to the Director of Student Services in writing and complete an official Complete Withdrawal Form (available from the Student Services Office). This form must be signed by the Bursar, and the Program Coordinator and submitted for signing to the Director of Student Services. Refunds are calculated based on the date the Complete Withdrawal Form is

signed by the Director of Student Services.

The following refund schedule applies following the requisite paperwork filing. **Please note that the start of the Marathon is considered the start of the semester.**

Fall & Spring Semesters:

- Within the first 2 weeks/14 days of the semester – 80% refund
- Within the third week/first 21 days of the semester – 60% refund
- Within the fourth week of the semester/first 28 days – 40% refund
- After 28 days from the beginning of the semester – No Refund

Summer Session:

- Within the first week/7 days of the session – 80% refund
- Within the second week/14 days of the session – 60% refund
- Within the third week/21 days of the session – 40% refund
- After 21 days – No Refund

Financial Appeals Committee

In rare cases, financial relief aid may be obtained for tuition expenses after consideration by the Financial Appeals Committee. Applications for such extreme aid must be made in writing to the Bursar and Director of Student Services. Such assistance is only available in extreme cases, usually due to illness or accident that prevents class attendance.

Banking Facilities

Students are responsible for making their own arrangements for banking facilities. Students should be aware of the range of accounts offered by the various banks available, and

their eligibility for any specific, specialized accounts.

#### Billing & Change of Address

Bills are mailed to the address the student listed on his/her registration record as their "billing" address. It can be changed at any time by writing or visiting the Student Services Office and completing a change of address form. Due dates cannot be extended because bills have not been received.

## **ACADEMIC STANDARDS**

In order to maintain the integrity of the School, the admissions process is constructed in such a way as to recruit the most highly-motivated and talented students, who show a commitment to serious work. Throughout their tenure, students are expected to maintain good academic standing, as outlined below.

### Disabled Students

Students with declared disabilities have the option of extending by up to one year to complete the program, according to their needs.

### Attendance and Conduct

While the School stresses the freedom and individuality of each student, full-time participation is mandatory. Enrollment in the courses offered by the School represents a tacit agreement with the attendance policy. All students are expected to attend all courses they are registered for, morning and afternoon, Monday through Friday.

If for any reason a student is absolutely unable to attend a class pending a valid excuse, the student must contact the Director of Student Services prior to their planned absence, and be prepared to provide appropriate documentation regarding the absence upon return.

MFA Students: Three unexcused absences from any course may jeopardize a student's academic standing.

### Absence Due to Religious Observance

The New York Studio School recognizes and respects the diversity of its students and their respective religious obligations and practices. The School will therefore

make every effort to afford all individuals appropriate opportunity to fulfill those religious obligations and practices. Please notify the Director of Student Services at Registration of such observances.

### Absence due to Illness or Family Emergency

If a student is ill and unable to attend class, they or a representative should contact the School immediately and inform the Student Services Office of their planned absence. Absence of longer than 3 days requires a doctor's certificate presenting proof of illness.

If a student requires a leave to attend to family or personal emergency, the Director of Student Services must be informed immediately, and arrangements made, if possible, to complete any outstanding assignments or works at a later date or within the student's own time. In cases of extended leave, students may wish to complete a Leave of Absence form, as detailed above.

### Unreported Absences

Students should be aware that any unreported absences could lead to investigation by administrative staff and other agencies. If the School does not hear from a student, either directly from a faculty member, member of the administrative staff, parent or other student within a period of four (4) days from the first noted absence, the School may institute further investigations into the absence, including the filing of a Missing Persons report with local law enforcement agencies. In accordance with §6434 of Article 129-A of the Education Law, the School must provide for the investigation of a report of any missing student. In the event of unreported absences, the School will assume that four contiguous days of missed classes without



contact will be grounds for filing a missing persons report.

Attendance during the marathons is mandatory. The marathon is included as one element within the full semester. Failure to complete a marathon will be seen as failure to adhere to all requirements of a semester. Only in instances of medical or general emergencies, family, religious or legal obligations or a death in your immediate family will students be excused from the marathons. Notification must be made known prior to the start of the marathon, if possible.

Documents supporting your absences may be requested. Student will be notified of decision to accept absence. Once approval has been granted, the student will be required to make up the course without charge within a one year time frame of the documented absence, in order to complete the semester requirements. Tuition will not be prorated for marathon.

## **MFA Student Guidelines**

### **Academic Advisors**

Academic Advisors help students define their objectives and goals during their tenure at the New York Studio School. An Advisor is assigned to each student at Registration. Consulting with an Academic Advisor gives students the opportunity to meet regularly with the same faculty member throughout their time at the School, and to gain insight and advice regarding course and future career choices. However, the ultimate responsibility for course planning lies with each individual student.

All continuing MFA students must meet with their Academic Advisor in order to complete their registration forms. Students should ensure that they make appointments with their

Advisor well before the registration deadlines. Students can visit their Academic Advisor throughout their tenure, and all Advisors are available regularly to students, both for course planning and career advice. Students may change their Advisor but must get permission from the Director of Student Services prior to any change.

### **Grades**

A student's academic records reflect all grades for all registered courses as submitted by faculty. Grades are released to the student by their Academic Advisor or the Director of Student Services.

The School uses a system of grading based on the standards of High Pass (HP), Pass (P), Low Performance (LP) and Fail (F). Students who have not completed the necessary paperwork will receive an Incomplete (INC) which will not affect their overall grading average. Credit will not be received for this course until the requirements for the course are met. The timeline for completion is up to the discretion of the faculty member for the course.

Mid-term grades are made available prior to each semester's registration through their Academic Advisor or the Director of Student Services.

Students who wish to withdraw from the School should refer to the section regarding Authorized and Unauthorized Withdrawals, and relevant grades for these situations.

### **Academic Progress & Good Standing**

Students must make, at minimum, satisfactory progress towards the completion of their degree within the time-span of the program. This translates to achieving at least a Pass (P) grade in each of their courses.

The School does not use Grade Point Average (GPA) as part of its system of evaluation. However, when a GPA is required, the following formula will be used:  
HP = 4.0, P = 3.0, LP = 2.0, F = 0.

Students will be notified at mid-term regarding their current progress. If a student appears to be having difficulty maintaining progress in any course(s), and faculty have already alerted them to the situation without improvement, Academic Advisors will address the issue directly with the student at their mid-term meeting.

If at the end of the semester, students receive an LP or F grade, they will be placed on academic probation. Students will be notified in writing of their probation status. Every effort will be made to help the student resume satisfactory progress in the program. Students on academic probation may be at risk of losing Work-Study fellowships or scholarship awards. For further information on Financial Aid probation, see the relevant section above.

If a student on academic probation receives an LP or F final grade in any subsequent course(s), the student may be subject to dismissal from the program. This decision will be made by the Dean in consultation with the Curriculum Compliance Committee. Any decision will be communicated to the student both verbally and in writing.

Students who wish to discuss their progress or any pending academic actions are encouraged to make an appointment to see the Associate Dean.

of their first year. Thesis Project Proposal forms are available from the Director of Student Services prior to the end of their second semester. These forms must be signed by the Atelier Head, the Seminar Head and the Dean for approval and are due by mid-term of their third semester.

Students who decide to change their thesis project following the submission of their proposal must get approval from each member who signed the original proposal.

### Thesis Project Procedures

Students develop ideas for their final Thesis Project during the latter part

### Certificate Student Guidelines

Students in the Certificate program must maintain a high level of attendance, and contribute fully to the environment of each atelier in which they are enrolled.

Students are not evaluated formally but their success for their progression in the program is based on attendance, development and personal achievement throughout their tenure.

At the end of their sixth semester (semester includes two week marathon plus thirteen weeks of regular courses), students who have successfully completed the program will receive a Certificate of Completion.

Students who wish to withdraw before the completion of the three years must comply with all necessary procedures, as referred to above.

### **LIBRARY**

The John McEnroe Library's mission is to support the New York Studio School's programs and courses by providing materials and information for students, faculty, staff and visiting lecturers. Only students who are fully enrolled in any of the School's programs are allowed access to the Library.

#### Collection Description

The holdings of the Library include a large collection of artists' monographs, exhibition catalogues, critical texts and periodicals as well as an audio-visual archive of lectures given at the School by renowned artists and historians.

Via the Library computers, students can access various subscription-only research databases as well as the Internet. The Library website provides connections to the public access catalogue and serves as a reference point for various online resources of interest to students in their research and study.

The Library link is available online at [the School's general website](#).

The Library also provides photocopying, scanning, printing and audio-visual facilities.

#### Access & Circulation Policy

The Library is open seven days a week during the fall and spring semesters, and at more limited times during Marathons, the summer session and breaks. The Librarian is present in the Library from Monday – Friday, with weekend hours staffed by student assistants.

The Library houses a valuable and irreplaceable collection and therefore a strict non-circulation policy is enforced at all times. No material is allowed to leave the Library. Food and drink are also not allowed in the Library, and the use

of cell phones is prohibited, as in the rest of the building.

If the Library does not have a particular item a student needs, appointments can be arranged with other local libraries. The Library is a member of METRO, the Metropolitan New York Library Council, and students can visit fellow member libraries to use specific facilities available at other institutions. For more information, please see the Librarian.

Students who are enrolled in the MFA program also have reading privileges at Bobst Library, part of the N.Y.U. library system. Students are provided with a reader's card that they must present each time they use the Bobst facilities. More information regarding this program is presented at Orientation each year.

#### User Instruction Sessions

Library Instruction sessions for new students are held at the beginning of every fall semester, and later as necessary for incoming students. These sessions serve to acquaint students with the resources of the Library, and their means of access. Sessions cover topics including using the Online Public Access Catalogue (OPAC); use of electronic databases; understanding the scope and focus of the collection, and the identification of research needs. Any student who wishes to schedule a follow-up session may do so at any time by contacting the Librarian directly.

#### Computer Usage

Computers are provided in the Library primarily for research and study. Students are allowed to use the computers for personal email, but must be aware of the needs of other students. Students who need computer access for research have a higher priority for use than anyone engaged in personal use.

## **SPECIAL PROGRAMS**

The Special Programs offered by the New York Studio School encompass both paid classes and free public gallery exhibitions and lectures. Students are encouraged to participate fully in all the special programs offered by the School to the wider community.

### Evening & Saturday Classes

Several courses in painting, drawing and sculpture are offered in evenings and on Saturdays. Models and instructors are present at each class. Classes run for eleven weeks during the fall and spring semesters, and for five weeks during the summer session. Instructors may change from semester to semester.

These classes are open to those members of the public who do not wish to commit themselves to a full-time program. Full-time students may opt to take any of these classes at any time on a non-credit basis. MFA students in their second year can register for the full-term session of Evening classes as an elective. Students interested in taking any of the Evening classes as their elective should contact the Director of Student Services and their Academic Advisor prior to registration.

### Evening Lecture Series

During the fall and spring semesters, bi-weekly evening lectures featuring guest artists, critics, historians and cultural commentators are held at the School. Speakers include emerging or established artists speaking on their work or issues on art about which they feel passionately, as well as commentators discussing pertinent and sometimes controversial issues in the wider art and cultural community. These lectures are admission-free and

open to the public and all members of the School community.

All full-time students are invited to attend the post-Lecture receptions once during each semester. These receptions represent an opportunity for students to speak directly with working artists, critics and others involved in the art world about their work and careers. Schedules of attendance at these receptions are posted early each semester by the Program Coordinator. If for any reason a student cannot attend a specific reception, s/he should notify the Program Coordinator immediately.

All students, particularly those enrolled in the MFA program are strongly urged to attend the Evening Lectures. Attendance is mandatory for those students who will be present at the post-Lecture dinner and reception.

### Gallery

The New York Studio School Gallery offers a full program of exhibitions throughout the year. The Gallery is open to the public and is an integral part of the art life of the city. Exhibitions are regularly reviewed in the press and attract a committed following. Presentations range from historic surveys, overviews of specific mediums, group exhibitions and solo retrospectives. It is well known for exploring neglected aspects of well-known artists, and for highlighting the careers of individuals who may not have received due attention.

## **FACILITIES**

### Identification Cards

Students must provide a passport-sized photograph at enrollment for a Student Identification Card. This card must be carried at all times when in the building, and students are required to produce the card when requested by any authorized person, including staff and faculty.

Student Identification Cards can be used for discounts at specific institutions and stores. For a list of available discounts, see the Director of Student Services.

Lost or stolen Identification Cards must be reported to the Director of Student Services immediately. There may be a charge for replacement of the Card.

### Mailboxes

Each student is assigned a shared mailbox in the alcove behind the Front Desk in the Main Lobby area. Students are responsible for checking their mailboxes regularly, as it is the main form of contact between staff and students and is often used for specific or sensitive individual information that cannot be publicly posted.

Students may use the School as their mailing address if fully registered; however, it is up to the student to file a forwarding address notice with the Post Office upon graduation. The School is not responsible for forwarding mail once a student has left. Any mail that is sent for a student who is no longer enrolled will be discarded.

### Bulletin Boards

Bulletin boards are located throughout the School to communicate necessary information. There are bulletin boards for the following categories:

Announcements & Exhibitions;  
Jobs/Internships Opportunities and  
School Information.

The main bulletin boards are located near the student mailboxes in the Main Lobby area of the School. Students may use the Announcement bulletin board to hang exhibition postings, apartment rental information or any general posting that is School appropriate.

Further bulletin boards are located throughout the School in the central corridor between the bathrooms and the Drawing Room on the second floor.

### Lockers

Only students without a private studio are provided with lockers. Lockers are for storage of non-flammable materials only. Paint supplies must be left in studios. Students must supply their own locks.

All non-returning students must vacate their lockers immediately following Critique Week. If a locker is not vacated within two weeks of the end of the semester, the lock will be cut and the contents discarded.

Full-time students are allowed to keep the same locker for both the Fall and Spring semester. All students, returning or non-returning, must vacate lockers at the end of the Spring semester. All lockers that are not vacated will be emptied and the contents discarded during the Summer Session.

Students should contact the Director of Student Services to get their locker assignments. No other member of staff can authorize locker assignments.

### Rack Room

There are several racks and rack rooms for painting storage

throughout the building. Paintings can only be stored in designated areas. Any painting not stored in the appropriate area is liable to be discarded and destroyed. All paintings must be clearly labeled with the student's name, semester and year. Students should contact the Painting Technician to assist with storage in the Rack Rooms. Glass should not be stored in the Rack Room.

Flat file drawers are available in the hallway outside the Large Drawing Studio. These are for storage of pads, paper, drawings, etc. Drawers will be assigned and pre labeled with the students name and semester by the Painting Technician.

Students are encouraged to remove old paintings as soon as possible to enhance storage space. Students are accountable for any of their work that is in storage, and are expected to find their own storage space for works at the end of the academic year.

Storage spaces are cleared out each August and any work not collected by the student will be removed and discarded, without exception.

### Telephones

A pay phone for student use is located on the ground floor near the Front Lobby. Administrative phones are not for student use. Students may receive phone messages through the School's main number, via the Front Desk.

Cell phone use should be limited during class hours to emergencies only. All cell phones must be turned off, or be on a silent setting during class hours. Cell phone use is permitted during breaks. If you have to use your cell phone, please do so with discretion to insure that you do not disturb others.

### Studio Safety

Safety in the studio should be a major concern for all students. Introductions to studio and building safety and maintenance are given by the Facilities & Studio Manager and the Technicians at the beginning of each semester. Students must be aware of general safety issues, and should pay attention to all posted signs regarding waste disposal, use of toxic and non-toxic materials, and any other safety information provided by staff and faculty.

### Studios & Classrooms

Students are responsible for cleaning up after themselves. Areas in all studios and ateliers should be kept as neat as possible.

Semi-private studios are awarded on the basis of seniority, working concerns and space availability. Requests for such studio spaces must be made at the time of Registration. Those students who are not given semi-private studio space may use any of the common studios at any time when class is not in session.

No additional furniture is allowed in studios. Any structural changes to a space must be approved by the Facilities & Studio Manager. Fans, heaters, extension cords and other equipment should not be moved from designated ateliers into semi-private studios at any time. Lights and heaters should be turned off and

unplugged and all windows closed prior to leaving the studio. Thermostats should only be adjusted by appropriate staff members or approved individuals.

Excessive socializing, incense burning, radio-playing and smoking are not allowed in the studios.

Radios will be confiscated if brought into any studio. No eating or drinking is allowed in studios at any time. There are to be no open flames, and all electrical devices (i.e. space heaters, etc) must be approved of in advance by the Painting Technician and Facilities & Studio Manager.

All ateliers & studios must be cleared out immediately following final critiques in the Fall term and directly before Critique Week in the Spring. Anything left in studios over the summer will be discarded and destroyed, without exception. Students should use Rack Rooms and Lockers as per the instructions above.

#### Use of Materials

No toxic and or flammable materials, i.e. Poly resins, turpentine, fixatives, lacquers, spray paint, kerosene, etc. are allowed in the building. Any student who must use such fixative must do so outside of the building in MacDougal Alley during off hours. Fixative should only be used within 10 feet of the School's door. No spray fixative or any aerosol product should be used in the courtyard or on the fire escapes. Spray paints are not permitted in the building at any time. The use of turpentine or turpentine-based products is strictly prohibited. Students should substitute with odorless mineral spirits. All solvent containers must be covered after work has ceased for the day.

#### Clean Up and Disposal

Only designated sinks should be used to clean brushes. Bathroom sinks are not to be used to clean brushes. No solid waste should be put down the sinks at any time. In case of flooded sinks, inform the Painting Technician or Studio Manager immediately, and do not use the sink in question.

Solvents should never be used to clean skin. Contact with the skin should be avoided when using solvents.

The School requires that all hazardous waste be disposed of in the correct designated place. Contact the Painting Technician or Facilities & Studio Manager immediately if unsure of proper disposal of waste from any project.

Red solvent disposal cans and yellow rag canisters are distributed throughout the School for the disposal of necessary hazardous waste materials. Only dispose of these materials in their respective containers. If an accumulation of liquid solvents is noticeable in any can, contact the Painting Technician immediately.

#### Hallways and Common Spaces

Hallways and passageways should always be left clear and uncluttered. Students should never leave anything in hallways, corridors, stairwells or passageways. The School is regularly inspected by the Fire Department of the City of New York and any items left in such areas constitute a violation. If the School is issued any fines due to student carelessness, s/he will be responsible for payment of the violation.

Any items left in common areas, including hallways, corridors, passageways, lobby areas, the Student Gallery, the Library or any other public area will be removed and are liable to be destroyed.

#### General

The School relies on all staff and students to be aware of their surroundings and environment. Entry to the School is via the main entrance, and access to the building is controlled by the Front Desk staff. The Front Desk staff is on duty whenever the building is open.



Students and visitors must sign in when they enter the building. A night watchman is also on duty when the School is closed, and close-circuit security cameras are in operation throughout the day.

The building must be entered and exited via the West 8<sup>th</sup> Street main doorway. When this entrance is locked, students may use the 8<sup>th</sup> Street side entrance. The MacDougal Alley exit is only to be used in case of fire or emergency. Doors should never be propped open, and first floor windows should similarly not be left open. Students should only enter the building through the main entrance, and should never let any non-School staff member or student enter through the side door.

#### Building Opening & Closing Times

The School is open weekdays from 8:30 AM to 12:00 AM midnight, and on weekends from 10:00 AM until 12:00 AM midnight. When Saturday classes are in session, the School will be open from 9:00 AM to 12:00 AM midnight on weekends.

It is essential that the School be completely vacated every night by 12:00 AM midnight. Students will be asked to leave their studios by 11:45 PM. Studio clean-up should begin no later than 11:30 PM.

#### Guest & Visitor Policy

Guests must be accompanied at all times when in the building. Any guest meeting a student at the School must be announced in advance to the Front Desk staff, and must await the arrival of that student in the Lobby. All guests will be provided with Visitor badges by the Front Desk staff, and will not be permitted to search the School for any student.

A student who sees any person unaccompanied in the building, who is not a student, faculty, or staff member should immediately notify the Front Desk staff or any other member of the staff.

#### Fire Drills & Emergency Evacuation

Fire drills are conducted throughout the year. Information regarding test drill schedules is posted on bulletin boards. Students must comply with all instructions from faculty and staff during fire drills.

Evacuation route information is posted in each studio, atelier and office. Students should familiarize themselves with the quickest exit routes from their studios and ateliers.

#### Emergency Phones

The Front Desk staff control the incoming phones for the entire building. In case of emergency, contact the nearest staff member or the front desk.

#### Security Concerns Committee

The Security Concerns Committee is comprised of student representatives and members of the faculty and administrative staff. The role of the committee is to provide ongoing reviews of security issues and safety concerns. The Security Concerns Committee will provide upon request all campus crime statistics as reported to the United States Department of Education.

#### Campus Crime Statistics

As a degree-granting institution under New York State Department of Education standards, the School has a responsibility to report all records relating to campus crime statistics. The Advisory Committee on Campus Security (Security Concerns Committee) will provide

upon request all campus crime statistics as reported to the United States Department of Education. These records are also available online at <http://ope.ed.gov/security/> or you may contact the Director of Student Services at 212-673-6466 ext. 115 for further details.

### **Information and Updates about Campus Security**

Presentations and discussions regarding campus security is included in the Orientation sessions held for new incoming students at the start of the fall and spring semesters, and the summer session, and include overviews of the information presented in this Handbook. Copies of the Handbook are also available for download from the School's website at all times, and updates to the document are made and posted online.

If at any point during the year, any ongoing criminal threats or patterns of criminal behavior exist or are reported to the administration, the School community will be informed. Students and other members of the School community can also request copies of the reports of the Advisory Committee on Campus Safety (Security Concerns Committee) at any time during the year, and raise any issues or concerns to the various administrative bodies of the School, including the Board of Governors.

### **Off-Campus Crime Prevention Tips & New York City Safety**

While New York City is one of the safest large cities in the United States, students should be aware of how to maintain their own safety and security while living and traveling in the city.

Included below are some general tips for crime prevention and safety.

### *Crime Prevention Tips*

- Do not openly display large amounts of cash, and only carry the amount of cash or credit cards you need.
- Do not carry all your cash or credit cards in the same pocket or bag.
- Avoid evening withdrawals from ATM machines.
- Avoid short cuts that are badly lit.
- Keep bags and pocketbooks close to your body. Do not carry your wallet in your back pocket.
- If you become a victim of a purse snatcher, pick pocket or other robbery do not fight back, especially if weapons are used. Observe as much as you can and make a police report as soon as possible.

### *Subway Safety*

- Try and travel with friends as much as possible, particularly late at night.
- Never ride in an empty car, and try and use the car in which the conductor operates (usually the middle one).
- Avoid being left on platforms alone.
- Stay with crowds or as near to the station agent as much as possible on platforms.
- Do not display jewelry openly. Tuck necklaces into clothing and turn rings around. Do not stand or lean on the doors as this can make an easy get-away for thieves and pick-pockets.
- Know the stations you use regularly and the quickest and most brightly-lit exits and entrances.
- If you see or hear anything suspicious, alert the station

agent or conductor, or a police officer if there is one on the platform.

- Never ride between subway cars.

Further information on New York City for visitors and residents can be found online at [www.nyc.gov](http://www.nyc.gov). Information on public transportation, including further safety tips, maps and schedules can be found at the M.T.A. website at [www.mta.info](http://www.mta.info).

If damage to or theft of personal property is deemed to be School's responsibility, individuals making a claim must produce documented evidence of actual monetary loss and cost of replacement.

### Renter's Insurance & Personal Liability

The School recommends that students living in rented accommodation take out individual renters' insurance and personal liability insurance. There are many insurance brokers in the city that provide these services with various coverage policies. It is the responsibility of the student to fully investigate and abide by the terms of any policy they decide to activate.

### Insurance and Liability Policy

While every effort is made to ensure the safety and security of individuals and their property, the School will not be liable for damage to or theft of personal property since individual's personal property is not covered by the School's insurance policies. The School strongly recommends that students purchase their own comprehensive insurance (including theft, accident and personal liability) to protect both the student and their personal property.

Following damage to or theft of any personal property, the School recommends that the student check his/her home or renter's insurance policy or his/her parents' home or renter's insurance policies, to see whether a particular loss is covered.

## **COMMUNITY STANDARDS**

The New York Studio School is committed to creating and sustaining an environment in which students, faculty and staff can study and work in an open atmosphere unhampered by discrimination. The School holds high expectations regarding the conduct of students, faculty and staff. It maintains a policy of equal opportunity in all its educational activities, including, but not limited to, admissions, scholarship programs, financial aid, and employment. It does not discriminate on the basis of gender, race, color, national origin, religion or creed, sex, sexual orientation, age, physical handicap, status as a Vietnam era veteran, political beliefs, or marital status.

The School expects each student to value and maintain the community standards that are essential to the pursuit of academic excellence and social responsibility. The measures and standards below represent guidelines for behavior by all members of the School's community. The School reserves the right to periodically update and change any materials, including policies and procedures, without reprinting or amending this handbook.

The following policies, regulations and rules shall apply to and govern the conduct of all students, whether enrolled in the Certificate, MFA or Marathon Programs, and the Evening and Weekend Courses, as well as alumni, visitors, guests and invitees.

### **Discrimination & Harassment Policies**

#### **Investigation of Violent Crimes**

Students, together with all members of the School community, have the right to participate in their normal routine without the threat of violence. To this end, the School

makes clear its responsibility to report any violent felony offense that takes place at the School, or its DUMBO location, to local law enforcement agencies and to ensure that such agencies have the full cooperation of the community. Questions regarding this policy should be directed to the Department of Student Services. This department can also provide information regarding the definition of violent felony offense(s) as set forth by New York State Penal Law, §70.02.

As a necessary part of the commitment to creating and sustaining a discrimination-free environment for all members of the community, the School maintains a zero-tolerance policy on harassment of any members of its student body, staff or faculty by any other member of the community.

#### **Discriminatory Harassment**

Any harassment of individuals or groups based on race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, marital status or veteran status is contrary to state and federal civil laws. Harassment is defined for purposes of such laws and as per the School's policy as any behavior that is unwelcome and targets and specifically addresses a person or small group of persons on the basis of any of the characteristics above, and that is sufficiently severe or pervasive to negatively alter that person or a group member's living, educational or working environment.

Harassment can be verbal or physical conduct based on discrimination against individuals targeted for any of the above reasons. It can also involve the use of 'fighting words' or non-verbal symbols that are as a matter of common knowledge understood to convey hatred or contempt for persons and by their use intend to

inflict injury or incite immediate breach of the peace.

The policy against such discrimination applies uniformly to all members of the School community. Persons found in violation of this policy will be subject to appropriate disciplinary action up to and including the suspension or termination of employment of employees, and suspension or expulsion of students.

### Bias-related Crimes

In addition to the above policies on discriminatory harassment, the School is mandated under Article 129-A of the Education Law to inform students about the specific laws and penalties regarding the perpetration of crimes motivated by prejudice, hatred or bias, commonly known as 'hate crimes'.

Both the federal government and New York State have statutes covering hate crimes. A hate crime is a crime of violence that is motivated by prejudice or hate based on race, religion, ethnicity, national origin, gender, disability or sexual orientation. While physical attacks based on such bias may be rare, other forms of bias-related abuse and discrimination, including harassment, threatening behavior or contact, and demeaning jokes, may occur more frequently and may violate the School's policies that prohibit harassment and discrimination, as well as federal or state civil law.

The Department of Student Services holds information regarding the various applicable laws and penalties regarding bias-related crimes, including Article 485 of the Hate Crimes Act of 2000, Civil Rights Law §40-c and Penal Law §240.30. Below is a brief précis of the various New York State statutes.

New York State Law

- a) Hate Crimes Act of 2000, Penal Law Article 485 – enhances criminal penalties for a list of enumerated crimes when perpetrators intentionally selected a target based on the victim's actual or perceived race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation.
- b) NY Civil Rights Law §40-c – prohibits discrimination or harassment based on race, creed, color, national origin, sex or disability.
- c) NY Penal Law §240.30 – Enhances penalty for aggravated harassment.

The School encourages any student who has been the victim of or has witnessed behavior that may be deemed a bias-related crime or incident to report the matter as soon as possible to members of the Department of Student Services or any other member of the administrative staff or faculty. Any such report will be dealt with in the strictest confidence, although other members of the administrative staff as well as members of outside law enforcement agencies may be involved when necessary.

### Sexual Harassment

In 1990, the New York State Assembly amended the Education Law on campus security, mandating that colleges and universities form special committees on campus security and to distribute information on preventing assault.

The New York Studio School Security Concerns Committee is the body that deals with these issues, and is comprised of students, faculty and administrative staff.

### **Statistics**

Sexual assault can happen to anyone, male or female, at anytime and anywhere. Studies indicate that nationwide, 1 out of every 3 females and 1 in 11 males experience some

kind of sexual assault before they reach the age of 18. Rape is the most common sexual offense, and occurs most frequently against the 16-24 age group, by offenders who, most often, are also in the same age group. Given these statistics, it becomes easy to see why rape is the most common sexual assault that occurs on college campuses. Since only 1 in every 10 rapes is reported, it is difficult to get completely accurate figures, but several research studies show that an estimated 1-in-6 to 1-in-4 women have been raped, and an additional 20-25% have been victims of attempted rape: this means between 15-50% of college women have been the victims of rape or attempted rape. Most rapists are someone known to the victim, not a complete stranger.

Nationally, among all age groups, 7 out of 10 rapes are acquaintance rapes, and this figure rises to between 70-90% for college students. Date or acquaintance rape occurs when you are forced or manipulated into having sex against one's will.

### **Sexual Assault & Harassment**

While rape is the most common type of sexual assault, there are other forms of such assault. The New York State Penal Code describes the five types of sexual assault with up to three degrees of seriousness for each, and descriptions of them are included at the end of this section. The penal code changes from time to time and updates copies are available in the Director of Student Services Office.

An important distinction between sexual assault and sexual harassment is defined as follows:

- \* Sexual harassment is a form of discrimination based on one's gender or sexual orientation, and this type of

harassment may be subtle or blatant, physical or verbal, and includes such behaviors as unwelcome sexual advances, requests for sexual favors, and other communications or physical conduct of a sexual nature.

- \* Sexual assault is an abuse of power employing coercion, threat, bribery or unwanted attention. Rape is a crime of violence, anger and power.

### **Getting Immediate Support**

Being raped or assaulted is not the victim's fault. No matter what, no one deserves to be raped. Do not blame yourself if you were the victim of rape or any other form of sexual assault.

### **Where do I go for Help?**

There is a list at the beginning of this Student Handbook that will provide you with information on local hospitals and medical facilities where you can go if you have been sexually assaulted, together with numbers to call for advice and counseling.

### **Reporting a Sexual Assault**

If you are a victim of sexual assault:

- Tell someone immediately – a friend, family member, member of staff, anyone. If you tell a member of the School staff or faculty, they will be able to offer support and advice and assist you in where and how to get medical treatment, as well as help in the process of reporting the crime, if you decide to do so.
- While victims of such crimes are not obligated to report a sexual assault to the police, you are strongly recommended to do so. Reporting a sexual assault does not necessarily mean that a court appearance would be required.

- Extreme care is taken at all times to protect your privacy and confidentiality.
- Whether or not you decide to inform the police, it is important to get a medical examination as soon as possible. This action is important, not only in case injury or disease is involved but also because medical exams provide evidence needed should you decide to report the crime at a later date.
- Whether you report the crime or not, it is advisable to seek counseling. Numbers are provided at the front of this Handbook that may be useful in arranging counseling sessions.

### **If You Choose to Report an Assault**

- Do not wash, bathe or shower, douche, brush your teeth, comb your hair, change clothes or clean up in any way as such an action can destroy evidence of the attack.
- Do not touch, move or destroy any article that may be evidence.
- What to do in the hospital:
  1. Inform the doctor of the exact acts committed upon you
  2. The doctor will examine you in a private room. NO police personnel will be present while the examination takes place.
  3. The doctor will note any injuries or bleeding, bruises, etc., both internally and externally.
  4. With your permission, the doctor will use a sex crimes evidence collection kit during the examination to document the assault. The tests in the kit are designed to be as non-invasive as possible.

You are not obligated to press charges just because you consent to any of the above procedures. However, the use of the kit is very important as evidence, should you decide to prosecute the assailant at a later date.

A new provision requires hospitals that treat rape victims to provide information on emergency contraception. If you request it, the hospital must provide such contraception to you.

In New York State, the Crime Victims Board will provide direct reimbursement for sexual assault forensic exams performed by a hospital, sexual assault examiners program or licensed healthcare provider. You can get more information about the Crime Victims Board online at [www.cvb.state.ny.us/index.html](http://www.cvb.state.ny.us/index.html)

Inform the police department investigator assigned to you of ALL details of the attack, no matter how intimate or personal they are. All information is important.

### **Getting Support**

A variety of off-campus resource centers and programs are available throughout New York City, many of which are low-cost and some of which are free. Long Island College Hospital in Brooklyn keeps its Rape Crisis Intervention Program available 24 hours a day, 7 days a week. Counselors and trained volunteers can provide many services, including accompanying victims through the hospital system and explaining options, offering support, and providing transportation home. They also provide short-term follow-up counseling. Most of the hospitals listed above have support programs for victims of sexual violence. A further list can be found online at [www.nycagainstrape.org](http://www.nycagainstrape.org)

### **On-Going Support Services**

People who have been sexually assaulted experience a variety of feelings with which it can be difficult to cope. Feelings can include guilt, shame, anger, powerlessness, hurt

and rage, and these can affect personal and intimate relationships and friendships as well as your own self esteem. Sometimes, feelings of numbness can immediately follow an assault and/or treatment, together with a feeling that you do not need further assistance and that ignoring personal feelings, or not thinking about what happened, can make it go away. This is not the case. Sexual assault is a traumatic event and experience for any victim, their family and friends. It is in your best interest to seek professional help for as long as you feel necessary, both for yourself and for the important people in your life.

### **Sexual Assault and Its Penalties**

Sexual assault, including date or acquaintance rape, is considered a serious crime under the New York State Penal Code, and a serious offense against the New York State School's Community Standards. Penal Code section 130 governs the prosecution of sexual offenses in New York State, and was revamped and became law on February 1, 2001.

When a victim of such assault decides to file a criminal action against the alleged offender, they also file a complaint within the School. If the offender is a member of the School community, the School may initiate proceedings against the perpetrator, independent of any criminal action. If the offender is found guilty of any such assault through the School's investigatory process, penalties up to and including dismissal may be applied.

### **Explanation of Terms**

Under New York State Law, a sexual offense occurs when certain sexual acts are perpetrated against a victim without his or her consent. The law defines both the behavior and the physical nature (body parts,

etc.) of a sex offense *and* the lack of consent involved.

"Lack of consent" is defined as occurring in the following circumstances:

1. Forcible Compulsion:
  - o Actual physical force;
  - o The threat of physical force, expressed or implied, that puts the victim in fear of being physically harmed or of another person being physically harmed (e.g. one's child)
  - o The threat to kidnap the victim or a third person.OR
2. Physically Helpless: Physically unable to indicate a lack of consent (e.g. because a victim is unconscious or because of a physical disability that makes one unable to physically or verbally communicate lack of consent).  
  
OR
3. Under 17 years of age  
  
OR
4. Mentally Incapacitated: when the victim is made temporarily incapable of understanding or controlling his or her conduct because a drug or other intoxicating substance (e.g. alcohol) was given to them without their consent.  
  
OR
5. Mentally Disabled: when a person suffers from a mental illness or a condition that renders them incapable of understanding the nature of their conduct  
OR
6. Inmate: when a person is literally or physically under the control of others  
  
OR
7. Some Factor Other Than Incapacity in Consent: in the case of intercourse, if the victim expressed that he or she did not consent to the sex act in such a way that a reasonable person would have



understood those words or acts as expressing lack of consent.

### **What constitutes a sexual offense?**

If any of the following acts are perpetrated against a victim “without his or her consent”, as defined above, it is a crime under New York State Law.

1. *Sexual Intercourse*: the penetration of the penis into the vagina, however slight – in other words, if the penis goes into the vagina just a little, not in its entirety, it is considered completed “sexual intercourse”. There is no requirement of physical injury, and usually no requirement that ejaculation or orgasm occur.

2. *Criminal Sexual Act (Oral or Anal Sexual Conduct)*: does not require any penetration and occurs upon contact between penis and mouth, penis and anus, mouth and anus, or mouth and vaginal area.

3. *Sexual Conduct*: any touching of the sexual or intimate parts of the body, whether under or over clothing done for the purpose of gratifying the sexual desire of either party and/or includes touching of the victim’s sexual parts by the perpetrator AND the touching of the perpetrator’s sexual or intimate parts by the victim.

4. *Forcible Touching*: intentional or forcible touching of another done for the purpose of degrading or abusing another person or done for the purpose of gratifying the defendant’s sexual desire. Includes squeezing, grabbing or pinching.

5. *Aggravated Sexual Conduct*: insertion of a foreign object into the vagina, urethra, penis or rectum. Insertion of a finger into the vagina, urethra, penis or rectum causing injury constitutes 2<sup>nd</sup> degree

sexual offense. If the insertion of the object causes physical injury, this constitutes a 1<sup>st</sup> degree offense. If no injury occurs, it constitutes a 3<sup>rd</sup> degree sexual offense.

### Relationship Violence

Relationship violence is defined as violent or controlling behavior by a person who is or has been in a relationship with the victim. A pattern of coercive control is used to dominate the victim, and can include such behavior as actual or threatened physical injury, sexual assault, emotional abuse, economic control, and/or progressive social isolation, such as being prevented from attending school or social functions on an escalating basis. Such behavior is rarely on a one-off basis and almost always escalates in severity over time.

If any of the following behaviors or actions occur or have occurred between you and your partner, your relationship may be abusive or headed in that direction:

- Attempts at controlling your behavior
- Telling you who you can see or where you can go
- Attempts to turn you against friends and/or family
- Hitting, kicking or pushing
- Throwing or breaking things in your presence
- Using jealousy to control your behavior
- Possessive or extremely jealous behavior
- Negatively affect your work
- Name-calling on a regular basis
- Pressure you to do things sexually that you do not want to do
- Accuse you of flirting or having sex with someone else
- Uses threats to hurt themselves if you do not stay with them
- Using intimidation or manipulation to control you or your children

While most human relationships involve conflicts and problems on some level, such disagreements should be dealt with fairly and non-violently. Relationships can be unhealthy even when physical violence is not involved. Emotional abuse can be just as damaging as physical abuse. Emotional abuse covers a wide range of potentially damaging and dangerous behavior:

- Diminishing the victim's self-esteem through name-calling and accusations of inadequacy
- Threatening to leave the victim or cause harm to themselves or to the victim and intimidating and ordering the victim to do things they are not comfortable with
- Controlling the victim economically
- Isolating the victim from their family, friends, roommates etc

Many times, emotional abuse can lead to physical violence, and is a controlling behavior using degradation and fear for power.

#### If you are experiencing relationship violence

- Get medical attention
- Get counseling
- Find support while learning to change, deal with or leave the violent environment
- Go to a safe place and call for advice/help
- Press criminal charges: you have the right to file assault and battery charges against your abuser
- Obtain a restraining order (Order of Protection) from the court if you are threatened with abuse or have been abused
- find friends and relatives who can support you and will offer help or shelter if needed

#### How to help someone else

- \* Tell the person that you are worried
- \* Be a good listener

- \* Offer your friendship and support
- \* Ask how you can help
- \* Encourage your friend to seek help
- \* Educate yourself about dating violence and healthy relationships
- \* Avoid any confrontations with the abuser. This could be dangerous for you and the person you are trying to help.

#### Getting help

It is important to inform staff of any threats you receive, or if you feel in any way that you are the victim of domestic violence, to ensure that the School can take steps to maintain your safety while on the School's grounds and help you deal with the situation. The Department of Student Services can provide help to you if you feel threatened or vulnerable to the types of behavior described above. The NYPD can also provide assistance to the victims of domestic or relationship abuse. The police can provide a precinct Domestic Violence Prevention Officer to work with you and your family to help maintain your safety and well-being, and develop a plan to enhance your security.

Any discussions with members of the department will be held in the strictest confidence. There are also external counseling resources available to victims of domestic violence. Safe Horizon operates a 24 hotline for those in New York City at 866.689.HOPE (4673)

#### Stalking

Stalking is a series of perpetrated actions that make you feel afraid or in danger and is a serious crime that can often escalate into violence over time. Most cases involve a former

partner or someone known to the victim, but a stalker can also be someone completely unknown.

The behavior of a stalker can vary and can include:

- following you and showing up wherever you are
- repeated phone calls, including hanging up
- Damage to personal property
- Sending unwanted gifts, notes, letters, emails, texts
- Monitoring your phone or computer use
- Using technology to track your movements
- Threats to hurt you, your friends or family
- Other actions that attempt to control, track or frighten you

Things to do if you or a friend are being stalked

- If you are in immediate danger, call 911 and try to go somewhere safe
- Trust your instincts. If you feel unsafe, you most likely are
- Take threats seriously.
- Contact the police and consider getting a protection order
- Develop a safety plan, including informing friends, fellow students and the administration of the problem
- Don't communicate with the perpetrator or respond to attempts to contact you
- Keep evidence of the stalking behavior, including emails, phone messages, letters etc. If there are witnesses, ask them to keep a record of the event or behavior.
- Ask other people to watch out for your safety

The Department of Student Services can provide help to you if you feel threatened or vulnerable to the types of behavior described above, as well as information on the relevant New York State laws governing definitions of stalking (Penal Code § 120.45). It is

important to inform staff of any threats you receive, or if you feel in any way concerned that you might be the victim of a stalker to ensure that the School can take steps to maintain your safety while on the School's grounds. Any discussions with members of the department will be held in the strictest confidence. There are also external counseling resources available to victims of stalking. Safe Horizon operates a 24 hotline at 866.689.HELP (4357) or 800.799.SAFE (7233) for those not in New York City.

### Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act prohibits discrimination against qualified persons with disabilities solely on the basis of their disabilities and provide for accessibility to programs, goods, accommodations and services. All efforts are made to ensure the School's programs, privileges, employment opportunities and other activities are made accessible to individuals with disabilities.

### Dogs and Animals on Campus

In consideration of the health, safety, and welfare of all members of the School community, The New York Studio strictly prohibits the presence of dogs or other animals in studios, ateliers, seminars, day and evening lectures or any other School activity where pets might cause a disruption. While pets are not exclusively prohibited from the building itself, it is imperative that they be closely supervised at all times, and in no way pose a hazard or threat to others or to school or personal property. Any damage resulting from the presence of animals on school property will be the sole responsibility of the owner. Dogs and other pets may not be left unattended at any time.

The New York Studio School recognizes the importance of service animals to those individuals who require their assistance and welcomes these animals in all areas of the campus.

### Complaint Procedures & Student Grievances

Students whose complaints relate to academic or other matters, who seek a review of their complaints or grievances, should follow the procedures outlined below.

1. It is recommended that student complaints and grievances be addressed initially with the person against whom the complaint is being made.
2. If the complaint is not resolved through discussion between the individuals directly involved, or the student is not comfortable addressing the complaint with that individual, the student should contact the Director of Student Services, who will then attempt to resolve the matter.
3. If a satisfactory resolution of the complaint is not achieved at this level, the Director of Student Services may take the matter to the Associate Dean and/or the relevant faculty committee.

### Confidentiality

Any complaints or grievances raised will be kept as confidential as possible by all involved students and administrative staff, within the context of allowing complete and proper investigation of any complaint and the ability to take appropriate corrective action.

### Retaliation

The School prohibits any form of retaliatory action against anyone reporting complaints or involved in

the complaint procedure. Any person or persons found in violation of this policy are subject to appropriate disciplinary action.

### Knowingly False Complaints

If after or during any investigation of complaints it is determined that any individual has knowingly provided false information regarding the complaint, or has knowingly filed a false complaint, appropriate disciplinary action will be taken against the complainant.

### Academic Integrity

Integrity is an expected facet of conduct and behavior as regards all members of the School community, and particularly in reference to academic honesty. The School holds all students to high levels of academic standards, specifically in the areas of attendance; quality of work and effort; conduct within the School, and academic honesty. Failure to maintain equality with these expected levels constitutes a violation of the standards the School demands from students, and may result in disciplinary action including withdrawal of financial aid, and suspension from class.

The submission of any work by a student, be it a written essay or thesis or a work of sculpture, painting, drawing or other artistic medium, is assumed to represent an implicit claim by the student that the work is wholly his/her own, done without assistance unless explicitly noted and that the work has not been submitted for credit in any area on a previous occasion.

Examples of violations regarding this policy include:

- Reproducing another's visual, verbal or written material without proper citation and with intent to deceive (plagiarism);

- Copying or allowing the copying of assigned work by another student;
- Altering or mutilating other students' work or otherwise interfering with their ability to produce work, including unequal sharing of studio space and materials.

Students who are found to have violated the code of academic integrity may be subject to certain penalties, including being required to repeat the specific assignment and/or receiving a lower or failing grade in the assignment and/or course. Further penalties may also be enforced, as detailed below.

### **Smoking Policy**

The School fully complies with the New York City Smoke-Free Air Act of 2002, which prohibits smoking in most public places and work areas.

No smoking is permitted inside the building including, but not limited to, studios, ateliers, locker areas, rack rooms, storage spaces, offices, galleries, corridors, kitchens, passageways, basements, bathrooms, libraries, public meeting rooms or other areas.

Students who need to make a complaint about smoking in prohibited areas should contact the Student Services Office directly.

### **Alcohol & Substance Use Policy**

The School is committed to creating an environment for students, staff and faculty that is free of alcohol and drug abuse. In compliance with the Federal Drug-Free School and Communities Act Amendments of 1989, the School prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities. Students and other

members of the community are reminded that it is the responsibility of all individual members to comply with applicable local, state and federal laws controlling drug and alcohol possession, use or distribution.

The use and abuse of alcohol and other drugs constitutes grounds for disciplinary action within the School, including probation or suspension, in addition to any legal or judicial penalties. Parents and/or guardians will also be notified of any actions taken against the student in such cases. Students should be aware of the health risks associated with alcohol abuse and the use of illicit drugs, and counseling or support programs can be recommended in necessary cases.

To be in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the School must adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program must contain: Standards of conduct prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on School property or as any part of its activities; disciplinary and legal sanctions under state, federal or local law for violation; health risks associated with use of illicit drugs and the abuse of alcohol; a description of any available drug or alcohol counseling, treatment or rehabilitation or re-entry programs; and a biennial review of the program. Further information regarding these policies is available below.

#### **Use & Distribution of Alcohol**

The School complies with all provisions of the New York State Alcoholic Beverage Control Law, specifically those regarding the distribution and use of alcohol by

those members of the student body below the legal drinking age.

Persons under the age of 21 are not permitted to consume alcohol, or to hold alcohol with intent to consume, or to serve alcohol at any event. Students under 21 are also prohibited from attempting to acquire or purchase alcoholic beverages through fraudulent means, such as using false identification. Any student found in violation of this policy will be liable to sanctions of escalating severity.

At events where students under the legal drinking age may be present, proof of age will be required from anyone appearing under the legal drinking age. Acceptable methods of identification are defined by the Student Services Office. Students interested in hosting such an event where alcohol is to be served must contact the Student Services Office in advance, and will be informed of the appropriate amounts of alcohol to be served.

Whenever alcohol is served at School-sponsored events, an appropriate amount of non-alcoholic beverages and snacks must be provided for attendees. Student events, such as openings in the Student Gallery, must adhere to these policies. The student who is hosting any event is responsible for acting as the supervisor in regard to the distribution of alcohol. Alcohol at student-run events will be limited in quantity, and will only be served during the period that the event is officially scheduled to run, and must only be consumed within the specific area where the event is held. Alcohol is not allowed in any private studios at any time.

New York State law requires the posting and/or availability of appropriate signs stating the New York State legal drinking age of 21 at all events where alcohol is to be served. Students should see the

Student Services Office for such items.

Persons under 21 are not permitted to serve alcohol at any School-sponsored event. Servers will be required to sign a contract stating they will not serve students who are under the legal drinking age, or who appear intoxicated. Individuals at any event who appear intoxicated should not be served under any circumstances.

### Health Risks

Illicit drug use can incur the risk of numerous physical and psychological hazards, including the possibility of overdose, psychological damage, changes in personal behavior, secondary infection and possible death.

Possible effects from the use of illegal narcotics include euphoria, drowsiness, lowering or depression of respiratory functions, constricted pupils, and nausea. Narcotic overdoses can produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Withdrawal symptoms can include tremors, panic, cramps, nausea, chills, and sweating. Mothers who use drugs during pregnancy may give birth to infants with physical abnormalities and mental retardation.

Unlawful use of depressants can cause slurred speech, disorientation, and drunken behavior. Overdoses can produce weak and rapid pulse, coma, and possible death. Withdrawal syndrome can include tremors, delirium, convulsions, and possible death.

Illicit use of stimulants can cause increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and loss of appetite. Agitation, increase in body temperature, hallucinations,

convulsions, and possible death are the effects of stimulant overdose. Withdrawal syndrome can include apathy, long periods of sleep, irritability, depression, and disorientation.

Possible effects of the use of hallucinogens include illusions and hallucinations and altered perceptions of time and distance. Overdoses can produce longer, more intense effects, psychosis, and possible death.

The use of cannabis can produce euphoria, relaxed inhibitions, increased appetite, and disoriented behaviors. Overdoses can result in fatigue, paranoia, and possible psychosis. Cannabis withdrawal can occasionally produce insomnia, hyperactivity and decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair 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 doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption

of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.

#### Applicable Local, State & Federal Sanctions

In addition to possible criminal and judicial penalties arising from violation of the School alcohol and substance use policy, sanctions will range from verbal or written warnings and social probation up to and including expulsion or dismissal from the School.

Students who are convicted of any offense under Federal or state laws involving the possession or sale of a controlled substance *are not eligible* for any grants, loans or Work-Study for the period beginning with the date of the conviction and lasting for 1 to 2 years (for first time offenders) or for an indefinite period (for repeat offenders). [20 U.S.C. ~ 1070 and 42 U.S.C. ~2751]

The State Penal Code has numerous penalties for the possession and sale of controlled substances and marijuana. Possession and sale of controlled substances range from misdemeanor to felony, and penalties range from one year to life. Marijuana possession and sale sanctions range from violations to felonies, with penalties and fines up to \$1,000 and up to fifteen years in prison. Federal law has numerous penalties for the illegal possession, manufacture and trafficking of controlled substances. Possession

sentences range from one year imprisonment and \$1,000 fine to 20 years imprisonment and \$250,000 fines. Sanctions can also include denial of federal benefits, such as student loans and grants. For further information on the local, state and federal laws concerning unlawful possession or distribution of illicit drugs and/or alcohol, see the Student Services Office.

### **Computer Users' Rights & Responsibilities**

Access to the School's computers and network is regarded as a privilege, not a right and as such students must be aware that misuse of computer resources will result in restricted access. The computers and network access provided by the School are primarily for research. Staff reserve the right to limit access to computers for use other than that directly involved with academic or research practices.

Computing facilities may not be used in any manner that contradicts federal or state laws, including Article 156 of the New York Penal Law, "Offenses Involving Computers", or School policies, such as those regarding sexual, discriminatory or any other kind of harassment. Students must be aware that downloading any explicit materials or materials likely to cause offense to other members of the community will be prohibited from accessing the network or computers. It is the responsibility of the individual to be aware of the content of any material they are viewing, printing, emailing or otherwise distributing.

Users are expected to follow any instructions given regarding use of such facilities by authorized library staff and assistants. Users should delete any files that are publicly accessible immediately following use, or ensure that they are encrypted for privacy. Computer

hard drives are regularly scanned and obsolete files or folders that are not encrypted will be deleted. Students should not attempt to download any items, whether software, shareware or personal messaging systems onto the public computers. Students should be aware that staff reserve the right to limit use of computers in cases where resources are subject to high demand, or in times of system upgrades.

### **Alumni & Guest Access to Instructional Facilities**

Except during public exhibitions or lectures, guests may only use facilities of the School if they have obtained explicit written approval from the necessary departmental supervisor, or are accompanied at all times by a member of the School's faculty or staff.

Alumni may gain access to facilities only with prior approval. Any alumnus or guest must comply with all School policies while inside the building. Failure to comply with any policy will result in a request to leave.

Visitors and/or guests and alumni who are perceived to be causing a disruption or nuisance to the daily running of the School, who cause interruptions to the work of currently enrolled students and staff or faculty, or who are involved in disruptive, threatening or harassing behavior towards any other member of the School community, including staff, administrators, faculty, currently enrolled students or other persons associated with the School in any way may be subject to any of the following penalties:

*Warning.* A verbal warning that the individual is interfering with the rights of others, or the School, and an order to desist.

*Ejection.* The individual will be requested to leave the campus



or property immediately. If the individual does not leave immediately, he or she shall be ejected as a trespasser.

If necessary and appropriate given the behavior exhibited by the guest or visitor, legal action in terms of criminal prosecution under the provisions of the Laws of the State of New York, both civil and criminal, may be instituted against the individual.

### **Prohibition on the Marketing of Credit Cards**

It is the policy of the School to prohibit any companies advertising, marketing or in any way merchandising credit cards in any of the School's main building or other spaces used for educational purposes. Students who seek information on managing their finances, whether directly related to School expenses or other aspects of their financial life, are encouraged to speak with the Bursar directly.

### **Disruptive Behavior, Theft & Safety Issues**

In order to maintain an environment conducive to education and learning, the School has certain expectations regarding behavior, and therefore chooses to exclude the following behaviors:

1. Behavior Disruptive to Another
  - o Physical restriction;
  - o Coercion;
  - o Intimidation of either a physical or verbal kind;
  - o Harassment;
  - o Any action that is deliberate and which results or might result in injury to any other person;
  - o Acts of sexual violence or intimidation, including date or acquaintance rape;
  - o Behaviors deemed dangerous to the self or to others.

2. Behavior disruptive to the Public Order
  - o Participation in or encouragement of any effort to purposefully disrupt a class or any event associated with the School;
  - o Creating a public annoyance, inconvenience or alarm;
  - o Fighting;
  - o Excessive or unreasonable noise;
  - o Irresponsible use of skateboards, rollerblades, bicycles, etc within the building, use of which are banned.
3. Behavior Adverse to Health and Safety Regulations
  - o Tampering with or misusing fire alarms and other fire safety equipment;
  - o Smoking anywhere in the building;
  - o Refusal to observe safety regulations or procedures, including those regarding studio safety and disposal of hazardous waste;
  - o Use of banned substances including turpentine and similar mediums;
  - o Lighting or attempting to light a fire anywhere within the School, including private studios, or use of open flames in any room or studio;
  - o Creating an atmosphere or condition which unnecessarily endangers or threatens the safety or well-being of any other person or persons;
  - o Possession of any weapon, including firearms, explosives or other incendiary apparatus;
  - o Failure to comply with instructions of any School personnel acting in compliance with their job description and duties.

4. Theft, Willful Damage to Property and Unauthorized Entry
  - Theft of property;
  - Damage, destruction, defacement, mutilation, theft or other misuse of property not one's own;
  - Unauthorized entry or use of staff and administrative offices;
  - Forcible entry to any room, office; studio or facility or restricted area, including the roof;
  - Stealing, defacing or removing items from the Library.

- Representing oneself as another person with intent to obtain benefit or to defraud another;
- Fraud or embezzlement.

**Violations of Federal, State and Local Laws**

The School cannot and does not condone violations of the law, and recognizes that the law operates to its fullest extent within the physical confines of the School. If a violation of the law occurs which also contradicts any School regulations, proceedings may initiate against offenders in parallel with any civil or criminal actions that result as a consequence of the violation.

5. Alcohol & Drugs
  - Selling, giving or serving alcoholic beverages to underage persons;
  - Consumption of alcoholic beverages by any person under 21 years of age;
  - Failure to comply with the regulations set forth in the School's alcohol policy;
  - Sale, purchase, use or distribution of any illegal drug on School property.
6. Misuse of Documents & Computers and False Information
  - Forging, alteration, misappropriation or other misuse of academic or non-academic records, documents or other official forms;
  - Unauthorized and/or inappropriate use of computers and/or software, including illegal downloading or copying of software (see also Computer Users Rights and Responsibilities);
  - Providing false information or testimony in disciplinary matters;

**Penalties**

If any student is accused of violating the academic integrity or harassment code, they are subject to investigation by faculty and/or staff. Incidents may be recorded in a students' permanent record, if the violation is deemed serious enough, or if a student is guilty of repeated violations of the code. Students have the right of appeal during any investigation into such accusations. Penalties for infractions of the academic code, or of any of the regulations and procedures governing the School's community standards can include the following:

*Warning.* A notice to the individual, either verbally or in writing, that repetition of the wrongful conduct may be the cause for more severe sanctions, and an order to desist.

*Probation.* The student is in official jeopardy. A further violation of the School's rules and regulations while on probation may result in suspension or expulsion.

*Suspension.* Suspension from all functions of the School for a stated period. Suspension may require petition for re-admission.

*Expulsion.* Dismissal from the School. Readmission by petition to the Dean. Tuition is not refunded.

*Restitution.* A student may be required to make restitution for damage or loss to either School or individual property. Failure to do so will result in the withholding of a student's transcript and/or denial of either graduation or continued enrollment at the School.

The above listed penalties shall be in addition to any penalties or liabilities pursuant to the laws of the State of New York both civil and criminal.

### **Privacy and Confidentiality**

The Family Rights and Privacy Act of 1974 as amended in 1995 and 1996, with which the School complies, was enacted to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading statements.

The School has established the following student information as public or directory information, which may be disclosed by the institution at its discretion: student name; major field of study; dates of attendance; full- or part-time enrollment status; degrees and awards received; the most recent previous educational agency or institution attended; addresses, phone numbers, photographs, email addresses and date and place of birth.

Students may request that the School withhold release of the

directory information by notifying the Director of Student Services in writing.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the School decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

## GENERAL USER INFORMATION

### Directions

#### *By Subway or PATH Train*

Most subway lines are just a short walk from the school. You may take any one of these lines:

- 6 train to Astor Place. Walk west a little more than three blocks
- N or R trains to 8th Street and Broadway. Walk west about two blocks
- A, B, C, D, E, F, and Q trains to West 4th Street and 6th Avenue. Exit at the 8th Street end of the station and walk east on 8th Street about a block and a half
- 1 train to Christopher Street/Sheridan Square. Walk east on Christopher Street to 6th Avenue, then to 8th Street and continue east.

The PATH train from New Jersey stops at 9th Street and 6th Avenue. Walk south on 6th Avenue to 8th Street, then east on 8th Street.

#### *By Train or Bus*

Two major railroad stations (Pennsylvania and Grand Central) and one major bus terminal (Port Authority) serve New York City. Train and bus services include Amtrak, Metro-North, Long Island Rail Road, Greyhound, Trailways, and New Jersey Transit. All three terminals provide easy access to public transportation (see subway directions above). Taxi service from any of these locations is also available.

#### *By Car*

From Westchester, Connecticut and points north of New York City:  
Take the Saw Mill River Parkway to the Henry Hudson Parkway south

(downtown) and continue to the West Side Highway (which becomes 12th Avenue/West Street); exit left at 14th Street. Continue east on 14th Street to 7th Avenue and turn right (downtown) toward St. Vincent's Hospital; continue south on 7th Avenue and turn left (east) onto Greenwich Avenue, which will become 8th Street.

From Points north of New York City via I-95:

Take I-95 to the Robert F. Kennedy Bridge. Follow the FDR Drive south (downtown). Exit at 23rd Street. Continue west on 23rd Street to 7th Avenue and turn left (downtown) toward St. Vincent's Hospital; continue south on 7th Avenue and turn left (east) onto Greenwich Avenue, which will become 8th Street.

From New Jersey and points west of New York City:

From the George Washington Bridge: take the Henry Hudson Parkway south exit left at 14th Street. Continue east on 14th Street to 7th Avenue and turn right (downtown) toward St. Vincent's Hospital; continue south on 7th Avenue and turn left (east) onto Greenwich Avenue, which will become 8th Street.

From Long Island and points east of New York City:

Take the Long Island Expressway (I-95) west to the Midtown Tunnel. From the Tunnel follow signs to 34th Street and the FDR Drive. Take the Drive south to the 15th Street exit and continue south to 14th Street. Continue west on 14th Street to 7th Avenue and turn left (downtown) toward St. Vincent's Hospital; continue south on 7th Avenue and turn left (east) onto Greenwich Avenue, which will become 8th Street.

#### *Parking*

Parking is available at meters on 8th Street and at these nearby garages: GMC Parking Washington Square, next door to the school on 8th Street The Brevoort Parking Corporation, 20 East 9th Street The Brevoort Garage, 21 East 12th Street East 12th Street Garage Corporation, 17 East 12th Street

*By Air*

Kennedy International Airport:

Taxis are easily obtained and the most convenient way to the school. A taxi ride will cost approximately \$45.00. Carey Bus Service operates shuttles to Grand Central Station. Buses depart every half-hour. The fare is \$13.00 and no advance reservations are necessary. For more information, contact Carey Bus service at (212) 286-9766. From Grand Central take a taxi or subway (See train and subway information above.)

LaGuardia Airport:

Taxis are easily obtained and the most convenient way to the school. A taxi ride will cost approximately \$35.00. Carey Bus Service is also available. The fare is approximately \$10.00. Buses depart every half-hour and no advance reservations are required. For more information, contact Carey Bus service at (212) 286-9766. From Grand Central take a taxi or subway (See train and subway information above)

Newark (NJ) Liberty International Airport:

Olympic Trails operates a bus service from the Ground Transportation Information Booth at Newark Airport. The fare is \$7.00 and no advance reservations are necessary. For more information on this service call Olympic Trails at (212) 964-6233. Limo and taxi

services are also available for approximately \$65.00.

**Phone Numbers**

Main School Number, Front Desk & Switchboard: 212-673-6466

Other extensions to the main number are as follows:

- Director of Student Services x115
- Dean's Assistant x 111
- Program Coordinator x 117
- Library Office x118
- Bursar x 119
- Development x 128