

Dear Students,

On behalf of the Board of Trustees, President, staff, and faculty, I welcome you to the New Hampshire Institute of Art and to the start of a new academic year.

The positive momentum and rapid growth of the New Hampshire Institute of Art continues. The physical changes, enhancements, and new resources are many. Of particular significance is the addition of new full-time and part-time faculty and staff, whose contributions will strengthen and enrich your learning experiences. It is always the people and the quality of their participation and skill sets that distinguish the caliber of any educational program.

A college's reputation is ultimately determined by the character and quality of its student body. To this end, I call on you to exercise the level of commitment necessary for you to fulfill the potential clearly recognized by your admission to the BFA program. Avail yourself of the many opportunities and resources on campus, and take the responsibility to engage your studies with interest, passion, and enthusiasm.

We look forward to another great year. I wish you every success and conclude that our primary objective is to assist your educational growth and experience. We will always do our best; in return I ask that you seek to do your best. Together we will continue to build on the Institute's growing reputation, so that in the future you will look back with enormous pride and satisfaction on our collective commitment to the quality of the BFA program at the New Hampshire Institute of Art.

Have a great year.

Sincerely,



Patrick McCay
Academic Dean

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MISSION STATEMENT

The mission of the New Hampshire Institute of Art is threefold: to provide a traditional Bachelor of Fine Arts degree program emphasizing the integration of creative, aesthetic, technical, and critical skills in artistic expression; to offer a Continuing Education program that serves the community in the visual arts; to provide an ongoing series of public exhibitions and lectures that support the educational programs.

Institute General Policies

The Family Education Rights & Privacy ACT of 1974 (F.E.R.P.A.)

Annually the New Hampshire Institute of Art informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. This Act was designated 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 the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with the Act.

Guide to the Release of Student Information

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the student has the right to inspect and review his or her education records within 45 days of the request; request an amendment to his or her education records; a hearing if their request for an amendment is unsatisfactory; or file a complaint with the US Department of Education.

School officials within the Institute may obtain information from education records without obtaining prior written consent. The Institute determines the criteria for who will be considered *school officials* and what *legitimate educational interests* school officials have to be allowed access to educational records.

Students do not have the right to see the following: parental or guardian financial information; confidential letters and recommendations used for admissions purposes (for which the student has waived the right of inspection); confidential letters and

recommendations written prior to January 1, 1975; and education records containing information about more than one student (students are permitted access to that part of the record which pertains only to inquiring student).

Privacy Policy

The Institute will refrain from disclosing a student's academic, billing or financial aid information to parents and/or guardians without the consent of the student. An Authorization to Disclose Academic Information to Parent(s) or Guardian(s) form is distributed to students upon entering the Institution. A student must complete this form and return it to the Registrar. If the student chooses to give permission to release this information to parent(s) or guardian(s), the parent(s) and/or guardian(s) must be listed on the form. The form is available from the Registrar.

Schools may disclose the following information without consent: "directory" type information such as a student's name, campus address, telephone number and email address; photographs; relationship to an alumnus/a of the Institute; participation in officially recognized extracurricular activities and sports; concentration of study and degree sought or completed; full- or part-time enrollment status and classification (freshman, sophomore, junior, senior, graduate); date of attendance and graduation; degrees, honors and awards received; expected date of completion of degree, requirements and graduation; and most recent previous education agency, institution, college or school attended, and degree received from it.

This information, however, will not be disclosed if the student completes a Request to Prevent Disclosure of Directory Information form, available from the Registrar. By signing this form, your name will be withheld from any Institute-wide posted or published lists such as the Dean's List, the Commencement Program, and information will not be released to prospective employers. This form may be obtained from the Registrar.

General Student Conduct Policy

The Institute expects students to be mature, honest, and responsible members of the Institute. Any behavior that infringes upon the rights, safety, property, and privileges of another person, or which impedes the educational process at the Institute, is unacceptable. In addition, any behavior or activity that violates any local, state, or federal laws, is unacceptable and will be dealt with officially. Specific rules include, but are not limited to any of

the following prohibited activities on the part of any individual or group, which causes disruption of, or interference with the regular operation of the Institute:

1. Harassment of a student or students, faculty, staff, administrative officers, or the Institute is prohibited.
2. It is the policy of the Institute that all individuals associated with our Institute are able to work and study in an environment that is free of sexual discrimination and sexual assault/ harassment.
3. See Institute comprehensive definition of sexual harassment in the "Campus Health and Safety Report" which is available in the Student Services Office.

Policy on Harassment

Institute community members are prohibited from engaging in harassment. Harassment may be sexual or nonsexual in nature. Harassment includes any threat, in any way expressed or implied, to a person or property, or any obstruction of any individual's authorized movement on campus. Any student or Institute community member who believes he or she has been harassed, or is aware of the occurrence of harassment, should immediately report the incident to the Academic Affairs Office in the French Building, Student Services, or any Institute administrator. After hours, such incidents should be reported to a security officer on duty in academic buildings or a Resident Director in a dormitory. Each report will be fully investigated and appropriate action will be taken. In the event this policy is violated, the responsible individual will be subject to due process disciplinary action up to and including expulsion. Students who commit serious offenses on campus will go under review of the Institute Judiciary Committee.

Non-Discrimination Policy

The Institute is a private, non-profit educational institution, which maintains a policy of equal opportunity for all. It does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, veteran status, or disability in admission, access to, or employment in its educational programs.

Policy on Academic Accommodations

It is the policy of the Institute to make every effort to accommodate the needs of students with documented disabilities. Students who wish to receive accommodations must complete a Disabilities Assessment Form and provide documentation of the disability to the Student Services Office.

Photography and Video Use

The Institute reserves the right to use photography or videotapes of Institute students in class or on campus for the promotion of the Institute and its programs. Any student who does not wish to be photographed or videotaped must notify the Institute by completing the Request to Prevent Disclosure of Directory Information form, available from the Registrar.

Use of Student Work

The Institute reserves the right to retain or reproduce student work for the purposes of instruction, exhibition, advertising and promotion of the Institute. Students will receive the appropriate acknowledgment from the Institute.

Safety Policies

Student ID cards

All students are required to carry a current Institute student photo-ID card while on the premises. Student ID cards allow for studio use, library borrowing privileges, a 10% discount on student supplies purchased from the Institute Shop, and free admission to the Currier Museum of Art and the Museum of Fine Arts in Boston, MA.

Returning students must have new pictures taken during the spring registration period. IDs will be issued at the beginning of the fall semester.

New students who do not receive an ID card during orientation must see the Registrar (in Fuller Hall) to get a new ID. Returning students must pick up new ID's at the beginning of the fall semester.

Lost ID cards are to be reported to the Registrar. A \$10 replacement fee will be assessed. Students are not to lend or otherwise misuse their student ID cards.

Parking Stickers

Students must obtain a new parking sticker each academic year. See the Registrar if more than one vehicle will be used during the year. The sticker is to be affixed to the bottom corner of the windshield on the passenger side of the vehicle.

Please note that this sticker does not guarantee parking in Institute lots; it is used for monitoring purposes only. Lost parking stickers are to be reported to the Registrar and a \$10 replacement

fee will be assessed to replace the sticker. Students are not to lend parking stickers.

Institute Parking

Legitimate Institute parking spaces are paved and lined on both sides. No one is guaranteed a parking space, including students, Institute faculty or staff. Lack of convenient parking does not constitute a valid excuse for violation of any parking or vehicle regulation. Do not park in any designated reserved spaces in any of the Institute parking lots, including those for Admissions, some faculty and the President. To park in a handicap space, the vehicle must display the appropriate handicap plate or dashboard card. Do not park in walkways, chained areas, or on landscape (unpaved areas). If any Institute parking regulation is violated, the student's vehicle will be towed at the student's own risk and expense. If your vehicle is towed, please call the LMC Towing Company at (603) 668-8900 or (603) 627-7771 for information about retrieving your vehicle.

Public Parking

The vehicle operator is solely responsible for finding and paying for a public parking space, and for any fees and/or fines incurred by violating public or private parking regulations.

Personal Loss/Theft

The Institute is not responsible for loss or damage to student property, including theft, vandalism, fire, or acts of nature. Students are strongly advised to make sure that a personal or family insurance policy covers the loss of personal belongings at the Institute. In the event of a loss by theft, the matter should be reported immediately to Student Services. After hours, please report to the security officer on duty, or a Resident Director in the dormitories.

Open Studio Policy

Registered students may work in their class studio outside of class time. Students must adhere to all security requirements: There must be at least two students working in a studio at any given time. If a class is in session students may only work in that studio with the instructor's permission. **Students must sign in at the building security desk.**

Safety in Studio Areas

The Institute places the highest priority on the health and safety of its students. The Institute has appointed a Health and Safety Committee to work with all constituents. The Institute works to use

and provide safe materials, techniques and studio environments for its faculty, staff and students. All faculty are required to discuss safe studio practices and to provide specific health hazard information on class materials being used. Material safety data sheets (MSDS) are available for each area of studio concentration. Information, books and databases for comprehensive research on health/safety issues are available in the Library.

Basic Studio Safety Reference:

1. Be aware and conscious of your studio environment – exits, first aid kits, windows, ventilation, etc.
2. It is your responsibility to be informed and aware of any materials you are using. Read all instructions. Read your Health and Safety handout/syllabus.
3. Do not bring food or drink into any studio. If you bring water to class, it should have a cap on it, and should ONLY be consumed outside the studio area.
4. Do not dispose of materials in the sink, including, but not limited to, paint, plaster and clay. Dispose of materials only in the appropriate containers.
5. Report any chemical or material spills immediately to your instructor, or, if you are working in an open studio, the facilities manager or a security guard.
6. In some areas the use of respirators or safety goggles may be required by Institute policy. Please consult with your instructor.
7. When using an X-acto or other knife, cut AWAY from body parts.
8. If you are using tools or electrical equipment and you have long hair, tie it out of the way while you are working.
9. If you do cut or otherwise injure yourself, let your instructor know IMMEDIATELY. Each studio is equipped with a first aid kit.
10. In the interest of physical safety and protection, no student is allowed to work unaccompanied in a studio.
11. Never work in studios when you are fatigued.
12. Clean your work area when you are finished.
13. Wash your hands before you leave the studio and/or eat any food.
14. All students working in the studios outside of regular studio hours must sign in with Security and then also sign out.

Personal Health Conditions

Pregnant women, persons with respiratory problems and/or persons placed under physical restrictions by their physicians must take responsibility to make their condition known to instructors as soon as courses begin or at the onset of their

condition. Some studio materials and techniques may pose a heightened health hazard to people with such conditions. Students with concerns should consult with their physician.

Emergency and Fire Safety

In the event of an alarm signal, always assume it is a real fire threat. Leave belongings; quickly and quietly leave the building via the nearest exit to the designated location in Victory Park or near your dormitory until your instructor/supervisor can account for/confirm each student's safety. Regularly check the designated routes for exit provided in each studio.

The Institute has established a senior level management committee that addresses, reviews and evaluates planning for emergencies and for the implementation of any necessary policies, tools, technologies and equipment as well as the coordination and control of communications, both internal and external. Please contact the Vice President of Finance and Administration if you have concerns.

Health Policies

Smoking Policy/Academic Buildings

It is the intent of the Institute to provide a smoke-free working and learning environment for all students, faculty, and staff. In further consideration of the security of the buildings and the contents within, smoking is prohibited inside the Institute's buildings. Smoking stations outside of the Institute's buildings are provided. It is expected that smokers use these stations so as not to litter nearby grounds.

Alcohol and Illegal Drugs

The Institute is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol.

Institute Alcohol Policy

Drugs and alcohol are prohibited from all residence halls and academic buildings. Alcohol is forbidden from all Institute buildings except at specific Institute events for those who are 21 years or older. Possession of an empty container of an alcoholic beverage will be dealt with as though the individual responsible for the empty container consumed the contents.

Alcohol or Drug Dependence Resources

The Office of Student Services maintains a list of support agencies for those students who need assistance combating alcohol or drug

dependence. The Office of Student Services treats all requests confidentially.

New Hampshire State Alcohol Laws

The legal drinking age in New Hampshire is 21. If you are under 21, it is illegal to:

- Have in your personal possession any alcoholic beverages,
- Misrepresent your age for purpose of obtaining alcoholic beverages,
- Drive in a car containing alcoholic beverages except when accompanied by a parent, guardian, or spouse at least 21 years of age,
- Be in an area where alcoholic beverages are served unless accompanied by a person at least 21 years of age. Penalty: Fine and/or time in jail.

Institute Drugs/Controlled Substance Policy

Students, Institute employees, and guests are prohibited from the use, possession, transfer or sale of any illegal drug or substance or related paraphernalia while on any part of the campus or on Institute field trips.

The Drug-Free Schools and Communities Act Amendments of 1989 require that the Institute, as a recipient of federal funds, including federally provided student financial aid, notify its students and employees annually that the unlawful possession, use, or distribution of illicit drugs and alcohol on Institute property is prohibited.

In compliance with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, all students and employees of the Institute are notified of the following:

1. The unlawful possession, use and distribution of illicit drugs and alcohol on the Institute campus or during Institute sponsored activities are prohibited.
2. Students and employees who are found to be in violation of this stated prohibition may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the State of New Hampshire, or the United States. Conviction can result in sanctions including probation, fines and imprisonment.
3. Students who are found to be in violation of this stated prohibition are subject to discipline in accordance with the procedures of the Student Conduct System. Discipline may include disciplinary probation or dismissal from the Institute.

Student Rights, Rules, and Responsibilities

The Student Code of Conduct and Judicial Process

Article I: Definitions

Article II: Judicial Authority

Article III: Proscribed Conduct

A. Jurisdiction of the Institute

B. Violation of Law and Institute Discipline

C. Conduct Rules and Regulations

Article IV: Judicial Policies and Administrative Procedures

A. Informal Action

B. Charges

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D. Sanctions

E. Appeals

F. Interim Suspension

G. Rights of All Parties in the Judicial Process

Article V: Discriminatory Harassment Procedures

Article VI: Interpretation and Revision

Declaration of Student Rights and Rules

Preamble

This Institute is dedicated to the promotion of learning, creativity and scholarship. To achieve that purpose, we are obliged to provide the environment in which such learning can take place. This obligation carries with it certain rights of the Institute to protect and preserve itself in order that it may continue to provide the appropriate environment. Thus, a proper condition for individual learning is one in which the rights of the Institute itself, as well as the rights of the individual members thereof, are recognized and balanced. Within that framework, these declarations are made for all students at the New Hampshire Institute of Art.

Right to pursue learning and right of expression

The rights of the individual to pursue learning and to express his or her views responsibly are of paramount importance in an academic environment.

Right to participate in Institute governance

Students have the right to participate in the institutional governance and policy formation as defined by the appropriate governing body.

Right to assemble and associate

Students may organize and assemble to pursue their common interests, subject to the guidelines established through the Institute governance structure.

Right to due process

Students are guaranteed the right of fair hearing and appeal in all matters of judgment of academic performance and personal conduct. See Code of Conduct for exception on appeal of informal action.

Right of confidentiality of student records

Student records are maintained by the Institute, and the right of access to these records is provided to the student or other individuals according to the guarantees and limitations specified in the federal government's Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232 g, also known as FERPA). By Institute policy, no records shall be kept that reflect political or ideological beliefs or associations.

Rights and responsibilities under the law

Individual rights under the United States Constitution shall not be abridged by the Institute.

Responsibility for standards of conduct

Students shall accept the responsibility of adhering to standards of conduct as established through the Institute governance structure.

Academic responsibilities

Each student shall be responsible for meeting the academic standards established for the course of study in which she or he is enrolled, and these standards shall be the only basis for evaluating the student's academic performance.

Room and Board Agreement

Students shall be responsible for knowing and adhering to the terms and conditions set forth in the Institute Housing Handbook.

Student Code of Conduct and Judicial Process

Preface

Community standards of behavior are intended to preserve and protect the Institute's educational mission, as well as promote every student's academic achievement and personal development. To attain these aspirations, students must live, work,

and learn in an environment of civility and respect where both rights and responsibilities are deeply valued and highly cherished. For the Institute community to thrive, the rules of conduct under which we operate must be clear and understood by our members. The Student Code of Conduct attempts to codify and explain our standards of behavior and responsibility, as well as the rights and remedies accorded to all members of our community.

Article I: Definitions

1. The term "Institute" means The New Hampshire Institute of Art.
2. The term "student" includes all persons taking courses at the Institute, both full-time and part-time, pursuing undergraduate or graduate studies, those enrolled in Continuing Education, and those who live in campus residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the Institute are considered "students."
3. The term "faculty member" means any person hired by the Institute to conduct classroom activities.
4. The term "Institute official" includes any person employed by the Institute, performing assigned administrative or professional responsibilities.
5. The term "member of the Institute community" includes any person who is a student, faculty member, Institute official or any other person employed by the Institute. The Director of Student Services shall determine a person's status in a particular situation.
6. The term "Institute premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the Institute, including adjacent streets and sidewalks.
7. The term "organization" means any number of persons who have complied with the formal requirements for Institute recognition.
8. The term "Judicial Board," refers to a group of persons designated by the Director of Student Services to determine whether a student has violated the Student Code of Conduct and, if so, recommend sanctions.
9. The term "Appellate Officer" means any person authorized by the Director of Student Services to consider an appeal from a Judicial Board's determination that a student has violated the Student Code of Conduct or from the sanctions imposed.

10. The term "Complainant" means any Institute community member who submits a charge alleging that a student violated the Code of Conduct.
11. The term "Respondent" means any student accused of violating the Code of Conduct.
12. A witness is a person who has personal knowledge of the incident in question.
13. The term "shall" is used in the imperative sense.
14. The term "may" is used in the permissive sense.
15. The Director of Student Services is that person who is responsible for the administration of the Student Code of Conduct.
16. The term "policy" is defined as the written regulations of the Institute as found in, but not limited to, *The Student Handbook* and *The Housing Handbook*.
17. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Institute faculty or staff.
18. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. At the Institute, it is imperative that all student artwork created for portfolios, class assignments, and exhibitions be originally created student works, or annotated student copies of other artists' works. All else is considered copyright infringement.
19. The term "aggravating factor" is defined as a circumstance(s) attending the commission of misconduct that adds to its seriousness. Examples may include, but are not limited to, violence, violation of a trust or duty, premeditation of a violation, use of force, or a previous conduct violation.
20. The term "mitigating factor" is defined as a circumstance(s) that may be taken into consideration to reduce a sanction. A mitigating factor does not constitute a justification or excuse for the misconduct in question.
21. The term "hosting" is defined as having a gathering consisting of one or more individuals who are not the

assigned residents of an Institute Housing residence hall room where the gathering is occurring.

Article II: Judicial Authority

1. The Director of Student Services shall determine the composition of Judicial Boards and Appellate Officer.
2. The Director of Student Services and the Housing Assistant shall develop policies for the administration of the Institute student judicial system and procedural rules for the conduct of hearings.
3. Written decisions made by the Judicial Board shall be final, pending the normal appeal process.
4. A Judicial Board may be designated as an arbiter of disputes within the student community in cases that do not involve a violation of the Student Code of Conduct. All parties must agree to arbitration, and are bound by the decision with no right of appeal.

Article III: Proscribed Conduct

A. Jurisdiction of the Institute

Generally, Institute jurisdiction and discipline shall be limited to conduct which occurs on Institute premises or which adversely affects the Institute Community and/or the pursuit of its objectives.

B. Violation of Law and Institute Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Student Code of Conduct, disciplinary action may be taken and sanctions imposed for grave misconduct, which demonstrates flagrant disregard for the Institute community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").
2. Institute disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code of Conduct. For example, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

3. When a student is charged by federal, state, or local authorities with a violation of law, the Institute will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Judicial Board under the Student Code of Conduct, however, the Institute may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the Institute community. The Institute will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.
4. The Institute Judicial System is an administrative process. It is not a criminal law process, nor is it intended to resemble one. The Institute Judicial System is not required to observe formal rules of evidence and may exclude unduly repetitious or immaterial information.

C. Conduct Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including, but not limited to the following:
 - a) Cheating, plagiarism, or other forms of academic dishonesty.
 - b) Furnishing false information to any Institute official, faculty member or office.
 - c) Forgery, alteration, or misuse of any Institute document, record, or instrument of identification.
 - d) Tampering with the election of any Institute-recognized student organization.
2. Disruption or obstruction of teaching, administration, disciplinary proceedings, other Institute activities, or other authorized non-Institute activities, when the act occurs on Institute premises, including but not limited to the following:
 - a) Physical abuse
 - b) Verbal abuse
 - c) Threats, intimidation, coercion
 - d) Harassment
 - e) Other conduct that threatens or endangers the health or safety of any person.

3. Sexual misconduct, which includes, but is not limited to, any sexual activity as defined by RSA 632-A under New Hampshire law: 1 (IV) and (V) without seeking and receiving express permission. Sexual misconduct includes sexual activity when a person's ability to give expressed permission is compromised due to mental/physical disability and/or mental/physical incapacitation due to substance ingestion. Substances can include legal or illegal drugs and alcohol or any combination of these.
4. Attempted or actual theft of and/or damage to property of the Institute or property of a member of the Institute community or other personal or public property.
5. Failure to comply with directions of Institute officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
6. Unauthorized possession, duplication or use of keys to any Institute premises or unauthorized entry to or use of Institute premises.
7. Violation of any approved Institute policy, rule, or regulation, published in hard copy or available electronically on an official Institute website, including but not limited to, *The Institute Housing Handbook*, Fire Safety Regulations, and Institute Alcohol and Drug Policies. The breakdown follows:
 - a) Violation of published policies: housing (overnight guests),
 - b) Violation of published policies: housing (solicitation),
 - c) Violation of published policies: housing (pets),
 - d) Violation of published policies: housing (prohibited items),
 - e) Violation of published policies: housing (rights of others/noise),
 - f) Violation of published policies: housing (hall sports),
 - g) Violation of published policies: housing (fire safety regulations/fire drills/alarms/equipment),
 - h) Violation of published policies: housing (damage),
 - i) Violation of published policies: housing (other),
 - j) Violation of published policies: other.
8. Criminal conviction for violation of federal, state or local law on Institute premises or at Institute sponsored or supervised activities.
9. Use, possession, manufacturing, or distribution of narcotic or other controlled substances except as expressly permitted by law. (See "Health Policies," page 10.) The breakdown follows:

- a) Use of narcotic or other controlled substances
 - b) Possession of narcotic or other controlled substances
 - c) Distribution of narcotic or other controlled substances
 - d) Manufacturing of narcotic or other controlled substances
 - e) Possession of drug paraphernalia, including but not limited to, bong, pipes, or one-hitters
 - f) Hosting a gathering where the use of narcotics or other controlled substances has occurred/common sources
10. Use, possession or distribution of alcoholic beverages except as expressly permitted by law and Institute regulations. The breakdown follows:
 - a) Use/possession/distribution of alcohol by individual under legal age,
 - b) Public intoxication,
 - c) Excessive consumption of alcohol,
 - d) Alcohol in residence halls,
 - e) Providing underage people with alcohol,
 - f) Hosting a gathering where prohibited drinking has occurred/common sources,
 - g) Under the influence of alcohol resulting in injury/illness,
 - h) Violation of the Institute's alcohol policy.
 11. Guest responsibility means all Institute students are responsible for the behavior of their guests when on Institute property and may be held accountable for violations of any Institute rule by their guests. The definition of "guest" includes, but is not limited to, any person(s) a student invites into his/her room or apartment building or to the campus, and/or any person(s) involved in activity in his/her room or apartment which violates any provision of the Student Code of Conduct.
 12. Illegal or unauthorized possession, or use of firearms, explosives, fireworks, other weapons, or dangerous chemicals.
 13. Participation in a campus demonstration which disrupts the normal operations of the Institute and infringes upon the rights of other members of the Institute community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, or in or around public ways in the city of Manchester, failure to disperse when so directed by police or Institute officials; intentional obstruction which unreasonably interferes with the free flow of pedestrian or vehicular traffic, on Institute

- premises or at Institute sponsored or supervised functions, or in or around public ways in the city of Manchester.
14. Conduct which is disorderly, lewd, or indecent. Breach of peace, and/or aiding, abetting, or procuring another person to breach the peace on Institute premises or at functions sponsored by, or participated in by, the Institute.
 15. Theft or other abuse of computer time, including but not limited to:
 - a) Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b) Unauthorized transfer of a file.
 - c) Unauthorized use of another individual's identification and password.
 - d) Use of computer and/or computing facilities to interfere with the work of another student, faculty member or Institute Official.
 - e) Use of Institute computer facilities and/or computing technology to send or post obscene, harassing or abusive messages.
 - f) Use of computer and/or computing facilities to interfere with normal operation of the Institute computing system.
 16. Abuse of the Judicial System, including but not limited to:
 - a) Failure to obey the summons of an Institute official who has responsibility for any aspect of the judicial system.
 - b) Falsification, distortion, or misrepresentation of information before a Judicial Board.
 - c) Disruption or interference with the orderly conduct of a judicial proceeding.
 - d) Institution of a student judicial proceeding knowingly without cause.
 - e) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f) Attempting to influence the impartiality of a member of a Judicial Board prior to, and/or during the course of, the judicial proceeding.
 - g) Harassment (verbal or physical) and/or intimidation of a member of a judicial system prior to, during, and/or after a judicial proceeding.
 - h) Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 - i) Influencing or attempting to influence another person to commit an abuse of the judicial system.

Article IV: Judicial Policies and Administrative Procedures

A. Informal Action

1. In some cases of student misconduct, a disciplinary hearing may not be necessary. This is most often true when the student admits responsibility and a violation is of a less serious nature. In this case, the student might receive a written notice of a conduct violation from a Resident Director, Student Services Director, or other faculty or staff member. The notice will contain information about the alleged violation, including date, location, and nature of the incident. The student may choose to resolve the matter at this level by accepting responsibility and prescribed sanctions. If the student wishes to discuss the incident and prescribed sanctions with the person who prepared the notice of conduct violation, s/he must contact that person within 48 hours of receiving the notice. A meeting will be held to finalize facts around the incident and sanctions. Following that meeting, the person who prepared the written notice of violation will decide the appropriate resolution of the complaint. *Decisions made in the meeting are final.* In the event that the complainant is the firsthand observer of the incident, and a meeting is requested, then an alternate staff member will conduct the meeting. A summary of the resolution will be filed in the Student Services Office. The written agreement becomes part of the respondent student's disciplinary file.
 - a) The written notice of a conduct violation shall include a section that provides the student with the opportunity to resolve the incident informally by accepting responsibility and prescribed sanctions. If the student chooses not to return the completed form within 48 hours, then resolution of the case becomes final.
 - b) The Informal Meeting is an opportunity for the respondent to discuss the allegations of misconduct with the complainant, which may be a Resident Director, or other Institute professional staff member, or Institute student. During the Informal Meeting, the respondent will be invited to discuss and review information contained in the incident report, and will be encouraged to ask questions concerning all charges against him or her, as well as the available options for resolution within the Institute's student judicial system.

- c) It is possible for allegations of misconduct to be resolved in this manner, if the student admits responsibility for a violation, there is no prior misconduct, and the violation(s) does not contain any of the conditions that would define it as a serious violation.
 - d) If an agreement is reached at the Informal Meeting, it will be summarized in a written formal agreement containing the violation(s) for which the respondent has accepted responsibility, and the agreed upon sanctions. This written agreement becomes part of the student's disciplinary file that is maintained in the Office of Student Services.
2. In cases involving serious violations of the Student Code of Conduct, or in the event that there is a record of prior misconduct, the respondent shall have a hearing to determine responsibility for the charges and impose the appropriate sanctions. For potential eviction cases involving Institute students, responsibility and sanctions shall be decided by the Judicial Board only. A serious violation is defined as misconduct containing one or more of the following conditions:
- a) Misconduct that caused physical harm to others
 - b) Misconduct that jeopardized the safety and/or well being of others
 - c) Misconduct that caused an adverse impact to the residential or Institute community
 - d) Misconduct that caused serious damage to Institute property or the property of others
 - e) Misconduct that violates conditions of probation or indicates repeated violations
 - f) Misconduct that involves hosting a gathering where prohibited drinking has occurred/common sources
 - g) Misconduct that is a violation of the Institute Drug Policy
 - h) Misconduct that harms others because of their particular race, religion, gender, or sexual orientation.

B. Charges

1. Any member of the Institute community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Director of Student Services, who is responsible for the administration of the Institute judicial system. Any charge shall be submitted no later than twelve (12) months after the occurrence of the

alleged incident and the discovery of the identity of the student(s) involved. Complainants are encouraged to file charges as soon as possible after the alleged incident to ensure witness and evidence availability. If a student has withdrawn or withdraws after the filing of such charges, either (1) a "hold" will be placed on the student's academic record and the student notified that disciplinary action may be initiated upon the student's application for readmission, or (2) the Institute may proceed to resolve the disciplinary action.

2. The Director of Student Services may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Director of Student Services. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, a formal judicial hearing shall be scheduled and the Director of Student Services may later serve in the role of procedural advisor at the formal judicial hearing. The respondent may elect to have the case heard by a Judicial Board if a sanction of suspension or dismissal is a possibility.
3. Pending Student Disciplinary Charge: A student ineligible to register for or attend classes at the Institute because of any pending student disciplinary charge shall be ineligible to register for or attend classes in any other Institute programs including Continuing Education for as long as the charge remains pending.
4. Members of a recognized student organization may be charged as an organization and/or individually with violation(s) of the Student Code of Conduct.
5. Guidelines for Charging Student Organizations:
 - a) One or more officers or authorized representatives acting in the scope of their capacities, commit the violation.
 - b) One or more members commit the violation after the action that constitutes the violation was approved by a vote of the organization or was part of a committee assignment of the organization.
 - c) The violation is committed at an activity funded by the organization.
 - d) The violation occurs as a result of an event sponsored by the organization

- e) One or more members of an organization or its officers permit, encourage, aid or assist in committing a violation.
- f) Members of an organization fail to report to appropriate Institute authorities knowledge or information about a violation.

C. Formal Hearing Guidelines

1. The Student Services Office shall present all charges to the respondent in written form and the notice shall include the hearing date, time, and place. The respondent and complainant (if a student) may request in writing the names of Judicial Board members, or Hearing Officer. A time shall be set for a hearing, not less than (3) nor more than fifteen (15) calendar days after the student has been notified of the hearing date by the Student Services Office. The respondent may waive the 3-day notice. Maximum time limits for scheduling of hearings may be extended at the discretion of the Director of Student Services.
2. Hearings shall be conducted by the Judicial Board according to the following guidelines:
 - a) Hearings normally shall be conducted in private. At the written request of either the respondent or the complainant, if s/he is a student, and subject to the discretion of the Judicial Board, or Director of Student Services, specified others may be present.
 - b) Admission of any person to the hearing shall be at the discretion of the Judicial Board, or Director of Student Services.
 - c) In hearings involving more than one respondent, the Judicial Board Chairperson, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - d) When the complainant and/or the respondent are students, they have the right to be assisted by an advisor. The complainant and/or the respondent are responsible for presenting their own cases. The primary role of an advisor, who is a member of the Institute faculty or staff, is to offer guidance to respondents (and complainants if they are students) before, during, and after a formal hearing. The advisor does not represent a respondent at any point during the student judicial process. When criminal charges are pending or have the potential to be pending, the respondent may have an attorney present. The attorney may not participate in the hearing.

- e) The complainant, the respondent and/or the Judicial Board shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Judicial Board.
 - f) Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the Judicial Board Chairperson.
 - g) All procedural questions are subject to the final decision of the Judicial Board Chairperson.
 - h) If a student chooses not to attend a hearing he/she will held accountable for any decision made by the Judicial Board, if applicable, who will determine responsibility and assign sanctions.
 - i) The Judicial Board shall determine by majority vote whether the student has committed the violation with which the student is charged. A tie vote results in a finding of "not responsible" for the charge(s) in question. The Judicial Board may also recommend sanctions according to the procedures discussed in section C.
3. There shall be a single verbatim record, such as a tape recording, of all hearings before a Judicial Board. The record shall be the property of the Institute.
 4. Except in the case of a student charged with failing to obey the directions of a Judicial Board, or Institute official, no respondent may be found to be in violation solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.
 5. If a respondent is found not responsible for a violation and an Appellate Officer upholds the finding, the student may not be charged again for the same violation arising from the same incident unless there is new evidence.

D. Sanctions

In recommending and determining sanctions, a Judicial Board may consider the student's present demeanor and past disciplinary record, the nature of the offense, the severity of any damage, injury, or harm resulting there from, and other factors. The Institute has special concern for incidents in which persons are subject to harassment because of their race, religion, gender, or sexual orientation. More severe sanctions are appropriate for such conduct.

The following sanctions may be imposed:

- a) Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
- b) Disciplinary Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulations(s) during the probationary period.
- c) Loss of Privileges - Denial of specified privileges for a designated period of time, including but not limited to, membership in recognized student organizations, and use of specified Institute facilities.
- d) Banned from Entry - Prohibited presence in specific buildings or group of buildings on campus (including residence halls) for a definite period of time. Time period must be specified.
- e) Prohibition Against Personal Contact - Prohibited contact or presence near a specific person for a definite period of time. Time period must be specified.
- f) Fines - Previously established and published fines may be imposed. Please visit the alcohol and drug fines page on this website for more information on fines.
- g) Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- h) Discretionary Sanctions - Reflection papers, Ethics, Anger Management, Alcohol/Drug Awareness Classes, service to the Institute or other related discretionary assignments (such assignments must have the prior approval of the Director of Student Services).
- i) Residence Hall Eviction - Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Students who are asked to leave residence halls for disciplinary reasons are not issued a refund of housing money, but are eligible for returns on their security deposit.
- j) Residence Hall Expulsion - Permanent separation of the student from the residence halls. Students who are asked to leave residence halls for disciplinary reasons are not issued a refund of housing money, but are eligible for returns on their security deposit.

- k) Institute Suspension - Separation of the student from the Institute for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Students are banned from campus for the duration of their suspension. Readmission to the Institute requires application and acceptance through the Office of Academic Affairs.
- l) Institute Dismissal - Permanent separation of the student from the Institute. Student may conduct administrative business on campus with prior notice. The student is ineligible to register for or attend any Institute classes in the BFA, Certificate or Continuing Education programs for a period of two (2) years following the date on which the student was permanently dismissed.

More than one of the sanctions listed above may be imposed for any single violation.

Other than Institute dismissal, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. The Director of Student Services, for good cause, may void disciplinary records upon written petition of respondents. Factors to include: a. the present demeanor of the petitioner, b. the conduct subsequent to the violations, c. nature of the violation and the severity of any damage, injury, or harm resulting from it. Cases involving the imposition of sanctions other than residence-hall expulsion, Institute suspension or Institute dismissal shall be expunged from the student's confidential record three years after final disposition of the case.

E. Appeals

1. The respondent(s) may appeal a decision reached by the Judicial Board or complainant(s) to an Appellate Officer within two (2) school days after the written hearing decision is ready for distribution. Such appeals shall be in writing and shall be delivered to the Student Services Office.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a) To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable

opportunity to prepare and present evidence that the said Institute policy was violated, and giving the respondent a reasonable opportunity to prepare and to present a rebuttal of those allegations.

- b) To determine whether the decision reached regarding the respondent was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation occurred.
- c) To determine whether the sanction(s) imposed was appropriate for those cases that resulted in eviction, residential expulsion, suspension and/or dismissal. The Appellate Officer shall not increase the sanction(s) imposed by the Judicial Board.
- d) To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.

F. Interim Restrictions

In certain circumstances, the Student Services Director, or a designee, may impose interim restrictions, such as Institute suspension or residence-hall eviction or relocation prior to the hearing before a judicial body. Interim restrictions are effective immediately without prior notice. Interim restrictions for organizations include, but are not limited to, ceasing all activities, meetings, and/or events.

- 1. Interim restrictions may be imposed only:
 - a) to ensure the safety and well-being of members of the Institute community or preservation of Institute property;
 - b) to ensure the student's own physical or emotional safety and well-being; or
 - c) if the student poses a definite threat of disruption of or interference with the normal operations of the Institute.
- 2. During the interim restrictions, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other Institute activities or privileges for which the student might otherwise be eligible, as the Student Services Director or designee may determine to be appropriate.
- 3. A student suspended on an interim basis shall be given an opportunity to appear personally before the Director of Student Services as soon as practicable, but within ten

(10) school days from the effective date of the interim suspension, to discuss the following issues only: the reliability of the information concerning the student's conduct, and; whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on Institute premises poses a threat to the safety and well being of members of the Institute community.

G. Rights of All Parties in the Judicial Process

- 1. **Respondent's Rights:** Students and organizations who are charged with alleged violations of any Institute rules have the right to the following:
 - a) Fair notice of charges, including time and place of the alleged violation so that he/she understands the charges being made against him/her.
 - b) At least three (3) calendar days' notice before a hearing.
 - c) Knowledge of the name(s) of the person(s) bringing charges and the time and place of the hearing.
 - d) A hearing if the situation is not resolved in an informal meeting, which includes an opportunity to respond to charges.
 - e) The opportunity to have the assistance of an advisor in preparing for a hearing and during a hearing as defined by conduct system policies. Those charged with alleged violations may choose their own advisor.
 - f) Request an appeal of a decision of the Judicial Board by an Appellate Officer.
 - g) Notice of the results of hearings and appeals.
 - h) Resolution of charges in accordance with conduct system policies.
 - i) To be assumed not responsible until complainant has demonstrated, through evidence, that the respondent more likely than not violated the rule(s) of conduct.
 - j) Right to remain silent: A student or student organization against whom charges have been made may choose not to testify in his/her own defense. This choice shall neither preclude the right to present and cross-examine witnesses and consider other evidence, nor shall it be regarded as an admission of responsibility.
 - k) The right to an attorney's counsel if criminal charges are pending or likely.

2. **Complainant's Rights:** The person reporting a violation of Institute rules has the right to the following:
- A hearing if the situation is not resolved in an informal meeting.
 - At least three (3) calendar days' notice of the time and place of a formal hearing in order to prepare for that hearing.
 - Request an appeal of a decision of a hearing body.
 - Notice of results of hearings and appeals.

Article V: Discriminatory Harassment Procedures

The Director of Student Services will appoint an independent investigator to investigate allegations of student misconduct involving discriminatory harassment. The independent investigator will provide recommendations to the Director of Student Services regarding whether conduct charges should be filed. All information and relevant documentation gathered by the independent investigator shall be given to the Director of Student Services and may be used as evidence in a student conduct case.

Article VI: Interpretation and Revision

- Any question of interpretation regarding the Student Code of Conduct shall be referred to the Student Services Director or his or her designee for final determination.
- The Student Code of Conduct shall be reviewed every three years. The review should involve faculty, staff, and student representation.

Academic Policies, Procedures & Expectations

Registration Policies

The Registrar's Office is open Monday thru Friday, 8:30 am to 5:00 pm. The Registrar is responsible for monitoring student academic records, class schedules, graduation clearance, and other related matters. Questions regarding enrollment verification, Institute transcripts, course adds or drops, course withdrawals, and a Leave of Absence or Withdrawal from the Institute should be directed to the Registrar.

Course Schedule Book

Each semester the Registrar publishes course schedule books. The course schedule book contains registration procedures and provides a listing of courses offered during that semester. The current semester's course schedule book(s) and registration forms are always available from the Registrar or at www.nhia.edu.

Registration Procedures

Prior to the semester registration period, the student must make an appointment to meet with his or her advisor to review course options for the upcoming semester, and to select courses within his or her program. After completion of an advising session, students seeking registration must present a signed BFA Registration form to the Registrar on the designated registration day.

All outstanding Institute debt must be paid before a student is permitted to register for the ensuing semester. Students must see the Bursar regarding all questions about financial holds. See "Payment Policies," on p. 32.

Change of Address, Phone, Email or Name

It is the responsibility of the student to inform the Registrar of any change in contact information such as address, phone number, email address or name. A Change of Contact Information form can be obtained from the Registrar and at www.nhia.edu.

Adding and/or Dropping a Class

While it is expected that a student will follow the schedule of courses he or she selected with an advisor during the registration period, the first week of the semester provides the student with the opportunity to change his or her registered schedule. All changes to a schedule must be listed on one *Add/Drop* form and must be completed with the Advisor's and/or the Program Chairperson's signature, and then returned to the Registrar. Course changes are subject to space availability in each course. Please refer to the academic calendar for ADD/DROP deadlines. Dropped classes will be removed from the student's electronic file, do not appear on the student's grade report at the end of the semester, are not reported on the permanent transcript and are not factored into the student's GPA. Non-attendance in class does not constitute a drop. Dropping or adding classes or changing sections is not permitted after the Add/Drop period. Please be aware that dropping a class(es) may effect your financial aid; see the Financial Aid Director if you have questions about your financial aid.

Please note:

- Adding a class is subject to seat availability.
- The date the Registrar receives the ADD/DROP form is the date that the official add or drop takes place (it is not the date of your advisor's signature or your signature).

- Students may change their schedule during the ADD/DROP period; however, financial reimbursement for changes is subject to the Institute's financial policy. (See "Withdrawal from the Institute and Financial Aid Refunds," page 37).

Withdrawal From Class (es)

Students may withdraw from courses during the first eight weeks of the semester with the course grade of "W." Classes from which a student withdraws are not factored into the student's GPA. The *Student Initiated Course Withdrawal form* must contain the signatures of the instructor, the student, and the student's advisor, before being submitted to the Registrar. Merely ceasing to attend class(es) DOES NOT constitute an official withdrawal either academically or financially.

Withdrawals after the eighth week (mid-semester) will only be allowed when:

- Withdrawal is student-initiated for conditions beyond the student's control (e.g., illness documented by a physician's letter). The course grade under these conditions will be *WP* (withdraw passing) or *WF* (withdraw failing). Documentation must be provided by the student and approved by the student's advisor. The student's advisor will be notified of the change.
- Withdrawal is instructor-initiated due to unusual circumstances, not as a method to prevent low grades. The course grade under these circumstances will be *WP* (withdraw passing) or *WF* (withdraw failing). The student's advisor will be notified of the change.
- No withdrawals are allowed after the tenth week of class.

In all cases, the date of withdrawal is the last date of class attendance, as verified by the instructor. This is the date that will be used to determine the student's financial aid eligibility status. The date the completed and signed form is submitted is the date of withdrawal that will be used by the Registrar, and by the Bursar (for the purpose of applying the Institute's Tuition Refund Policy. (See "Withdrawal from the Institute and Financial Aid Refunds," page 38).

The student must submit withdrawal disputes to the Registrar in writing within 30 days after the end of the semester during which the student withdrew.

Enrollment Verification

The Registrar can verify enrollment for any student enrolled in the BFA program. All enrollment verification requests must be in writing and include the student's name and signature.

New Hampshire Institute of Art Transcripts

Students may request copies of their transcripts by completing a *Transcript Request* form, available from the Registrar or at www.nhia.edu. No one other than the student may request that student's transcript. The student's signature must accompany each request. There is a \$5.00 fee for each official transcript. No transcripts will be released to any student whose financial accounts are not settled with the Institute.

Payment Policies

Students are responsible for tuition, fees, and related Institutional costs. It is expected all charges, less any financial aid reported by the Financial Aid Office, must be paid in advance of the beginning of each semester or before the due date provided on the student's statement. Student accounts remaining unpaid after the due date will be assessed a \$100 late fee. Any student who does not clear his or her outstanding debt with the Institute will be considered as not having completed registration, will have all enrollments for the current semester deleted, and will not be allowed to attend class unless special arrangements are made with the approval of the Bursar. Additional charges assessed or adjustments to the student's account must be paid within thirty days of the assessment or adjustment. All debt to the Institute must be paid before a student is permitted to register for the upcoming semester, to receive grades for courses taken, receive transcripts or receive a diploma. Past due accounts may be subject to interest, additional late fees and collection charges.

All payments should be directed to the Bursar, 148 Concord St. Manchester, NH 03104. The Bursar's Office is open Monday through Friday from 8:30 am to 5:00 pm.

Any questions regarding payment, billing and charges should be directed to the Bursar at (603) 836-2523.

Costs for Academic Year 2009-2010

FULL-TIME STUDENT	PER SEMESTER	2 SEMESTERS (FALL 2009 & SPRING 2010)
Tuition (12 – 18 credits per semester)	\$7,700	\$15,400
Tuition - Overload (over 18 credits per semester)	\$514 per credit	
Studio Fee	\$ 700	\$ 1,400
Registration Fee	\$ 30	\$ 60
Student Activity Fee	\$ 75	\$ 150
Technology Fee	\$ 60	\$ 120
Supplemental Lab Fee (Photo/Illustration only)	\$ 275	\$ 550

PART-TIME STUDENT	PER SEMESTER
Tuition per 3 credit course	\$1,542
Studio Fee per studio course	\$ 233
Registration Fee	\$ 30
Student Activity Fee	\$ 75
Technology Fee	\$ 60
Supplemental Lab Fee (Photo/Illustration only)	\$ 138

HEALTH INSURANCE	
Required for Full Time Students*	\$641 per academic year

*Health insurance is required for all full time BFA students. The charge is assessed only once during the academic year. Health insurance may be waived with proof of health insurance in another plan. Part-time students who would like to purchase health insurance should see Student Services.

OTHER FEES	
Graduation Fee	\$50
Official Transcript Fee	\$ 5
Student ID/Parking sticker replacement	\$10

RESIDENT STUDENT		
Housing Damage Deposit**	\$250 per academic year	
DORMITORY RATES FOR 2009-2010	PER SEMESTER	2 SEMESTERS (FALL 09 & SPRING 10)
Hampshire House		
Single	\$3,400	\$6,800
Double	\$2,635	\$5,270

Institute Hall at the YMCA		
Single	\$3,500	\$7,000
Double	\$2,713	\$5,426
The Rectory at St Anne's		
Single	\$3,500	\$7,000
Double	\$2,713	\$5,426
The Plaza		
Single	\$3,600	\$7,200
Double	\$2,790	\$5,580
88 Lowell Street		
Single	N/A	N/A
Double	\$3,100	\$6,200

**The Housing Damage Deposit is assessed only once during the academic year and will be refunded to the student, less any damage to INSTITUTE property, at the end of the academic year.

Tuition Management Systems

The Institute has partnered with Tuition Management Systems to provide a payment plan that assists students and parents in managing educational expenses. This interest-free, monthly payment option allows students and parents to spread their educational expenses over smaller monthly installments. There is a small fee to enroll.

A 10-month payment plan (July through April) and a 9-month payment plan (August through April) are available to cover fall and spring semesters. The summer semester must be paid separately. For information about the payment plan, visit www.nhia.edu or www.afford.com/nhia, or contact the Bursar at (603) 836-2523.

Withdrawals and Refunds

A student wishing to officially withdraw from individual courses must submit a completed Course Withdrawal form to the Registrar.

To officially withdraw from the Institute's BFA Program, the student must submit a completed Withdrawal from the Institute form to the Registrar. This form is available in the Registrar's Office. The withdrawal form must have the requisite department signatures before it will be accepted by the Registrar. A student who has been awarded financial aid must meet with the Director of Financial Aid prior to withdrawal to determine what, if any financial aid must be removed from the student's account and returned to the appropriate federal aid program.

If a student withdraws from a course or from the Institute, tuition and other refundable fees* will be adjusted according to the following schedules:

Reversal of Charges – Fall & Spring Terms

If dropped or withdrawn by the ADD/DROP deadline	100%
If withdrawn prior to 1 week after the ADD/DROP deadline	80%
If withdrawn prior to 2 weeks after the ADD/DROP deadline	50%
If withdrawn prior to 3 weeks after the ADD/DROP deadline	25%
There are no refunds given after 3 weeks after the ADD/DROP deadline.	

Reversal of Charges – Summer Term

If dropped or withdrawn by the ADD/DROP deadline	100%
There are no refunds given after the ADD/DROP deadline.	

*** The Registration Fee, Student Activity Fee, and Technology Fee are non-refundable.**

After applying the adjustments to the student’s account, a student statement will be delivered to the student. Any balance remains the responsibility of the student and is due within 30 days.

Financial Responsibilities

No degree, transcript, or grade report will be issued to any student whose financial accounts are not settled with the Institute as determined solely by the Bursar.

Effective Dates

Students are required to complete the appropriate form(s) to withdraw from the Institute or a course, or to request a leave of absence. The effective date used for adjusting Institutional charges is the date the Registrar receives the completed and signed form. If a student has received financial aid, the Financial Aid office will determine if any federal funds must be returned according to the Title IV federal guidelines. The effective date used for adjusting financial aid is the last date of class attendance, as verified by the instructor.

Financial Aid Policies and Procedures

How to Apply

All students applying for financial aid at the Institute must submit a Free Application for Federal Student Aid (FAFSA) online. Please visit www.fafsa.ed.gov for more information and to apply.

Financial Aid Deadlines

May 1st is the Institute’s priority deadline for all Financial Aid. Students may be eligible for some types of aid such as Pell Grants and Stafford Loans after May 1st, but are less likely to be considered for institutional aid and campus-based funds after the deadline.

Eligibility

Eligibility for federal student aid is based on the student’s financial situation as certified in the financial aid application. Institution funds are awarded based on need, as certified in the financial aid application, and merit based on artistic promise and academic performance, as determined solely by the Institute. Classes selected each registration period must fulfill an elective or requirement in the BFA program in order for a student to be eligible for financial aid.

By law, some students who have drug-related convictions under any federal or state law may be ineligible for federal student aid. According to the law, if you are convicted of a drug-related offense you may face these restrictions:

For possession of illegal drugs, you are ineligible from the date of conviction (not arrest) for:

- 1 year for a first offense
- 2 years for a second offense
- Indefinitely for a third offense

For sale of illegal drugs, you are ineligible from the date of conviction (not arrest) for:

- 2 years from first offense
- Indefinitely for a second offense

Drug convictions that were reversed, set aside, or removed from your record do not count, nor do convictions that occurred before you turned 18, unless you were prosecuted as an adult.

Denial of Federal Benefits 21 USC 862

A Federal Drug Conviction may result in the loss of Federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of Federal Benefits for up to 5 years for a first conviction, 10 years for a second conviction, and permanent denial of federal benefits for a third conviction. Federal drug convictions for possession may result in denial of federal benefits for up to 1 year for a first conviction and up to 5 years for subsequent convictions.

Alcohol and tobacco are not illegal drugs under this law.

Even if you have drug convictions, you should complete and submit a Free Application for Federal Student Aid (FAFSA). You may be eligible, depending on the date and number of convictions.

Even if you are **ineligible** for federal student aid, you should still complete and submit your FAFSA. Many states and schools, including the Institute, use information from FAFSA, and you may still be eligible for scholarships or other types of aid from other programs. There is a way that you can regain eligibility for the federal programs no matter how many or what type of drug convictions you have. You must successfully complete an acceptable drug rehabilitation program that meets the standards set by Congress and the Department of Education, and you will regain eligibility on the date you complete the program.

Question 35 on FAFSA asks about drug convictions. Do not leave this question blank. If you answer yes you can call the Federal Student Aid Information Center at 800.4.FED.AID (800.433.3243) or go to www.fafsa.ed.gov if you need help completing the worksheet after you receive it in the mail.

An acceptable drug rehabilitation program must have TWO unannounced drug tests AND it must either:

1. Be qualified to receive funds from a federal, state or local government agency or program, or from a state or federally licensed insurance company, or
2. Be administered or recognized by a federal, state, or local government agency or court, or by a state or federally licensed hospital, health clinic, or medical doctor.

If you still have questions about the law, call the Federal Student Aid Information Center. Your personal information is confidential,

and you will remain anonymous. Contact a particular rehabilitation program directly to find out if it meets the described standards.

Withdrawal from the Institute and Financial Aid Refunds

Students withdrawing from the Institute, who are eligible for federal financial aid, will have their aid eligibility evaluated using a federally mandated formula. The amount of federal aid earned is based on the portion of the semester completed through the last date of attendance.

If a student has received more assistance than was earned, the excess funds will be returned to the appropriate federal aid program(s).

The amount of aid a student is eligible for is based on the percentage of the semester that was completed. For example, if 40% of the semester has passed when the withdrawal process is initiated, then 40% of the federal aid originally scheduled for disbursement has been earned. However, once 60% of the semester has been completed, a student has earned 100% of the federal aid they were eligible to receive. If a student has received more federal aid than was earned the Institute then will return the unearned funds based on a federal refund formula. If the Institute must return a portion of the funds, the removal of those funds from the student's account may create a balance due, which the student would be required to pay.

Students are REQUIRED to meet with the Financial Aid Office before withdrawing to review their eligibility, options and the financial impact of withdrawing.

Satisfactory Academic Progress

Students are expected to make satisfactory academic progress toward a degree in order to receive financial aid and must maintain a minimum grade point average (GPA) and a minimum course completion rate. The Director of Financial Aid will review standings at the end of each semester.

Financial aid will be withheld if any of the following apply:

- You have a cumulative GPA below 2.0 for the third consecutive semester
- You have not successfully completed two-thirds of the credits attempted
- You have failed to complete credits for one term

Incompletes will be computed as a grade of F, and the F grade will be used to determine financial aid eligibility. The only exception is if the student successfully appeals for a change of grade that results in the student meeting the financial aid eligibility criteria listed above.

Grading System and Policies

Grade Point Average (GPA)

The GPA is the numerical equivalent of an average letter grade and is calculated using a 4.0 grade point scale. Each semester's total credits are divided by the numerical value granted for each letter grade to calculate the GPA for that semester. The cumulative GPA is done the same way, but is based on all the credits and total numerical value earned by the student to date at the Institute.

The grade point system assigns a numerical value to each letter grade.

A	(4.0)	Outstanding
A-	(3.7)	
B+	(3.3)	
B	(3.0)	Above Average
B-	(2.7)	
C+	(2.3)	
C	(2.0)	Average
C-	(1.7)	
D+	(1.3)	
D	(1.0)	Below Average
F	(0.0)	Failure

A failing grade "F" from a required course imposes a requirement for the student to retake the course and gain a passing grade. The "F" grade will remain on the permanent transcript and is factored into the student's GPA.

IC (0.0) Incomplete

A temporary designation indicating that some of the course requirements have not been met. An "IC" grade is calculated as an "F" grade and will be recorded on the transcript until the student completes and turns in the required coursework within the allotted time. All course requirements must be completed within the 4 weeks following the last day of that semester. A permanent grade designation will be

issued by the instructor no later than the Monday following the 4 weeks. If the student does not complete the course work within the allotted time, a permanent "F" grade is issued.

W (None) Withdrawal

A grade given if a student officially withdraws from a course before mid-semester. This designation appears on the student's grade report at the end of the semester, and will be recorded on the permanent transcript but is not factored into the student's GPA.

WP (None) Withdrawal/Passing

A grade given to a student by the instructor if the student withdraws after or during mid-semester and was making satisfactory progress. The grade appears on the student's grade report and on their permanent transcript but is not factored into the student's GPA.

WF (0.0) Withdrawal/Failure

A grade given to a student by the instructor if the student withdraws after or during mid-semester and was making unsatisfactory progress. The failing grade "WF" from a required courses imposes a requirement for the student to retake the course and gain a passing grade. The grade received in the course the second time will replace the original grade in the calculations of the GPA. The original grade will remain printed on the transcript but will not be factored into the student's GPA.

AF (0.0) Administrative Fail

This grade usually indicates that the student stopped attending classes after mid-semester without dropping or completing the course and without officially withdrawing from the course. A failing grade "AF" from a required course imposes a requirement for the student to retake the course and gain a passing grade. The grade received in the course the second time will replace the original grade in the calculations of the GPA. The original grade will remain printed on the transcript but will not be factored into the student's GPA.

AW (None) Administrative Withdrawal

This grade usually indicates that the student was removed from class by the instructor during the first 8 weeks of the semester or stopped attending classes before mid-semester and without officially withdrawing from the course. The grade appears on the student's grade report and on permanent transcript but is not factored into the student's GPA. Students who fail to attend class after mid-semester and who do not officially withdraw will receive the grade of "F" and it will factor into their GPA.

Course Failure

If a student receives a failing grade in a required course in the program, he or she must take the course again and receive a passing grade. The higher course grade will figure in the total cumulative average. While the lower course grade will not be computed in the cumulative average, it will continue to appear on the student's transcript.

Standard for Maximum Time Frame

The total maximum time frame for undergraduate students receiving financial aid cannot exceed 150% of the published length of the program. At the New Hampshire Institute of Art, a bachelor's degree requires 120 credits for graduation. This means that you will need to complete your degree within 180 attempted hours ($120 \times 150\% = 180$). In order to be eligible for financial aid.

Mid-Term and Semester Grades

The evaluation of a student's work is an ongoing process in all classes, including individual and group critiques, graded assignments, class contributions and other factors. Students receive mid-term grades in each class, allowing for the opportunity for informal discussion with faculty about progress, and suggestions for improvement. Only the final semester grade is recorded and averaged into the student's GPA.

Grade Changes (other than "IC")

Changes to a grade, other than from "IC," are permitted before the start of the next semester only. The Instructor, Department Chairperson, and the Academic Dean must sign a Change of Grade form. In the absence of the instructor, the Department Chairperson or the Academic Dean may sign the form. Only the instructor, Chairperson or Dean may return the form to the Registrar. The Registrar will change the grade in the student's academic record and the original copy will be placed in the

student's permanent academic file. A copy is also sent to the student and to the instructor of the course in question. The new grade will appear on the student's grade report, on the permanent transcript, and will be factored into the student's GPA.

Students who would like to appeal for a change of grade must follow the steps outlined in the Academic Appeals Process outlined below.

Academic Appeal Process

It is the Institute's policy to encourage community members to resolve conflicts as informally as possible. This appeal process applies to all academic issues, including but not limited to grade disputes and conflicts with a faculty member. The academic appeal process is as follows:

1. The student should discuss the issue directly and openly with the faculty member within 2 weeks after grades are issued or the issue has arisen. Every effort must be made to resolve the dispute at this stage. Students should also consider using the course and faculty evaluation form to support and inform on the complaint.
2. If the student considers the issue unresolved after the first step, the student should discuss the matter with the faculty member's Department Chairperson.
3. If the student considers the issue unresolved after the second step (or if the faculty member is a Department Chairperson), the student is encouraged to seek advice from his or her academic advisor. In the case of a change of grade appeal, the student must submit an appeal or description of the issue in writing to the Academic Dean within 14 days of meeting with the faculty member. The Academic Dean will forward a copy of the appeal to the Department Chairperson and, if it is an appeal to change a grade, the Registrar.
4. At the Academic Dean's discretion, he will appoint an appropriate Academic Performance Committee to include: the student's Academic Advisor and Department Chairperson, who will then review the appeal. A decision will be rendered in writing to the student, with a copy going to the Registrar if it is a change of grade appeal. Appropriate action will be taken.

Every effort will be made to provide a fair and equitable hearing to both parties.

In the case of a change of grade, the final grade is then issued to the Registrar using a Change of Grade form. The faculty member and Department Chairperson must sign the form. Only the faculty

member may return the form to the Registrar. The Registrar will change the grade in the student's academic record and a copy of the form will be sent to the student's local address. A copy will be sent to the faculty member of the course in question, and the original will be placed in the semester grade folder. The new grade will appear on the student's grade report, on the permanent transcript, and will be factored into the student's GPA.

Transfer/Study Abroad Credits

Institute students who wish to take courses at other accredited institutions for transfer credit must obtain permission to ensure that the courses will be accepted toward their program of study. Interested students should pick up a Study Abroad Packet from the Student Services Office to find out how to go about researching and getting approval to take courses elsewhere for credit, before doing anything else.

A course description of the prospective course(s), along with credit hours must be provided to the advisor for consideration. Requests to enroll elsewhere for courses routinely offered at the Institute are discouraged. Official transcripts must be received for coursework completed elsewhere before credit can be accepted.

The student must complete the course with a "C" grade or better to be accepted for credit. The total number of credits permissible is 60 (typically 30 liberal arts and 30 studio credits). If approved, transfer credits appear on the student's grade report and on the permanent transcript but are not factored into the student's GPA.

CLEP - College Level Entrance Examination

The New Hampshire Institute of Art can accept up to 24 credits from CLEP, College Entrance Examination, towards a BFA degree. Only tests with a passing score that fill a graduation requirement are eligible for transfer credit. Accepted CLEP credits will be reviewed using the same policy as college transfer credit and Advanced Placement Test credits. Please note that the Institute's policy typically accepts up to a total of 60 transfer credits, combined from all sources.

Waived Course

Only a Department Chairperson may waive a required course for a student in that department's concentration. Waiving a course means only that the specific course is waived, not the number of credits required for the course. The student must still plan to take a course to fulfill the credit requirements attached to the waived

course in order to fulfill the particular concentration's curriculum credit requirements.

Restricted Courses

These are courses that are restricted to either those in a particular concentration (e.g., Painting, Photography) and/or a particular class (e.g., junior, senior).

Independent Study

Junior and senior level students have the opportunity to work in an area or on a project not otherwise offered in a department curriculum or to replace a required course not available in the semester in which the student will graduate. Students are allowed up to two, 3-credit independent studies during the course of their studies. The student must submit an Independent Study form with a written, detailed proposal. In order for the proposal to be approved, an instructor must agree to serve as mentor and to evaluate the student's work, and the proposal must be approved by the Department Chairperson, advisor, and Academic Dean. The student is responsible for obtaining all approval signatures. The student must also commit to, and be responsible for, a formal meeting schedule. A student is not considered registered for an independent study if the completed form has not been delivered to the Registrar.

Academic Honesty/Plagiarism

Academic honesty and integrity are essential elements in any college. It is assumed that Institute students will only present work in class or in exhibitions that is of their own creation, either in fine arts or written forms. Students may not turn in the same original assignment to two classes without both instructors' full knowledge and consent. Works that have been inspired/appropriated from other works of art must be acknowledged and labeled to that effect. Research sources must be clearly cited for all course papers. Engaging or participating in cheating, plagiarism or other forms of academic dishonesty is unacceptable and will not be tolerated. A violation can lead to suspension and or dismissal from the Institute. Please refer to your course syllabi and the Student Code of Conduct for further details of plagiarism.

Credit Hours and Classification

Students enroll in 3-credit studio and lecture classes. Class standing is determined by the number of credits and the level of courses earned by a student towards a degree.

Freshman	0-29 credits
Sophomore	30-59 credits

Junior	60-89 credits
Senior	90 or more credits

Full-time Credit Load

The full-time course load is 12 to 18 credits each semester, with a 15-credit, per semester, course load required to complete the program in four years. Students may carry an excess of 15 credits only if they have an overall grade point average of 3.0 or higher, and have obtained prior written approval from their Advisor and the Academic Dean, using the Course Overload form, available from the Registrar.

Students should be aware that decreasing their load from full-time to part-time may affect their eligibility for financial aid and health insurance.

Junior Status

Students are required to complete all 18 credits of Foundation courses and 12 credits of 100 and/or 200 level Liberal Arts courses before they can begin their junior level departmental studio classes. Students and their advisors need to refer and adhere to the specific concentration curriculum guidelines outlined in the Institute's current Viewbook.

Dean's List

During the fall and spring semesters, students may be named to the Institute's Dean's List by successfully completing a semester minimum of 12 credits and attaining a minimum semester GPA of 3.7.

Academic Probation & Suspension

To make satisfactory academic progress toward a degree, a student must maintain a minimum cumulative grade point average of 2.0. Progress is evaluated at the end of each semester. Students who fail to make satisfactory academic progress are placed on probation. If a student fails to make satisfactory academic progress for three consecutive semesters, that student will be suspended. Students suspended from the Institute may apply for readmission after a period of one semester. Readmission is contingent on the student's adherence to the readmission policies outlined in the probation or suspension letter.

Students who have been suspended or those who have voluntarily stopped attending classes for more than two consecutive semesters (one academic year) must also follow the Institute's readmission policy.

Leave of Absence

A leave of absence may cover personal, family, financial, medical, psychological or emotional conditions that make it difficult for the student to continue course work. A student must be in good academic standing (that is, with a GPA of 2.0 or better) to take a leave of absence from the Institute. A student may take a leave of absence for up to two semesters (one academic year), and return to the Institute without re-applying. However, he/she must complete a Leave of Absence form for each semester missed. Failure to do the appropriate paper work may result in withdrawal from the Institute. The Leave of Absence form must be completed and signed by the student's Advisor before being accepted by the Registrar. The student must meet with the Director of Financial Aid prior to the start of the leave if he or she is receiving Title IV funds. International students must meet with the Academic Dean prior to applying for any leave. Signatures must be obtained from all programs.

An extension of a student's leave for an additional academic year may be requested by writing to the Academic Dean. A student on leave of absence beyond that period must re-apply to the Institute and must follow course requirements that are in effect at the time of their readmission. Some previous course credits may not apply.

Assignment of Grades for Withdrawals from Courses

A student may withdraw from a course **only** by submitting a completed Course Withdrawal form to the Registrar. (A student may withdraw from the Institute by submitting a separate completed Withdrawal from the Institute form to the Registrar.)

Failure to submit to the Registrar a Course Withdrawal form for any course for which the student is registered but stops attending will result in the automatic recording of an AF (administrative failure) grade for the course. The official date of withdrawal is the last date of class attendance as verified by an instructor for Financial Aid purposes. The date the form is received by the Registrar is the date of withdrawal used by the Business Office and the Registrar. If a student never attended classes, then the classes will be removed from the student's record. New Hampshire Institute of Art ID cards and parking permits must be returned to the Registrar when withdrawing from the Institute. Students who withdraw from the Institute completely after the eighth week of the semester (mid-semester) will receive either a "grade of either WP" or "WF" from each of their instructors.

A student who missed the first two sessions of a class may be dropped by that instructor without prior notice and the class will be removed from the student's record.

A student who ceases to attend a class or classes, but does not withdraw by submitting to the Registrar the completed and signed Course Withdrawal form, as outlined above, will not be considered withdrawn from a course.

Unless a student is dropped by an instructor or withdraws from a class, he or she must receive a grade for the class. A grade of AF (administrative fail) will be issued if a student stops attending class, and the grade will be factored into his/her GPA.

Disciplinary Dismissal from a Class or Course

The only reason for the dismissal of a properly registered student from a class or course in which that student is enrolled is that his/her behavior is disruptive to the point where it interferes with the rights of the teacher or the rights of other students to learn. If a student is disruptive during a class session, the instructor may order the student to leave the classroom for the remainder of the class session. The student can be dismissed from the course if the disruptive behavior continues. The instructor is under no obligation to allow the dismissed student to make up work or tests missed as a result of the dismissal. Dismissal from a course will be entered on the student's permanent record as an AW (administrative withdrawal) grade.

Withdrawals from the Institute Due to Inactivity

Students who have not registered and have not completed a Leave of Absence or Withdrawal form by the end of the Add/Drop period are considered to have withdrawn from the Institute. Part-time students who have not registered for courses for two consecutive semesters and have not completed a Change of Enrollment Status form are considered to have withdrawn from the Institute.

Students dismissed from the Institute for disciplinary reason may, after a period of one year, petition the Academic Dean for readmission. Any student dismissed from a class is required to meet with the Financial Aid Office if receiving Title IV funding.

Readmission Policy

For readmission, students must reapply through the Admissions Office. They must submit a portfolio of work, including work completed at the Institute and any work completed during their

absence from the Institute. They may be required to have an interview with a committee of faculty from the department to which they are applying. The Department Chairperson is responsible for communicating the specific activity required of students suspended because of an unsatisfactory department review.

Attendance Policy

During the first class meeting, faculty members provide a syllabus that includes the expectations for student performance, attendance, make-up work and other class standards. Students are expected to attend all classes. Attendance is officially recorded at each class session. Faculty members may, at their discretion, set written attendance policies regarding late arrivals. Faculty policy may include not allowing late arriving students to enter class or they may count multiple tardy arrivals as an absence.

If a student reaches his or her third absence, the faculty member documents the occurrences and then forwards the information to the Registrar's Office. Copies will then be forwarded to the student's Advisor. Documented absences resulting from legitimate circumstances, such as personal illness, death in the immediate family, etc. should not negatively affect a student's attendance or academic standing. If a history of excessive absences is established, the advisor, faculty and student will meet to determine the appropriate outcome: course withdrawal, failing grade or an incomplete grade. In all instances, however, excused absence does not mean excused from meeting course work, class standards or expectations. Should a dispute occur, the Academic appeal process (page 41) must be followed with the Department Chairperson and the Academic Dean.

Class Cancellation Policy

The Institute firmly believes that our primary mission is to serve our students. Our course cancellation policy tries to serve the interests of our students, while also balancing the interests of our faculty who commit their valuable time to teaching and preparing for our courses.

In the weeks leading up to the start of a term, the Institute Department Chairpersons work closely with the Academic Dean to determine what classes may not reach minimum enrollment. Department Chairpersons and faculty are notified if a given course may not be held due to low enrollment. If enrollment for that class does not increase the week before classes begin, the Institute is

obliged to cancel the class and notify the students so they may select another course.

Forms Available from the Registrar and at www.nhia.edu

- **Add/Drop** A form that the student must complete in order to begin the process of adding or dropping a course during the Add/Drop period. The form requires the signature of both the advisor and student. If a course is dropped after mid-semester, the form requires the signature of the instructor(s) and advisor.
- **Authorization to Disclose Academic Information to Parent(s) or Guardian(s) (FERPA)** A form that all students are required to complete. The form gives permission (or not) to release either academic, billing or financial aid information (or all of the above) to the parent(s) or guardian(s) the student lists on the form. The form is returned to the Registrar and is placed in the student's file.
- **Authorization to Resume Disclosure of Directory Information** A form used by students who wish to resume disclosure of directory information. The form is returned to the Registrar and is placed in the student's file.
- **Block Schedule Sheets for Student Use** A handy sheet used by students to map-out the student's course schedule in an easy-to-read format.
- **Change of Contact Information** A form used to inform the Institute about a student's change in address, phone number, email or name.
- **Change of Enrollment Status** A form used if a student intends to do a Study Abroad, Internship, or withdraw from the Institute
- **Declaration/Change of Concentration** A form used by an undeclared student to declare his or her concentration, or by a declared student to change his or her concentration. The Department Chairperson must sign the form and assess the student's competencies. Upon receipt of this completed form, the Registrar will update the student's record.
- **Grade Change** A form used to change a student's grade, which is available to instructors, Department Chairpersons and students. Only the instructor may return this completed form to the Registrar. A copy of the submitted Grade Change form is sent to the student's local address by the Registrar.

- **Independent Study** A form a student completes when he/she proposes to work in an area or on a project not otherwise offered in a department curriculum, or to replace a required course not available during a particular semester. Only juniors and seniors may do independent studies. The advisor, Department Chairperson, Academic Dean and the student must sign the form, and the student submits it to the Registrar for processing.
- **Petition to Graduate** A form that all juniors must complete and submit to the Registrar prior to registering for senior year
- **Petition to Take Course Overload** A form used when a student with a GPA of 3.0 or above intends to register for more than 15 credits for the semester.
- **Petition to Walk in the Graduation Ceremonies** This form is necessary only if the Petition to Graduate has been previously denied by the Registrar.
- **Registration** A form the student completes after consultation with his or her advisor to select courses for the coming semester. The student must submit the completed form to the Registrar.
- **Registration Permission** A form granting a student permission to register for a course that is filled or that has some restriction; this form requires the signature of the Department Chairperson.
- **Request to Take Courses at Another Institution** A form the student must complete when seeking approval to transfer credits from another college, including study abroad programs. The student's advisor must sign the form.
- **Request to Prevent Disclosure of Directory Information** Students are required to read this annually, and may or may not choose to complete the form. (Completion of?) The form prevents "Directory Information" from being disclosed to any persons or agencies. The form is returned to the Registrar for coding and is placed in the student's file.
- **Student Initiated Course Withdrawal** A form the student must complete to begin the process of withdrawing from a course after the Add/Drop period. Students may not add a class after the Add/Drop period.
- **Transcript Request** A form the student must sign to authorize release of the student's transcript to be

mailed to another institution. Each official transcript is \$5.00.

Cell Phone and Personal Music Device Usage

As a courtesy to your classmates and faculty, all cell phones and personal music devices (iPods, MP3 players, ring tones, etc.) are to be turned off prior to the start of class. Necessary phone calls are to be made outside of the classroom during a break or at the end of class.

Graduation Procedures and Policies

Petition to Graduate

The Petition to Graduate form must be completed by a student prior to registering for senior year. Forms may be obtained from the Registrar and must be signed by the Department Chairperson.

Completing a Petition to Graduate form helps identify if the student may have overlooked or misunderstood any graduation requirements. The Registrar will perform a degree audit for everyone who submits this form to confirm that he or she is on target to graduate, and that the student's courses meet department and Institute requirements.

Graduation Requirements

To graduate with a BFA degree from the Institute a student must obtain a minimum cumulative grade point average (GPA) of at least 2.0 with a minimum of 120 credits. The student is responsible for all course work required for graduation and for the scheduling of all the necessary courses. Students who complete their requirements may participate in the commencement ceremony that takes place in May each year. Students may participate (walk) in the commencement ceremony if they have no more than six outstanding credits, but they must complete the required course(s) with the required cumulative GPA before receiving the actual diploma. Students who had student loans during their program must meet with Financial Aid prior to graduation.

All obligations to New Hampshire Institute of Art such as library fines, tuition and fees must be met, including payment of the \$50 graduation fee. No cap or gown, diploma or transcript will be released to a student or former student whose financial obligations to the Institute have not been met.

Senior Class Speaker

A student will be selected from the graduating class as Senior

Class Speaker. The selected student will represent the class at graduation by presenting remarks that are a reflective overview of the student's studies and experiences at the Institute. Each Department Chairperson is invited to nominate a graduating student for consideration to the Academic Dean. Nominated students will then be notified to confirm that they would be willing to speak, if selected. The graduating class will then select from this slate of nominees by vote at the Senior Meeting. The student voted to be Class Speaker will then be notified by the Academic Dean.

Senior Exhibition/Student Show

All graduating seniors must participate in the annual end-of-year senior/student exhibition. Students are in Senior Studio their penultimate and final semester before graduating. It is fully expected that an appropriate focused collection of the senior's studio work will be exhibited in the student-assigned area of the Senior Exhibition. No work may be removed from the exhibition until its close. A committee of program chairpersons and the Academic Dean will review all senior graduate exhibition presentations, and reserve the right to edit the work displayed. Successful preparation for and participation in the exhibition, as deemed by the Department Chairperson and Academic Dean, is required in order for the student to participate in commencement activities.

Student Reviews

All BFA students must be available for and participate in end-of-year reviews during the week of May 3-7, following the final class. The reviews are a component of the Institute's assessment program. In general, students will present a selected "body/portfolio" of studio work taken from the academic year they have just completed. This work will be reviewed by a group of faculty, and a written evaluation with recommendations will be made at the time of the critique. Work for the end-of-year exhibition is selected during the review process. Students are subject to all expectations and requirements documented in the Student Review Packet. Any student who fails to present work for review is subject to academic probation or suspension. Students who fail to collect work from reviews and the student exhibition will take responsibility for its loss or damage.

Capstone Paper

All BFA seniors are required to complete a major final paper. This senior "capstone" paper is a serious research paper and forms part of the Institute assessment program that attempts to

encapsulate a critical dialogue on a student's final thematic body of work. The comprehensive guidelines are available in the Teti Library and from program Chairpersons and senior studio advisors. The Capstone Paper will be coordinated through the Writing Studio.

Graduation With Honors

BFA candidates who have earned the distinction will graduate with honors based on their final cumulative grade point average (GPA). The following categories will be used:

Honors (cum laude)	3.20 - 3.49
High honors (magna cum laude)	3.50 - 3.69
Highest honors (summa cum laude)	3.70 - 4.00

Studio Projects and Storage and Removal

To facilitate the safety and efficiency of studio classrooms, students are required to remove completed/evaluated assignments on a regular and on-going basis. Any special storage requirement must have the approval of the Department Chairperson.

All residual work not taken from studio classrooms at the end of the academic semester will be considered unwanted and disposed of, as space limitations mandate.

Any work from the Annual Student Exhibition not picked up by the assigned collection date (approximately two weeks after the final day of the exhibition) will be considered unwanted and disposed of accordingly. The Institute reserves the right to dispose of or keep uncollected student work.

BFA Courses and Requirements

Courses of Study

Students may elect to follow any of the studio concentrations focusing on a specific discipline. Students who satisfy the Interdisciplinary criteria may elect to follow the Interdisciplinary course of study, at the approval of the Dean.

The Studio concentration choices at the Institute are Ceramics, Illustration, Painting, Photography or Interdisciplinary. Program Chairpersons are designated in Foundations, and in each area of Studio Concentration. Students interested in pairing their concentration with the Art Educator Preparation Program should

refer to the current Viewbook and speak with their advisor for more information.

Credit Hours

Students primarily enroll in 3-credit studio and lecture courses. Course credit hour and homework expectation are as follows:

Course Type	Credits	Hrs per week	# of Wks
Studio	3	6	15
Liberal Arts	3	3	15

While the outside workload varies from class to class, a studio student is expected to spend at the very least 1 hour of independent studio work for every 2 hours of class time. A student in a Liberal Arts course is expected to spend 2 hours of outside work for each hour of class time.

Course Requirements and Prerequisites

All courses that are required for satisfactory completion of the BFA program are listed in the Institute Viewbook. Students must complete all freshman (Foundation) and sophomore course requirements before they may register for junior and senior-level (intermediate and advanced) studio courses. The semester course schedule indicates specific course prerequisites.

Foundation Requirements (18 credits)

- Foundation Drawing I (3 cr)
- Foundation Drawing II (3 cr)
- Foundation 2D Design (3 cr)
- Foundation 3D Design (3 cr)
- Color Theory (3 cr)
- Materials and Processes (3 cr)

Liberal Arts Requirements (45 credits)

- Art History
 - Survey of Art History I (sophomore/3 cr)
 - Survey of Art History II (sophomore/3 cr)
 - Art History 200/300 level (junior/senior 6 cr)
- English/Literature
 - English Composition I (freshman/3 cr)
 - English Composition II (freshman/3 cr)
 - English/Literature 200 level (soph/junior/3 cr)
- Math (freshman/3 cr)
- Science (soph/junior/3 cr)
- Social Science
 - Foundations in Psychology (sophomore /3 cr)

- Social Science 300 level (junior/3 cr)
- Related Arts (junior/3cr)
 Humanities (junior/3 cr)
 Philosophy (senior/3 cr)
 Senior Studies
- Professional Artist (senior/3 cr)

Creative Writing Minor

Qualifying sophomores who have completed ENG 101 and 102 (or their equivalents) may apply to pursue a Minor in Creative Writing. These students will need at least a 3.0 (B) average in Eng 101 and Eng 102 and no lower than an overall 2.7 (C+) GPA. They will need one spoken or written reference from an Institute faculty person (and accepted by the Liberal Arts Chairperson) attesting to the student's commitment to writing. Students pursuing the Creative Writing Minor must take a total of 18 credits issuing from a combination of approved courses in English, literature, and creative writing. For more information, contact Rane Hall, Chairperson of Liberal Arts.

Total Required for Graduation = 120 credits

Academic Resources

Advising

All Institute students are assigned an academic advisor who serves as a mentor in the areas of academics, career and life goals. The advisor confers with the student at regular intervals to assist in the design, implementation and progress of the student's educational program. Additionally, referrals to other campus services can be made by the advisor in consultation with the Director of Advising. Advising is a mutual endeavor and success is predicated on the shared responsibility of the advisor and the advisee. A list of current advisors and their contact information can be obtained from the Director of Advising.

Assessment Program

The Institute is committed to upholding high standards of learning. Accordingly the Institute has implemented a comprehensive program of student assessment in the visual and liberal arts. The assessment initiatives require student participation in Accuplacer entrance assessments, art history survey pre- and post-tests, comprehensive portfolio (visual archive), annual student reviews, standard research essays in English 102 and upper level art history courses, and the Capstone Paper. The assessment program is a particularly vital mechanism that enables the Institute

to examine its effectiveness and utilize results for improvement in the achievement of its stated goals and objectives.

Books

Institute students may purchase textbooks online by visiting <http://nhia.textbookx.com>. The site includes a list of textbook requirements for each course for the current or upcoming semester. Please consult with staff at the Institute Shop with questions.

Writing Studio

Located on the top floor of Fuller Hall, in room 206, the Writing Studio provides free assistance to BFA students at all stages of the writing process, from brainstorming to revision. Faculty and peer tutors offer individual conferences and group sessions, including workshops that address common writing challenges. In addition to working on basics, such as how to effectively approach assignments and develop ideas, the Writing Studio focuses on helping students learn to write with clarity, artistry, and strength.

Writing Studio resources include Mac computers, internet and database access, printing capability, and academic assistance technology. It is professionally staffed on a full-time basis, to meet literacy, research, and writing needs for all Institute students.

Teti Library

The Teti Library staff members are highly trained professionals committed to assisting students and faculty with their research while promoting independent research skills. Students may contact the reference staff for any research project or assistance with electronic resources or print collections. Email ref@nhia.edu, chat live through our web page, call 836-2532 or stop by the reference/circulation desk. Full library policy is available on the library web site.

Library Instruction and Information Literacy

Information literacy sessions are required as a part of all English Composition and Art History I classes. However, some professors of other classes may require students to attend various library sessions.

Borrowing

Bring your Institute ID card to the library and we will register your information in the Library circulation system. This will allow students to borrow materials from the library as well as access online image galleries and other electronic resources. Students

may borrow up to eight books for three weeks and DVDs for one week. A one-week renewal is available using the link on the library's web site or by contacting the library, as noted above.

An overdue late charge of \$3.00 per item accrues at the end of a brief grace period.

Items not returned will be billed for replacement cost plus a non-refundable \$15.00 per item processing fee, 12 days after the final notice is issued. The borrower is responsible for all charges and fees if the items are returned after the Library has purchased a replacement copy.

The GMILCS system will block checkout for any patron who owes \$10.00 or more in fines or fees associated with his/her library card. All charges associated with a borrower's library account must be cleared before the account will be renewed each semester.

Inter-Library Loan

An Institute ID card activated at the Teti Library enables users to borrow materials from other libraries. The Teti Library shares a catalog with eleven other area libraries, including the Manchester City Library, through a consortium called GMILCS. Available materials from any of these libraries may be ordered through the online catalog, or your Institute ID card may be presented to borrow available materials in person. The lending library determines borrowing policy, to which all Institute borrowers are accountable.

Overdue charges from other GMILCS libraries may be paid at the library desk. Replacement costs for materials from other GMILCS libraries are to be paid by the borrower directly to the lending library.

Materials not available through GMILCS may be borrowed through the New Hampshire College and University Council (NHCUC) library consortium, or through WorldCat resource sharing. Please ask at the library desk for more information or contact the library as noted above.

Special Collections

The Teti Library Special Collections was formally established in October 2007. Created through a generous donation by John Teti, the Special Collections contains over 2,000 rare books, periodicals, prints and documents. The largest portion of the collection illustrates the history of photography dating back to the

19th century; it contains a strong concentration of items representing the Pictorialist era. The collection also houses a group of archival materials relating to the history of the Institute.

The purpose of Special Collections is to preserve and provide access to unique and rare materials for the purpose of research and teaching that supports the mission of the Institute. The collection serves the information needs of the Institute's students, faculty, and staff, as well as the larger scholarly community.

To set up an appointment, call 836-2534 or email ref@nhia.edu.

Photocopying and Scanning

A coin operated B/W and color copier is available in the library. Color printing is not available in the library.

A scanner is available for use free of charge. Students requiring the scanner for use with Kurzweil reading assistance software are given priority of use.

Other Library Policies

All library users are expected to conduct themselves in a manner that is quiet and respectful of other library users as well as the normal activities and functions of the library. Individuals who demonstrate disruptive behavior may be asked to leave, may lose library privileges and/or may be reported to Security and/or the Dean.

Students have access to PC computers and Mac laptops when the Library is open. PCs with Windows XP and Microsoft Office 2000 (Word, Excel, Power Point) are available with read-write CD drives. Floppy drives are available at the Circulation desk as are headphones for videos. All Library computers are connected to the Internet for research and email. Institute policy requires that all students have an active, updated anti-virus program on their own personal computers. Students are not allowed to save their work on a library computer. Students must save their work on a floppy disk, CD or USB flash drive. Students are expected to monitor and limit their time on a computer station, in the event that another student is waiting to work at that computer.

Mac laptops are available for 4-hour intervals for use in Fuller Hall. Laptops have wireless access as well as full Adobe suite software. Laptops are not configured to print.

The library computers are administered by the IT Department. The librarians and library staff will do their best to assist you as you use the computers; however, technical difficulties that you may encounter such as problems with the network, Internet connectivity, software, etc. should be worked out with IT staff.

Institute Resources

Institute Computer Policies

Institute computer resources are offered to students under an acceptable use policy. Inappropriate use of Institute computers for any potentially harmful purpose such as threatening or obscene email messages or images will result in disciplinary action. It is not permissible for students to install software or make changes to the configuration of any Institute computer. Penalties for such infractions may include, but are not limited to, termination of computer privileges.

Visiting Artists

The Institute has established a Visiting Artist program, which provides the various concentrations with an external active professional in the field. A residential component has been developed to facilitate a semester long experience, engagement and impact for students, and is offered on a semiannual basis. In addition, the Institute sponsors presentations, workshops and visits from established artists and professionals throughout the academic year. Visit www.nhia.edu for the latest information on visiting artists.

Galleries

The Institute's galleries in the French Building, Fuller Hall and Amherst Street feature works by regional, nationally-established and emerging young artists. The Community Gallery in Fuller Hall highlights works by students and professional artists. The student-run Vault Gallery offers additional opportunities for students to exhibit work in Fuller Hall. All exhibitions feature evening receptions for the artists as well as noontime artist talks and presentations, which are open to Institute community members and the public.

Exhibitions

The Institute provides a scheduled series of regionally and nationally acclaimed artists exhibitions. Evening receptions and the Art At Noon series of presentations provide for our students direct contact with the selected artists. We encourage students to

actively engage and avail themselves of these educational opportunities.

Annual Senior Show/Student Exhibition

Each May, after student reviews, the Institute mounts a comprehensive student exhibition. Works by graduating seniors are highlighted in the primary gallery and selected student spaces. Undergraduate artwork that has been selected by a Student Review faculty panel is exhibited in studio spaces throughout the Institute.

All final year Senior presentations will be comprehensively reviewed, evaluated, and edited as necessary by a committee of Program Chairpersons and the Academic Dean.

The Permanent Collection

In 2003, the Institute initiated a permanent collection of student work. Purchases for the Student Collection are made annually from the Annual Student Exhibition, at the discretion of the Academic Dean and Gallery Director.

Institute Shop

The Institute's Camera Shop and Art Supply Store is located on the first level of the Amherst Street building (77 Amherst St.). Students, faculty, and the general public benefit from this valuable resource in providing the materials and supplies required for studio and academic classes.

The Camera Shop - Supplies for photography students and the public are also available at the store. Developing chemistry, paper, ink-jet cartridges and film can be purchased along with the other fine art supplies carried.

The Institute's Camera Shop and Art Supply Store now offers student artworks for sale as well as professional, custom framing for students, faculty, and the public.

All currently enrolled Institute students receive a 10% discount on art supplies and framing with proper identification (the discount does not apply to textbooks and logo items).

Institute students purchase textbooks online by visiting <http://nhia.textbookx.com>.

Housing

In order to be eligible for campus housing, students should be classified as full-time. Those students who are considered less than full-time may be considered for housing, provided that there is adequate space available, and must get permission from the Director of Student Services. Students wishing to live in campus housing must complete and return the Housing Deposit Form. Housing availability is limited and students are not guaranteed their requests.

Students living in campus housing will receive a *Student Handbook* that details all housing policies and procedures.

Resident students will be assessed a \$250 Housing Damage Deposit. This charge will be assessed only once during the academic year. Student Services will perform a final inspection to determine if a student is responsible for any damage. The deposit, less any damage amount, will be refunded to the student in the form of a check.

Salvador Deli

To address the nutritional needs of the student body, the Institute operates the Salvador Deli, located in Fuller Hall on the main Level. The Deli offers a fresh, healthy, and exciting made-to-order menu with a new special every week. The Deli serves as an affordable alternative to the many local take-out and fast food eateries. Students may use a prepaid swipe card, or may purchase food with cash or credit card. In addition, a three-tiered meal plan is now offered. The Salvador Deli is open for breakfast, lunch and dinner 5 days a week. Hours are: 8 am to 7 pm Monday through Thursday, and 8 am to 5 pm on Fridays. Swipe cards are available for \$25.00 and over and can be purchased from the Bursar or at the Institute Shop. The Salvador Deli is proud to support the work of our student employees by featuring their artwork in the Café. Please check it out at www.nhia.edu, or call (603) 836-2517 for more information.

Student Lounges

The French Building, Fuller Hall, Amherst Street and 88 Lowell St. have dedicated student lounge spaces. The lounges provide opportunities for students to relax, eat, and interact in an informal social context. Vending machines are located in some student lounges.

Institute Email Accounts

Each BFA student is assigned a unique Institute email account. The Institute, its faculty, and offices use Institute email as its primary means of communicating with students. It is the responsibility of students to check their Institute email account on a regular basis.

Student Mailboxes

All registered BFA students have access to a mailbox. Resident student mailboxes are located in each dorm. Non-resident students have a mailbox located in the Amherst Street Building. It is imperative that students check their own mailbox regularly. Administrative offices of the school utilize mailboxes for dispatching vital information to students (Financial Aid, Registration, Library, Admissions, etc.) Highly personal or confidential communications are NOT distributed to these mailboxes.

Student Council

The Student Council was established to provide a range of educational, social, and community events for students. The council has an administrative staff coordinator and officers are elected from the student body. All BFA students are invited to attend and participate. (Continuing Education students are also welcome to participate, but they may not hold office.) For more information contact Student Services.

Health Services

The Institute does not operate a health clinic on campus, but has compiled the following list of services in the community that are available to students. Those students needing further assistance should contact the Director of Student Services.

General Health Services

The Doctor's Office

102 Bay Street
Manchester, NH 03104; (603) 625-1724
Insurance contact: Julie
Hours: Mon, Wed, Fri – 8 am-6 pm
 Tuesday - 8 am-8 pm
 Thursday - 8 am-4 pm
 Saturday - 9 am-1 pm

Physicians:
William Windler, MD
Gretchen Silverman, MD

All are Board Certified in Emergency Medicine and Fellows of the American College of Emergency Physicians. They have served as adjunct faculty at Dartmouth Medical School and all have over eight years experience at Catholic Medical Center in Emergency Medicine. All three physicians are currently on staff at the CMC.

Comments: This is, in effect, a walk-in private practice that specializes in ambulatory care and does not function as a clinic. They provide care for minor illnesses and injuries. X-ray and laboratory services are on the premises. Services are for fee only. This practice will see students with private insurance. They accept Blue Cross/Blue Shield and Cigna but will file other insurance claims if student has obtained a referral. Students may also pay by cash, check or credit card. It is preferable to make an appointment before going to their office. If students have private insurance they must obtain referral for this practice to file a claim on their behalf.

ASK-A-NURSE

Catholic Medical Center; (603) 626-2626

Comments: FREE and available 24/7 to our students and resident directors for general questions or concerns prior to visiting emergency room or The Doctor's Office.

Teen Health Clinic

1230 Elm Street
Manchester, NH 03101; (603) 629-9707

Comments: This is a private non-profit free clinic for uninsured and underinsured teenage students from ages 11-22. They will only bill to Medicaid but students who can make a donation are encouraged to do so. Clinic hours are from 3-7 pm Monday through Thursday. Physicians and or nurse practitioners will see patients. Most female reproductive health services are provided such as pregnancy tests and prescribing birth control in addition to screening for sexually transmitted diseases. The Teen Health Clinic also refers clients to psychological counselors during off-health clinic hours. These services are provided by social workers.

Manchester Community Health Center

1415 Elm St, 2nd floor
Manchester, NH 03101; (603) 626-9500
Hours: Mon, Tues, Wed & Fri 8 am-5 pm,
Thurs 8 am-7pm

Comments: For uninsured, need- based or insured students a private Family Practice will see our students if they are established as primary care patients. They offer a sliding scale based on family income and operate by appointment only. Physicians, nurse practitioners, nurses, and counselors are on staff.

Provides comprehensive medical services. This is not a walk-in clinic. Students who do not have a primary care physician or who are out-of-state may want to become established patients in the fall.

Female Reproductive Health

Dr. Mary Jo Montanarella and Associates, PH
Mary Jo Montanarella, MD
Maureen C. Lucas, MD
Linda Griffiths, CNM
Nancy Clark, ARNP
Monte Nikkel, CNM

30 Canton Street, Suite # 6 [near Elliot Hospital]
Manchester, NH 03103; (603) 624-1638

Comments: A private practice that will see our students with insurance and proper referral. Uninsured students will also be seen but must pay by cash or credit card at the time of the appointment.

Women's Crisis Center

YWCA
72 Concord Street
Manchester, NH 03104
Emergency 24 hr. phone number; (603) 668-2299

Comments: A 24/7 hotline for all forms of domestic and sexual abuse. Widely regarded as an excellent program to assist victims of sexual assault. Staffed by highly trained volunteers.

Planned Parenthood

24 Pennacook Street
Manchester, NH 03104; (603) 669-7321
Hours: Monday 8:30 am - 4:30 pm
Tuesday 8:30 am- 7 pm
Wednesday 8:30 am - 7 pm
Thursday 8:30 am- 6:30 pm
(Thursday Teen Walk-in Hours 2:30- 6:30pm)
Friday 8:30 am- 4:30 pm
Saturday 8:30 am- 12 pm

Comments: Appt. required for family planning and all reproductive health services. Insurance is accepted but uninsured may pay on a sliding scale. A nurse practitioner is on staff.

Mental Health

On Campus

Tanya Popoloski, MSW, LICSW
153 Concord St, Rm 204
Manchester, NH 03104; (603) 836-2529
Hours: Monday to Friday 8 am to 4 pm

Comments: Counseling services are available on campus during the school year with a licensed independent clinical social worker. Students who are experiencing adjustment issues, anxiety, depression, substance abuse, grief, and other issues are encouraged to visit the counselor for individual consultation. If a student does not want to receive services on campus or if a referral is necessary, off campus support is available through referrals to psychiatrists and independent local providers (mental health counselors, social workers, psychologists, substance abuse counselors).

The Mental Health Center

401 Cypress St.
Manchester, NH; (603) 668-4111
Hours: Available 24 hrs/7 days a week

Comments: Provides counseling services for students in addition to screening and psychiatric evaluation, crisis intervention and stabilization. In the event of an emergency situation after hours, students are to go directly to the Catholic Medical Center emergency room and staff from the Mental Health Center will be called to conduct an evaluation. The Center advises students to call ahead of time before visiting the Health Center. The Mental Health Center accepts students with insurance and those without are asked to pay on a sliding scale. Students should inquire about any minimum fees that might apply.

Bedford Counseling Services

1228 Elm Street, Suite 200
Manchester, NH 03101 (603) 623-1916
Hours: Monday -Thursday 8 am-9 pm
Friday 8 am-5 pm
Saturday 8 am-1 pm

Comments: A for-fee only service provider affiliated with The Mental Health Center. Students must have insurance or pay for services. Bedford provides comprehensive services with a psychiatrist and naturopathic physician on staff. Students who need medication are able to obtain it directly through this practice, alleviating the need for additional referrals. The naturopath provides a holistic approach to long-term therapies and is able to look at diet etc. as an underlying cause for certain conditions.

New Hampshire **INSTITUTE** of Art *Housing Handbook*

Welcome!

The New Hampshire Institute of Art welcomes you to your new home and is glad that you're a member of our housing community.

The information in this handbook includes our policies, procedures, and campus information. Please be mindful of our policies, which help ensure a safe, secure environment. Your resident director, resident assistants, and every staff/faculty member at the New Hampshire Institute of Art are available to assist you in any way possible. Please do not hesitate to contact us if you need anything. Best wishes for a great year!

Sincerely,



L.oula Kalampalikis
Student Services Director

Housing Handbook

New Hampshire Institute of Art Housing Options

The residence halls at the New Hampshire Institute of Art offer students a variety of options. More than just a place to live, the Institute provides the opportunity for community living based upon a student development philosophy of mutual respect for individual rights and growth of students into young professionals. The residence halls offer a special environment encouraging autonomy, mature interpersonal relationships, and the privileges of residing on campus. In the five traditional halls, students find mostly single occupancy rooms, with a limited number of double rooms available. The Institute provides free broadband Internet in each dorm room. Each dormitory has free laundry facilities and lounges equipped with TV, Cable and DVD players. All dormitories have common area kitchens with refrigerators, stoves, microwaves and ovens. On-campus housing is designed for traditional, college-bound students ages 18-24. There are five traditional living options available.

Hampshire House is an all female dormitory, consisting of 26 rooms, of which 10 are doubles and 16 singles. A common living room, kitchen, formal parlor, studio, and outside patio provide the comforts of home.

Institute Hall located on the 3rd and 4th floor of the Manchester YMCA is a co-ed dormitory that houses 57 students. Both floors provide single and double dorm rooms for both female and male students, and common kitchen and living areas on both floors. Students living at Institute Hall have the benefit of the YMCA facilities during regular business hours.

The Plaza is located within the Hampshire Plaza, and is a co-ed dorm with 90 dorm rooms. This dormitory houses a generous kitchen area, a large common room with pool table, a studio, and quiet nook, all available for the students' enjoyment and relaxation.

88 Lowell Street provides suite style living to 56 students. All rooms are doubles with two rooms sharing a bathroom. This dormitory is scheduled for occupancy in October 2009.

The Rectory is available for juniors, seniors, and non-traditional students. Students older than 24 will be housed on a space-available basis.

Mail

Each dorm will handle incoming mail with either a mailbox for each dorm or room delivery, this will be addressed during the dorm meeting at the beginning of each semester. The mailing address is the same for all students:

Student Name

Your dorm hall & mailbox number (room number if you don't use mailboxes)

148 Concord Street

Manchester, NH 03104

Internet

The Institute provides free Internet in each dorm room to our students. Students are responsible for providing their own Ethernet cable if they live in the Hampshire House or Institute Hall /YMCA. Plaza residents are responsible for providing a WiFi card.

Laundry Facilities

Laundry facilities are located in the residence halls for student use. If students leave their laundry in the machines, other residents may take out the laundry. Effective Fall 2009, laundry machines are free of charge – Please do not overload any machines in order to limit equipment failure and reduce costs.

Pets

Pets or animals of any kind are prohibited in the residence halls.

Parking

Parking is not provided to any residential student. Free on-street parking is available in designated spots during the day. Hampshire House and 88 Lowell Street residents who have cars may park overnight on the street or in the garages listed below.

Students at Institute Hall and The Plaza may be eligible for city parking permits that allow for parking on designated streets and at specific locations. These permits are available at City Hall. Students without this permit wishing to park overnight must park in parking garages.

Students are forbidden from parking in Institute lots overnight.

Hampshire Plaza Parking Garage

2 Plaza Drive
\$65/ month 603-622-6223 ext 9737 Melanie Ferraro
Located across the street from The Plaza and Institute Hall

Wall Street Towers Garage
555 Canal Street
\$50/ month 603-668-0855
Located 2 blocks from Residence Hall

Victory Garage
25 Vine Street
\$75/ month 603-264-6580 Kim Defrofierf
Located 2 blocks from the Residence Hall, and 2 blocks from the Institute

Parking stickers are required for all students who will be using a car on campus. Please note that this sticker does not guarantee parking in our lots. It is used for monitoring purposes only. There will be a \$10 replacement fee for any lost sticker. If you are using more than one vehicle to commute to the Institute, please inform the Registrar.

Privacy

Each resident is entitled to the right of privacy. The New Hampshire Institute of Art, however, holds the right to conduct searches of dorm rooms without just cause. Listed below are some of the reasons why the New Hampshire Institute of Art would need to enter:

- Maintenance repair
- Health and safety checks
- Check-out
- Ensuring the safety of the residents
- Fire safety

Resident Directors and Assistants reserve the right to enter a dorm room, with or without prior notice if they have knowledge of misconduct that is against the New Hampshire Institute of Art policy or State law to ensure the safety of the residents and the property. If damages are documented, the residents of the dorm room will be notified that a disciplinary meeting will be held. It is the responsibility of the New Hampshire Institute of Art residents to cooperate with officials in this process.

Giving out the passcode to your room is prohibited. Any person found entering a room that is not their own without invitation are subject to disciplinary action.

Roommate Conflicts

Roommate conflicts can be stressful and evolve around many issues. When conflicts cannot be resolved between the disagreeing parties, the Student Services Office staff can help mediate. Resident Assistants or the Resident Director can be mediators and help create an environment in which all parties can express the disagreement and work jointly to resolve the issue. It is not the responsibility of the Student Services Office to provide a resolution; that is the responsibility of the roommates. There are always instances when resolution cannot be reached through negotiation. When this occurs, it is up to the Student Services Director to determine whether or not to proceed with disciplinary actions, removal from residence, or change of dorm room. All residents are to abide by the New Hampshire Institute of Art policies at all times as stated in the Student Handbook. The Student Services Office has the right to intervene when conflict arises.

Safety and Security

Fire Safety

The New Hampshire Institute of Art would like to ensure the well being of all students and visitors.

The most effective way to avoid harm in a fire is to be prepared before it happens. At the beginning of the year the Resident Director along with the Resident Assistants will explain emergency procedures for the facility. The explanation will include where all exits, stairwells, fire extinguishers, and alarm pull stations are located. It is IMPORTANT that residents treat all alarms as a real fire and follow the appropriate guidelines established by the New Hampshire Institute of Art. Elevators are not to be used and residents should exit via the stairs. Failure to follow any emergency procedure can result in a fine and possible disciplinary action.

The cost for needlessly activating a fire alarm is \$300.00. Costs for false alarms that cannot be attributed to a specific individual(s) will be assessed to all residents. Fire extinguishers are provided in all residence areas for emergency use. Anyone found in possession of a fire extinguisher, tampering with or discharging a fire extinguisher for reasons other than emergency will be subject to disciplinary action.

If you see or smell fire in the facility: On your way out of the building, activate the fire alarm pull if it is on your way out and evacuate the building immediately! Never attempt to put out a fire on your own.

If you hear a fire alarm sound: Immediately leave your dorm room and follow the fire emergency route outlined by the residence staff by using the stairs and exiting the building. Once evacuated from the building, stand away from the exits and building so the appropriate personnel can enter and residents can exit.

If you are trapped in your dorm room: Move to the closest window and wave brightly colored clothing or a light out an opened window to alert rescue team members to your location.

Power Failures

If a power failure occurs, emergency lights will activate. Remain calm and do not use candles or other flames. Keep all hallways and exits clear from obstruction.

Smoking

Smoking is strictly prohibited inside any campus buildings, including any common areas, hallways, stairwells, dorm rooms, etc. If you are a smoker, please use designated smoking areas.

Open Flames

Open flames are not permitted inside the building (includes common areas, hallways, stairwells, dorm rooms, etc.). This includes open flames such as candles, incense, potpourri, cigarette lighters, pipes or flammable materials, etc.

Room Decor

Electrical cords, artwork, and mini string lighting are prohibited from hanging from ceilings in dorm rooms. Live trees, wreaths or other types of greenery are prohibited in the dorm room. Thumbtacks are prohibited in rooms and scotch tape is not allowed on the doors, sticky tack is recommended by Institute as well as 3M tape. Damage caused by 3M tape to the walls is not charged to the resident. Only non-flammable holiday decor is allowed. Paper decor on doors must be limited to an 11 by 17 inch square. No decorations are allowed in the hallway other than the door unless a Resident Director gives permission. Overhead florescent lighting may not be altered in anyway.

Artwork in Dormitories

The New Hampshire Institute of Art encourages students to continue creating artwork while not in class and in appropriate studio spaces. Dorm rooms and common areas are not considered appropriate for any wet media. The academic and residential studios are the appropriate places for artwork. It is recommended that all art materials be stored in a sealed storage container within the dorm room.

Upholding a Safe Environment

In order to uphold a safe environment, you are responsible for keeping your individual dorm room clean and for cleaning up after yourself in common areas. The New Hampshire Institute of Art reserves the right to inspect rooms without prior notice and assess fines if necessary. As part of our effort to provide a safe environment, the New Hampshire Institute of Art will schedule health and safety checks throughout the year.

All residents of the New Hampshire Institute of Art must take responsibility for their environment both inside the dorm room and in the residence hall, including the hallways, study areas, laundry facilities, and public areas. Any resident who intentionally or unintentionally creates a mess in the residence facility will be responsible for cleaning up the area and may be assessed fines or subject to discipline.

Students are not allowed to infringe on the safety of others. Any student who physically threatens or assaults another student on school grounds will be met with immediate disciplinary action. Any student who does not feel safe in the dorms should contact his or her Resident Director immediately and appropriate action will be taken to uphold a safe environment.

For the safety of all residents and staff, students are asked to respect the security measures and rules that have been put in place. Failing to do so jeopardizes the health and safety of all residents, and will lead to disciplinary action. Individual rooms are accessed by key or passcode. Students are prohibited from lending or in any way giving a key or passcode to their room to any other person or persons. If a lock change or key replacement becomes necessary due to a lost or stolen key, the student will be billed for the cost of the replacement or change.

Door propping is not allowed due to fire code requirements for protecting the safety of all dorm occupants.

Windows, Ledges, Roofs

Exiting through a window is prohibited unless in a documented emergency. If personal property or New Hampshire Institute of Art items are ejected from any window, disciplinary action will take place. If responsible residents are not identified, charges will be given to the entire residence hall. All screens must stay on all windows as a safety precaution. Any resident that removes the screen from a window will be assessed a fine and possible disciplinary action. To maintain the appearance of the residence hall, no objects or paraphernalia can be displayed on any ledges or hung from the windows.

*At no time shall a resident or object be on the roof or any ledges. If a resident or object is found on the roof or a ledge, responsible parties will be assessed a fine and possible disciplinary action.

Prohibited Items

The following items are prohibited in the residence halls:

- A. Alcohol, drugs, cigarettes
- B. Paraphernalia that can be used with illegal drugs including, but not limited to bongs, pipes, hookahs, rolling papers, etc.
- C. Hot plates, heating/immersion coils, electric frying pans, toaster ovens, electric blankets, non-UL listed items, halogen lights, and electrical items not approved by the residence staff
- D. Electric heaters
- E. Extension cords (surge protectors highly recommended)
- F. Firearms, candles, incense, explosives, fireworks, weapons of any kind, hazardous chemicals of any kind, gasoline, propane, butane, or other combustible materials
- G. Solvents of any form

**** If these items are found they will be confiscated.

Visitation/Guest Policy

Visitation

Any visitor/guest not staying the night must leave the building by 11:00pm Sunday through Thursday and by 1:00 am Friday and Saturday. The resident is responsible for **escorting** guest(s) at all times while they are in the residence hall. All violations will result in disciplinary action; any violation of the housing handbook by guests will be treated as if the resident committed the violation. The New Hampshire Institute of Art is not responsible for any

injury, illness, or personal accident sustained or caused by or to guests of residents. All guests must adhere to all the rules and regulations of this handbook. Any guest involved in any violation will be asked to leave immediately regardless of the hour.

Overnight Guests

Any resident requesting a non-resident of the same or opposite gender to remain in their room overnight must register the guest with the Resident Assistant (RA) or Resident Director. A resident may register a maximum of two guests at a given time for four nights within a 30-day period. However, guests are limited to no more than three consecutive nights per stay. Approval to stay longer must be granted in advance by the Resident Director. A guest is considered an overnight guest if they stay past quiet hours. If a guest remains on the premises after quiet hours and he or she is not signed in, the guest will be asked to leave immediately.

Residents living in doubles must have the signature approval of the roommate to have an overnight guest.

The Resident Director is exempt from guest policies. Any violation of these regulations by the resident or guest can result in disciplinary action including, but not limited to, suspension of all guest privileges.

Guests are not permitted during any final examination period.

Community Rules

Your Community

By choosing to live in overnight housing students are choosing to live and learn among their peers. The Student Services Office hopes that all residents take pride in where they live and with whom they share their residence. While at the New Hampshire Institute of Art we hope that students will meet others with different backgrounds, beliefs, talents, and degrees. We hope that students are able to work and live together as a community and demonstrate mutual respect and concern for others. The New Hampshire Institute of Art residence halls are designed for the traditional student. Nontraditional students will be placed in the Merrimack House using the Institute's housing placement policies. At this time, there is no housing for married couples or individuals with children that would need to live on campus.

Common Areas

Out of respect for the building and those living in the building, we expect that students take care of the common areas (hallways, study areas, laundry facilities, and public areas). Individual(s) who intentionally or accidentally damage the Institute property or resident property, including the removal or vandalism of signage, shall be held responsible. The Student Services Office and the New Hampshire Institute of Art are not responsible for any stolen, tampered with or lost items in the building. Any damages to common area facilities or equipment will come out of the housing deposits of all of the residents of the residence halls unless the responsible party/parties are known (in which case the full cost of repairs will be borne by the responsible party). In order to preserve a courteous environment, nudity and physical acts that would cause other students to feel uncomfortable are prohibited in the common areas.

Quiet and Courtesy Hours

The New Hampshire Institute of Art values the right to sleep and study at all times. Therefore, we respect the request for quiet and that request surpasses another student's right to be loud or disruptive. "Quiet" means music, voices, or any other noises that can be heard by neighbors, in the hallway, above or below, when a resident's door is closed. If bothered by noise made by another student, students should first try approaching the individual(s). If this is not successful, contact the Resident Assistant (RA) or Resident Director (RD) on duty to assist. If approached regarding noise, it is expected that students will be respectful of others and take appropriate action to resolve the situation.

To provide students with the most conducive atmosphere for study and sleep, noise levels must be kept to a minimum at all times. Student who play musical instruments or listen to music must keep their door closed while the music is playing. Instruments may not be played after nine p.m. The residence staff will enforce the following quiet hours:

Sunday through Thursday: 11:00 pm – 10:00 am
Friday and Saturday: 1:00 am – 10:00 am

Housing Assignment Information

Room Assignments

In order to reserve housing, students must pay a \$200 housing deposit by the designated annual deadline. Room requests are considered, but not guaranteed. The Office of Student Services makes assignments. Requests are considered first by full time

upperclassmen in order of GPA, then by full time freshmen in order that the housing deposit was made, part time students and non-Institute students will be placed in any remaining rooms. Use of student preference, seniority, or time priority systems for making such assignments may be changed or limited at the Institute's sole discretion. The Institute retains the right to administratively change a housing assignment at its sole discretion.

Room assignments are for the entire year. There are two reasons for a room change request: 1) serious health problems and 2) acceptable irreconcilable differences between roommates. Students are not allowed to change from one room to another without obtaining permission from the Director of Student Services and Resident Director. If a student has changed rooms without obtaining appropriate permission, a \$300 illegal room change fee will be assessed to his/her account and the student will be required to return to the original room.

Check In / Check Out

Every student is personally required to complete designated check in procedures at the beginning of occupancy and complete designated check out procedures at the end of occupancy. The Room Inventory Form, obtained at check in, will become the basis for an assessment of charges due to damage or loss. Failure to return a signed Room Inventory Form results in the student's acceptance of the Institute's pre-assessment as valid. Before moving out, a student is required to remove all trash, remove all personal property, and leave the room broom clean. Charges for additional cleaning required, removal of property, or for any damage or loss of dormitory property, normal wear and tear excepted, will be billed to the student.

Whenever a resident is preparing for check out, the following needs to be completed:

1. Clean entire room.
2. Remove all personal property. (If personal belongings are found, the New Hampshire Institute of Art will dispense of items away after a 24-hour time period.)
3. Remove all trash from area.
4. Close and lock all windows.
5. Reposition all furniture as it was on arrival.
6. Turn off all lights.
7. Turn heat/air unit on low.
8. Schedule an appointment with the RA or RD to go over condition of the room and complete Room Inventory Form (RIF).

9. Turn in keys.
10. Fill out forwarding address card.
11. Sign Room Inventory Form.

*Failure to complete any or all of the tasks listed above will result in an improper checkout and fines will be assessed to the responsible parties.

**All Common areas are subject to the same damage charges. When there is no one person to attribute the damages to, the Institute reserves the right to apportion damage charges among the residents of the individual floor.

***In the event that the damage charges assessed exceed that of the housing damage deposit, **charges for the damages over and above the deposit will be charged to the individual student account.**

****Residents do not follow these guidelines for holidays or breaks. Residents will follow different procedures at that time. When the facility is closed, residents are required to leave by the designated time and are not allowed to re-enter the residence until the facility is re-opened.

Room Furnishings

Rooms are to be used as a place of private residence in a way that respects the right of others, civil laws, and college regulations. All student rooms are provided fully furnished including bed, dresser, desk, chair, and drawing table (optional). In order to maintain a healthy environment no outside mattresses are allowed. Each student is responsible for maintaining the good condition of the room and furnishings. Furniture may not be removed from a student's room. Students are responsible for damage of furnishings resulting from misuse. Students are also responsible for damage as a result of affixing materials and/or decorations to walls, ceilings, floor, or woodwork. The use of nails and tape is prohibited but sticky tack and 3M tape is encouraged. The cost of repairs or replacement in residence rooms will be charged to the occupant, excluding any damage caused by 3M tape.

Alteration to Premises

Students may make no changes in the building or its fixtures individually or in groups. The student or any person acting with his or her permission shall refrain from:

1. Removing any item of Institute equipment/furniture from the room or premises without RD permission.
2. Altering or replacing the present locks or other security devices or installing additional locks or security devices.
3. Making any structural or electrical alterations to the room.
4. Using nails, tape, screws, bolts, or decals upon the furniture, walls, doors, woodwork, ceiling, or floors of the room or apartment or otherwise defacing or marring such surfaces.

Personal Items

Motorized or Manual Vehicles

Residents who own a motorized vehicle, or any device needing fuel can create a possible fire hazard if stored inside. Due to the nature of motorized vehicles, they cannot be stored in any residence halls. Owners of bicycles can store them in the designated bike racks located around campus or in their rooms. Manual vehicles of any kind (including skateboard, inline skates, scooters etc.) may not be ridden in the facility at any time. Fines will be assessed to all responsible parties for breaking the policy and confiscation may occur.

Storage

The Institute does not provide storage space. Students must make their own arrangements for storage off campus (see below). No article of any kind can be stored at any time in stairwells, housekeeping closets, hallways, basements, common areas, or on the roof. This includes bicycles. Bicycles must be kept locked outdoors or in a student's room. Due to fire regulations, students cannot store any items in hallways.

Storage USA

195 McGregor St, Manchester, NH
603-641-2220

Extra Space Storage

901 Candia Rd, Manchester, NH
603-622-2314

U-Haul Co

515 S Willow St, Manchester, NH
603-668-1762

Residence Violation Policies

The Office of Student Services at the New Hampshire Institute of Art is dedicated to providing a safe, enjoyable environment for its residents and visitors. This means community living that is quiet, comfortable, and supportive to both academic and social growth. The Office of Student Services would like to educate residents to be responsible members of the New Hampshire Institute of Art community in and outside of the classroom.

The Office of Student Services expects its residents to meet the standards outlined in this handbook. If expectations are not met, the Office of Student Services expects residents to take responsibility and accept consequences for his/her actions.

If a violation occurs, an incident report is written to document what occurred. All incident reports, letters, and other documentation will be kept in the Student Services Office. All documented information is confidential and restricted, and will remain active until the resident has graduated or withdrawn from the college.

Confronting a Policy Violation

Any situation that is in violation of the policies set forth in the New Hampshire Institute of Art Housing Handbook or Student Handbook will be handled by a Residential Staff member. All New Hampshire Institute of Art students and visitors are expected to be cooperative and assist the Residential Staff member in confrontational situations. Failure to cooperate, give false information, or use verbal or physical abuse will result in stricter disciplinary actions or criminal charges. It is also the responsibility of the New Hampshire Institute of Art students and visitors to inform the Residential Director of any concern another staff member's action during the documentation process.

Incident Reports

When a New Hampshire Institute of Art student or visitor is involved in a policy violation, any Residential Staff member or Institute official can document the incident. Not every incident documented is a policy violation. Some documentation includes emergency concerns, theft, loss, equipment damage or illness. All incident reports are written objectively, and it is extremely important that all information given is accurate. The Director of Student Services reviews all incident reports and may set up meetings in order to receive more information.

Policy Violations and Disciplinary Actions

Violations are included in the Student Rules, Rights, and Responsibilities section of this handbook. Examples of violations are (but not limited to):

- Alcohol Possession
- Assault
- Disturbance to Community
- Drug Possession
- Hall Sports
- Harassment
- Noise
- Smoking
- Vandalism- Defacing Property
- Visitation (unauthorized)
- Weapon/Firearm Possession

Disciplinary Actions

- Discipline Warning (verbal and/or written)
- Discipline Fines/ Sanction
- Discipline Probation
- Discipline Suspension
- Discipline Expulsion

Disciplinary Sanctions (not limited to)

- Alcohol Education
- Drug Education
- Apology
- Notification of Parents
- Video Research
- Community Service
- Research Papers
- Fine
- Counseling
- Restitution

Judicial Board

Disciplinary actions, which exceed warnings, fines, sanctions, or students who are repeat offenders, will be brought before the New Hampshire Institute of Art Judicial Board. The Judicial Board consists of faculty, staff, and students. The complete Judicial Board process can be found under "Student Rules, Rights and Responsibilities."

Appeals

At any time a New Hampshire Institute of Art student or visitor feels they were wrongly documented for an incident, or if they feel that a decision by the Judicial Board was unjustly made, it is the student's or visitor's right to appeal. In order to appeal, the New Hampshire Institute of Art student or visitor must first fill out the appeal paperwork with the Director of Student Services and then set up a meeting with the Appellate Officer. The complete Appeal process can be found under "Student Rules, Rights and Responsibilities."

Important Dates

Winter Break

Students need to be out of Institute housing for Winter Break -by Saturday, December 12, 2009. Students are allowed back into the dorms on Sunday, January 10, 2010.

Summer Break

Students need to be out of Institute housing after Student reviews end by Saturday, May 8, 2010.

General Information

Parking

Parking is a universal issue for institutions. Students with a car on campus must obtain a parking sticker before the start of the fall semester. The sticker is valid for one year. Forms to request a sticker are available in the Registrar.

Parking stickers are to be affixed to the bottom of the windshield on the passenger side. Failure to use your parking sticker may result in your car being towed. Parking is available on a first-come first-served basis in all three parking lots. Parking is limited. Additional parking is available within walking distance of the campus. Metered public parking is available on adjacent streets and at the Hartnett city parking lot. Additional parking can be found in nearby parking garages.

Annual Report of Campus Crime Statistics

The Institute's personnel strive to create an atmosphere that is safe and secure. Students are advised to report security concerns to any available staff member, including the Director of Student Services or to security personnel who are on duty during weekday hours from 5 pm to 11 pm, and weekend hours. Campus crime statistics and policies are distributed annually and are available from the Registrar.

Weather-related Cancellations

1. In the event of snowstorms or other serious weather events, the cancellation decision for morning, early afternoon or all classes will be made by 7 am that day, if at all possible.
2. Cancellation information can be accessed by going to the Institute's website, www.nhia.edu, or by calling the Institute's main phone number (603-623-0313) and listening to the first part of the recorded message.

You may also access the following television and radio sources:

- a. **TV**- WMUR Channel 9
- b. **FM RADIO** - WZID 95.7, WOKQ 97.5, WEVO 89.1, WJYY 105.5, WGIR 101

- c. **AM RADIO** - WFEA 1370, WSMN 1590
3. If a "no-school" announcement is NOT made, it means that classes ARE being held OR that a decision has not yet been made. In the event of middle-of-the-day decisions, every effort will be taken to make and disseminate the decision at least 1½ hours before class time.
 4. Normal protocol is canceling morning classes only, with buildings opening at 12 noon for early afternoon classes. If the weather has not improved or has worsened, media outlets will be informed as appropriate of the next projected Institute opening time: 2:30 pm for 4 pm classes, or 5:30 pm for 7 pm classes.
 5. In the event of a snow cancellation your instructor will schedule a make-up day.

Institute Hours of Operation

Administrative Business Hours

Monday - Friday: 8:30 am-5 pm

Gallery/Public Hours

Monday - Friday: 9 am - 5 pm

Saturday: 9 am - 12 pm

Studio Hours

Studio Hours(*students and faculty*)

Monday - Friday: 8 am - 11 pm

Saturday: 9 am - 8 pm

Sunday: 1 pm - 8 pm

In the interest of health and safety, studios will maintain operational availability only for the Academic semesters and are subject to building security hours of operation. Hours of availability will be posted. Students are not allowed to work alone in the studios.

Library Hours

Fall & Spring Semester

Monday – Thursday: 8:00 am - 8:30 pm

Friday: 8:00 am - 4:30 pm

Sunday: 2 pm - 6 pm

Summer Hours

To be posted.

Special Collections Hours

By appointment only. Call (603) 836-2534 or email ref@nhia.edu.

Note: The Library closes 10 minutes before posted closing time. An after-hours book return is available at the Library entrance (see building hours at www.nhia.edu).

The Camera Shop and Art Supply Store

Fall & Spring Semester

Monday - Friday: 8:30 am - 7:30 pm

Saturday: 9 am - 1 pm

Summer

Monday – Friday: 8:30 am - 5:30 pm

Saturday: 9 am - 12 pm

Salvador Deli (located in Fuller Hall)

Fall & Spring Semesters

Monday – Thursday: 8 am - 7 pm

Friday: 8 am - 4 pm

Saturday – Sunday: Closed

Thanksgiving Break

No studio access.

The Institute will be closed from Nov. 26, 2009 – Nov. 29, 2009 reopening at 8 am on Nov. 30, 2009.

Winter Holiday Break

No studio access – Sat., Dec. 12, 2009 – Sun., Jan. 10, 2010.

Dorms close Sat., Dec. 12, 2009 at 5 pm and re-open Sun., Jan 11, 2010.

Institute closes Wed., Dec. 24, 2009 and re-opens Mon., Jan 4, 2010.

Week of Jan. 4, 2009

The Institute will be open (including studios) business hours from 8:30 am - 5 pm. Spring courses begin on Mon., Jan. 11, 2010.

Spring Break

March 8 to March 12, 2010

Administrative Office Locations

- | | |
|---------------------------|-----------------|
| 1. Academic Affairs | French Building |
| 2. Academic Dean | French Building |
| 3. Admissions | Fuller Hall |
| 4. Advising | 153 Concord St. |
| 5. Bursar/Business Office | French Building |
| 6. Continuing Education | French Building |
| 7. Counseling Services | 153 Concord St. |
| 8. Development Office | French Building |
| 9. Financial Aid | Fuller Hall |
| 10. Human Resources | 153 Concord St. |

11. Teti Library
12. President's Office
13. Registrar
14. Student Services

Fuller Hall
French Building
Fuller Hall
153 Concord St.

Administratration Directory

Staff may be reached by dialing 603-836-2 + extension

Roger Williams, *President*
Ext. 542; rwilliams@nhia.edu
French Building, first floor

Melissa Sullivan, *Executive Assistant to the President*
Ext. 543; msullivan@nhia.edu
French Building, first floor

ACADEMIC AFFAIRS

** Indicates faculty and staff who will be moving to 88 Lowell Street in October; phone extension numbers for these individuals will not change.*

Patrick McCay, *Academic Dean*
Ext. 545; pmccay@nhia.edu
French Building, first floor

Kathy Traynor, *Academic Affairs Administrator*
Ext. 541; ktraynor@nhia.edu
French Building, first floor

*Jim Burke, *Chairperson, Illustration*
Ext. 584; jimburke@nhia.edu
Fuller Hall, Office 205

*Suzanne Canali, *Chairperson, Art Education*
Ext. 544; scanali@nhia.edu
Fuller Hall, Office 204

Peter Clive, *Chairperson, Painting*
Ext. 566; pclive@nhia.edu
Amherst Street, Office 103

Joel Gill, *Chairperson, Foundations*
Ext. 568; jgill@nhia.edu
Amherst Street, Office 103

*Rane Hall, *Chairperson, Liberal Arts*
Ext. 567; rhall@nhia.edu
Fuller Hall, Office 204

Maureen Mills, *Chairperson, Ceramics*
Ext. 565; mmills@nhia.edu
Amherst Street, Office 103

Gary Samson, *Chairperson, Photography*
Ext. 562; gsamson@nhia.edu
Fuller Hall, Office 009

*Jen Getchell, *Assistant to the Department Chairpersons*
Ext. 588; jgetchell@nhia.edu
Fuller Hall, Office 203

*Foad Afshar, *Art Education and Liberal Arts Faculty*
Ext. 587; fafshar@nhia.edu (IT to confirm)
Fuller Hall, Office 204

Chris Archer, *Ceramics Studio Manager*
Ext. 561; carcher@nhia.edu
Amherst Street, Office 103

Beverly Conway, *Photography Faculty*
Ext. 535; bconway@nhia.edu
Fuller Hall, Office 206

*Martin Fox, *Art History Faculty*
Ext. 572; mfox@nhia.edu
Fuller Hall, Office 204

Marcus Greene, *Painting Faculty*
Ext. 563; mgreene@nhia.edu
Amherst Street, Office 103

*Sebastian Lockwood, *Liberal Arts Faculty*
Ext. 585; slockwood@nhia.edu (IT to confirm)
Fuller Hall, Office 204

Monica McCarter
Director of the Library
Ext. 530; mmccarter@nhia.edu
Fuller Hall, Library

Glen Scheffer, *Photography Studio Manager*
Ext. 560; gscheffer@nhia.edu
Fuller Hall, Office 206

*Jonathan Simon, *Illustration Faculty*
Ext. 579; jsimon@nhia.edu
Fuller Hall, Office 203

David Wells, *Director of Advising*
Ext. 516; dwells@nhia.edu
153 Concord Street, Office 103

Alison Williams, *Gallery Director*
Ext. 573; awilliams@nhia.edu
Amherst Street, Gallery

Gail Sora, *Registrar*
Ext. 511; gsora@nhia.edu
Fuller Hall, Office 105

Jane LeBlanc, *Assistant Registrar*
Ext. 514; jleblanc@nhia.edu
Fuller Hall, Office 105

ENROLLMENT & STUDENT SERVICES

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Ext. 575; lsullivan@nhia.edu
Fuller Hall, Office 103

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Ext. 576; aabbott@nhia.edu
Fuller Hall, Office 106

Cami Czohara, *Director of Financial Aid*
Ext. 577; cczohara@nhia.edu
Fuller Hall, Office 104

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Fuller Hall, Office 104

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Fuller Hall, Office 106

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Fuller Hall, Office 106

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Fuller Hall, Office 106

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153 Concord Street, Office 101

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153 Concord Street, Office 204

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Ext. 574; zrowe@nhia.edu
88 Lowell Street, Office 101

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ihartsoe@nhia.edu
153 Concord St., Office 101

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153 Concord St., Office 101

Jessica Rolfe, *Resident Director/The Plaza*
jrolfe@nhia.edu
153 Concord St., Office 101

Whitney Williams, *Resident Director/The Hampshire*
wwilliams@nhia.edu
153 Concord St., Office 101

CONTINUING EDUCATION

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French Building, lower level

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French Building, lower level

Phoebe Ann Neiswenter, *Interior Design Coordinator*
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DEVELOPMENT & PUBLIC RELATIONS

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Ext. 547; jkinsey@nhia.edu
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Katie Berger, *Public Relations Manager*
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Julia Lafleur, *Development Assistant*
Ext. 546; jlafleur@nhia.edu
French Building, first floor

Bob Masterton, *Development Support*
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FACILITIES & SECURITY

Jon Woodcock, *Facilities Manager*
Ext. 521; jwoodcock@nhia.edu
153 Concord Street, Office 002

Phil Cusson, *Facilities and Maintenance Technician*
Jorge Vargas, *Facilities and Maintenance Technician*
David LaForce, *Facilities and Maintenance Technician*
Gary Moore, *Facilities and Maintenance Technician*
Dick McAlpine, *Security Guard*
John Ranfos, *Security Guard*
Chris Starks, *Security Guard*
Matt Sell, *Security Guard*
Sam Trioli, *Security Guard*
SECURITY: 603-235-0528 or 603-235-0529

FINANCE & ADMINISTRATION

Erik Gross, *Vice President of Finance and Administration*
Ext. 512; egross@nhia.edu
French Building, second floor

Renee Beal, *Controller*
Ext. 520; rbeal@nhia.edu
French Building, first floor

Catherine Consentino, *Bursar*
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French Building, first floor

Michelle Gagnon, *Payroll & Benefits Specialist*
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153 Concord Street, Office 203

Diane Lamy, *Business Services Manager*
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Fuller Hall, Office 201

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Fuller Hall, Office 201

Bill Scimone, *Human Resources Director*
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153 Concord Street, Office 202

TETI LIBRARY

Monica K. McCarter, *Director of the Library*
Ext. 530; mmccarter@nhia.edu
Fuller Hall, Office 102

Sarah Ballard, *Circulation Manager*
Ext. 532; sballard@nhia.edu
Fuller Hall, Office 102

Elise Daniel, *Assistant Librarian / Technical Services*
Ext. 533; edaniel@nhia.edu
Fuller Hall, Office 102

Elizabeth Holmes, *Weekend Reference Librarian*
Ext. 532
Fuller Hall, Office 102

Michelle Ray, *Assistant Librarian / Reference*
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Fuller Hall, Office 102

Martha Sawyer, *Reference Assistant*
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Fuller Hall, Office 102

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2009-2010**

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Academic Calendar 2009-2010

FALL 2009

Sunday, August 30
 Monday, August 31
 Tuesday, September 1
 Monday, September 7
 Wednesday, September 9
 Monday, October 12

Monday, October 19
 Friday, October 30

Weeks of Nov. 2 and 9
 Wednesday, November 11
 Tuesday, November 17
 Thu-Sun, Nov. 26 – 29

Friday, December 11
 Saturday, December 12
 Sat. Dec. 12 to Sun. Jan. 10
 Wednesday, December 16
 Thur. Dec. 24 – Sun. Jan. 3

Friday, January 8

SPRING 2010

Monday, January 4
 Friday, January 8
 Sunday, January 10
 Monday, January 11
 Monday, January 18

Tuesday, January 19
 Monday, February 15

Monday, March 1
 Week of March 8 -12

Dormitory move-in day
 Orientation Day
 BFA Classes Begin
 Labor Day – Institute closed
 Add/drop period ends
 Columbus Day –
 Administrative Offices closed-
 classes held as scheduled
 Mid-semester
 Last day to withdraw from a
 class
 Course advising period
 Veterans Day, Institute closed
 Registration Day
 Thanksgiving Holiday –
 Institute closed
 Fall Classes end*
 Dormitories Close
 Student Winter Break
 Final Grades due
 Holiday Break - Institute
 closed
 Fall 2009 Incompletes Due

Administrative Offices re-open
 Fall 2009 Incompletes Due
 Dormitories re-Open
 Classes begin
 Martin Luther King Jr. Day–
 Institute closed
 Add/Drop ends
 Presidents Day –
 Administrative Offices closed-
 classes held as scheduled
 Mid-semester
 Spring Break – no BFA
 classes

Weeks of March 15 & 22
 Friday, March 19

Thursday, March 25
 Sunday, April 4

Saturday, April 17
 Friday, April 30
 Week of May 3 -7
 Wednesday, May 5
 Sunday, May 23

Sun. May, 16 –Sat. Jul. 24
 Friday, May 28
 Monday, May 31

SUMMER 2010

Monday, June 14
 Tuesday, June 22
 Sun-Mon, July 4 – 5

Saturday, July 23
 Wednesday, July 28
 Friday, August 20

Sunday, June 27 – Friday, July 2

Sunday, July 11 – Friday, July 23

Dates subject to change

Course advising period
 Last day to withdraw from a
 class
 Registration Day
 Easter Sunday– Institute
 closed
 CE Graduation
 Spring Classes end
 Student Reviews
 Final grades due
 Commencement and Opening
 of the Annual Student
 Exhibition
 Annual Student Exhibition
 Spring 2010 Incompletes due
 Memorial Day, Institute closed

Classes Begin
 Add/drop period ends
 Independence Day, Institute
 closed
 Summer Classes end
 Final grades due
 Summer 2010 Incompletes
 due

Art Educators
 Summer Institute
 PreCollege Summer
 Program