

SCHOOL

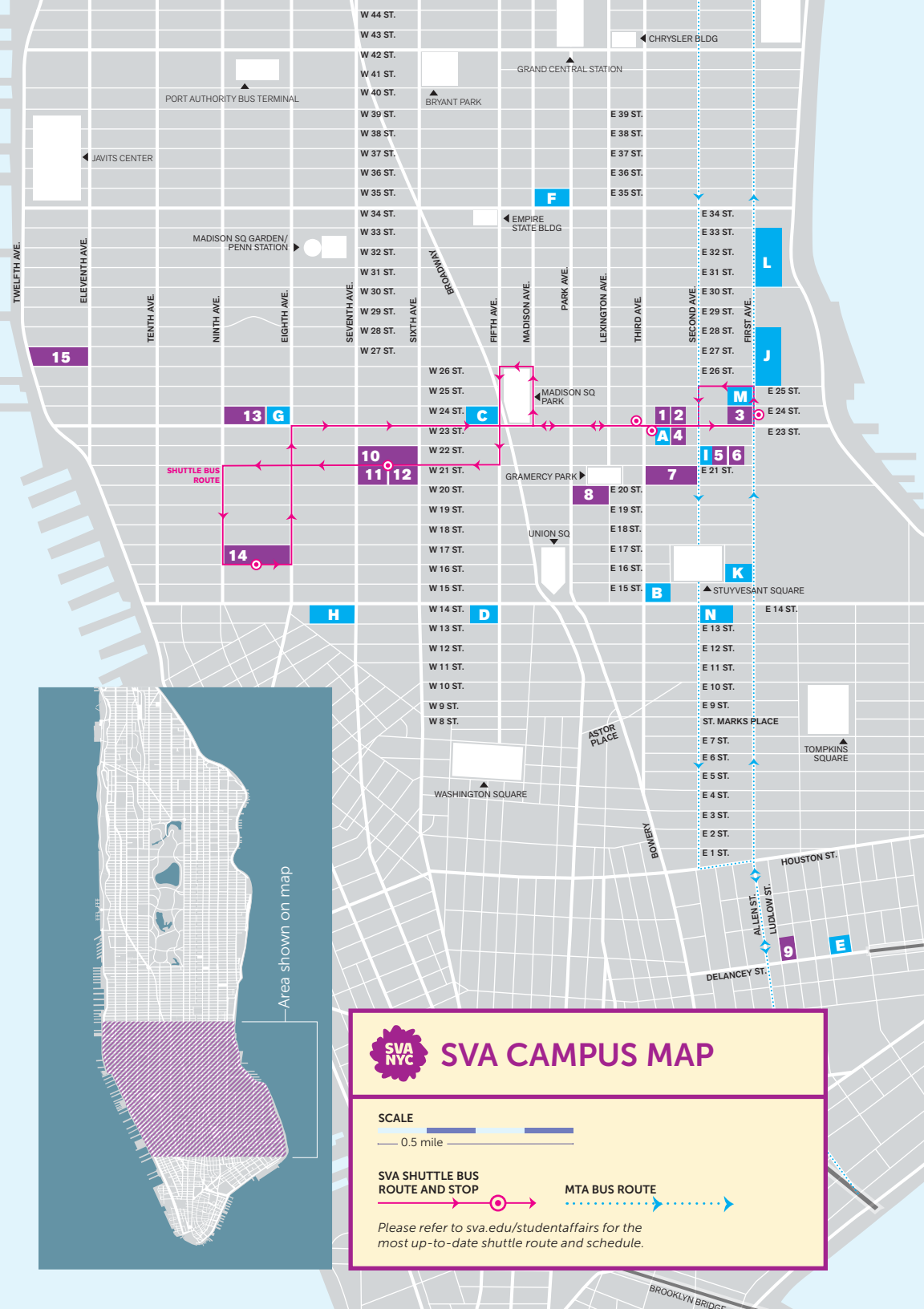
of

VISUAL *arts*

HANDBOOK

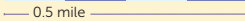
2016 • 2017





# SVA CAMPUS MAP

## SCALE



SVA SHUTTLE BUS  
ROUTE AND STOP



MTA BUS ROUTE



Please refer to [sva.edu/studentaffairs](http://sva.edu/studentaffairs) for the most up-to-date shuttle route and schedule.

Area shown on map

BROOKLYN BRIDGE

## ACADEMIC DEPARTMENTS

Advertising (BFA): [1], 2nd floor  
Animation (BFA): [4], 5th floor  
Art Education (MAT): [12], 4th floor  
Art History: [10], 4th floor  
Art Practice (BFA): [14], 5th floor  
Art Therapy (MPS): [12], 3rd floor  
Art Writing (MFA): [12], 6th floor  
Branding (MPS): [12], 11th floor  
Cartooning (BFA): [1], 2nd floor  
Computer Art (MFA): [10], 10th floor  
Computer Art, Computer Animation and Visual Effects (BFA): [10], 2nd and 3rd floors  
Continuing Education: [1], ground floor  
Critical Theory and the Arts (MA): [10], 6th floor  
Curatorial Practice (MA): [12], 10th floor  
Design (BFA): [1], 2nd floor  
Design (MFA): [6], 5th floor  
Design Research, Writing and Criticism (MFA): [11], 2nd floor  
Design for Social Innovation (MFA): [11], 5th floor  
Digital Photography (MPS): [12], 2nd floor  
Directing (MPS): [12], 8th floor  
Fashion Photography (MPS): [7], 3rd floor  
Film (BFA): [1], 5th floor  
Fine Arts (BFA): [14], 5th floor  
Fine Arts (MFA): [10], 8th and 9th floors  
Humanities and Sciences: [4], 8th floor  
Illustration (BFA): [1], 2nd floor  
Illustration as Visual Essay (MFA): [11], 12th floor  
Interaction Design (MFA): [11], 3rd floor  
Interior Design (BFA): [10], 11th floor  
Photography and Video (BFA): [7], 6th floor  
Photography, Video and Related Media (MFA): [7], ground, 4th and 5th floors  
Products of Design (MFA): [11], 7th floor  
Social Documentary Film (MFA): [11], ground floor  
Visual & Critical Studies (BFA): [10], 4th floor  
Visual Narrative (MFA): [11], 11th floor

## ADMINISTRATIVE OFFICES

Acting Chairman of the Board: [4], 6th floor  
Administrative and Network Services: [11], 8th floor  
Admissions: [1], ground floor  
Alumni Affairs and Development: [11], 6th floor  
Communication: [11], 6th floor  
Environmental Health & Safety: [10], 12th floor  
Executive Vice President: [1], ground floor  
External Relations: [11], 6th floor

Facilities Management: [1], lower level  
Finance: [5], 8th floor  
Financial Aid: [1], ground floor  
Human Resources: [4], 8th floor  
Mail Processing Center: [1], lower level  
Model Registry: [12], 2nd floor  
Office of Learning Technologies: [11], 9th floor  
Physical Plant: [1], lower level  
President: [7], 7th floor  
Provost: [10], 5th floor  
Registrar: [1], ground floor  
Resource Management: [4], 8th floor  
Security Services: [1], lower level  
Student Accounts: [1], 2nd floor  
Visual Arts Press: [4], 3rd floor

## RESIDENCES

23rd Street Residence: [2]  
24th Street Residence: [3]  
Gramercy Women's Residence: [8]  
Ludlow Residence: [9]

## STUDENT RESOURCES

Academic Advisement: [10], 7th floor  
Academic Affairs: [10], 5th floor  
Audio/Visual Services: [4], 8th floor  
Career Development: [11], 6th floor  
Digital Imaging Center : [1], 5th floor  
Digital Lab: [14], 2nd floor  
Illustration Studios: [6], 7th floor  
Institutional Research: [10], 5th floor  
Nature and Technology Lab: [14], 3rd floor  
Printmaking Studios: [10], 5th floor  
Sculpture Center: [14], ground floor  
SVA Library: [4], 2nd floor  
SVA Library West: [10], lower level  
Technical Support Services: [3]  
Visible Futures Lab: [12], 7th floor  
Writing Resource Center: [12], 9th floor

## SVA LIFE

Arts Abroad: [10], 7th floor  
Disability Services: [3], ground floor  
International Student Office: [3], ground floor  
Programs for International Students: [3], ground floor  
Residence Life: [3], ground floor  
Student Affairs: [3], ground floor  
Student Center: [2], ground floor  
Student Engagement and Leadership: [3], ground floor  
Student Health and Counseling Services: [3], ground floor  
Student Lounges: [10], lower level [1], 2nd floor [7], 7th floor  
SVA Campus Store: [1], ground floor  
SVA Chelsea Gallery: [15], 15th floor  
SVA Flatiron Gallery: [10], ground floor

SVA Flatiron Project Space: [10], ground floor  
SVA Galleries Office: [15], 15th floor  
SVA Gramercy Gallery: [1], ground floor  
SVA Theatre: [13]  
Visual Arts Student Association (VASA): [3], ground floor  
WSVA Radio Station: [7], 7th floor

## ADDRESS KEY

**1** 205, 207, 209 East 23rd Street  
**2** 215, 217 East 23rd Street  
**3** 340 East 24th Street  
**4** 220 East 23rd Street  
**5** 380 Second Avenue  
**6** 310 East 22nd Street  
**7** 214 East 21st Street  
**8** 17 Gramercy Park South  
**9** 101 Ludlow Street  
**10** 133/141 West 21st Street  
**11** 136 West 21st Street  
**12** 132 West 21st Street  
**13** 333 West 23rd Street  
**14** 335 West 16th Street  
**15** 601 West 26th Street

## URGENT CARE WALK-IN CLINICS

### CityMD

**A** 212 East 23rd Street  
**B** 216 East 14th Street  
**C** 37 West 23rd Street  
**D** 14 West 14th Street  
**E** 138 Delancey Street

### Mount Sinai Beth Israel

**F** 55 East 34th Street  
**G** 309 West 23rd Street  
**H** 226 West 14th Street

### MedRite

**I** 380 2nd Avenue

## HOSPITALS/ER

**Bellevue Hospital Center**  
**J** 462 First Avenue

### Mount Sinai Beth Israel

**K** 10 Nathan D. Pearlman Place

### NYU Tisch Hospital

**L** 550 First Avenue

## DENTISTRY

**NYU Dental Clinic**  
**M** 345 East 24th Street

## EYE & EAR

**New York Eye and Ear Infirmary**  
**N** 310 East 14th Street

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**The SVA Handbook** provides new students and faculty with an introduction to the College, its administration and the various processes, benefits and services available.

In addition, we hope to clarify general protocol and specific responsibilities. For returning students and current faculty it provides a reaffirmation of SVA's principles.

The outstanding education students receive at SVA and their record of achievement after graduation are due ultimately to the integrity and professionalism of the faculty. We look forward to continuing this fine record, with the realization that the faculty's integrity and commitment to their individual professions are basic premises of the College's philosophy.

None of us wishes to be immersed in details, but some policies are mandated by federal and state regulations and faculty and students should be aware of them. In this regard, I would especially like to call your attention to the sections on attendance (page 9), the Family Educational Rights and Privacy Act (FERPA) (page 70), and the SVA policy on alcohol (page 59).

We are fortunate to have a faculty whose enthusiasm for teaching and for their students is apparent in many ways, and a student body from 41 states and 63 countries, which reciprocates this enthusiasm. We are proud that our faculty teach because they want to and that our students have chosen us.

David Rhodes  
**President**  
**July 2016**

## THE COLLEGE

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## BOARD OF DIRECTORS

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Milton Glaser, acting chairman  
Michelle Musler  
Joseph F. Patterson  
Anthony P. Rhodes  
David Rhodes  
Walter Rivera  
Lawrence Rodman  
Eileen Hedy Schultz

## ACCREDITATION

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The School of Visual Arts has been authorized by the New York State Board of Regents ([www.highered.nysed.gov](http://www.highered.nysed.gov)) to confer the degree of Bachelor of Fine Arts on graduates of programs in Advertising; Animation; Cartooning; Computer Art, Computer Animation and Visual Effects; Design; Film; Fine Arts; Illustration; Interior Design; Photography and Video; Visual and Critical Studies; and to confer the degree of Master of Arts on graduates of the programs in Critical Theory and the Arts; Curatorial Practice; Design Research, Writing and Criticism; and to confer the degree of Master of Arts in Teaching on graduates of the program in Art Education; and to confer the degree of Master of Fine Arts on graduates of programs in Art Practice; Art Writing; Computer Art; Design; Design for Social Innovation; Fine Arts; Illustration as Visual Essay; Interaction Design; Photography, Video and Related Media; Products of Design; Social Documentary Film; Visual Narrative; and to confer the degree of Master of Professional Studies on graduates of programs in Art Therapy; Branding; Digital Photography; Directing; Fashion Photography. Data required by the U.S. Department of Education on "Gainful Employment" for each of the above programs may be found on each individual program page at [sva.edu/ge](http://sva.edu/ge).

The School of Visual Arts is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools ([msche.org](http://msche.org)), 3624 Market Street, Philadelphia, PA 19104, 215.662.5606. The Commission on Higher Education is an

institutional accrediting agency recognized by the U.S. Secretary of Education and the Council on Higher Education Accreditation.

The School of Visual Arts is an accredited institutional member of the National Association of Schools of Art and Design ([nasad.arts-accredit.org](http://nasad.arts-accredit.org)).

The Interior Design program leading to the Bachelor of Fine Arts in Interior Design is accredited by the Council for Interior Design Accreditation ([accredit-id.org](http://accredit-id.org)), 146 Monroe Center NW, Suite 1318, Grand Rapids, MI 49503-2822.

The Master of Professional Studies in Art Therapy program is approved by the American Art Therapy Association, Inc., and as such meets the education standards of the art therapy profession.

The Master of Arts in Teaching in Art Education program is accredited by the Council for the Accreditation of Educator Preparation (CAEP).

## SVA MISSION STATEMENT

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The mission of the College is to educate future generations of artists, designers and creative professionals.

## HISTORY OF SVA

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The School of Visual Arts was founded in 1947 as a single-purpose trade school with 35 students and 3 instructors. Known as the Cartoonists and Illustrators School, it offered instruction in the techniques essential to the pursuit of careers in cartooning and illustration. Since that time, it has seen continual growth. The advertising and graphic design departments were added first, followed in the 1960s by fine arts, photography, art history, humanities and film. There are now over 1,100 on the faculty.

In 1972, the New York State Board of Regents authorized the School of Visual Arts to confer the degree of Bachelor of Fine Arts (BFA) on

graduates of four-year programs in film, fine arts, media arts and photography. The College now offers BFA programs in animation, computer art, interior design, video, and visual and critical studies as well.

In the 1980s, SVA began its Master of Fine Arts (MFA) degree programs in computer art, fine arts, illustration and photography. The success of these programs and the need for unique and innovative advanced studies has led to MFA programs in Art Practice, Art Writing, Design, Design for Social Innovation, Interaction Design, Products of Design, Social Documentary Film and Visual Narrative. The College also offers the Master of Arts in Teaching (MAT) in Art Education, and the Master of Professional Studies (MPS) in Art Therapy, Branding, Digital Photography, Directing and Fashion Photography. A Master of Arts (MA) in Critical Theory and the Arts began in Fall 2012, a Master of Arts (MA) in Curatorial Practice and a Master of Arts (MA) in Design Research, Writing and Criticism began in Fall 2014.

The SVA student body today consists of over 3,693 undergraduate students, 700 graduate students, and 2,000 continuing education students from almost every state in the U.S., as well as 63 countries throughout the world. A major reason for this continued growth is our belief that “today’s art college must meet today’s needs.” Remaining a vital institution dedicated to helping students become artists capable of facing the increasingly rapid changes in their lives, their careers and society as a whole is what SVA is all about.

The College has consistently engaged a faculty of renowned artists, critics, designers, historians and writers who are active and respected in their fields. Students are thereby exposed to excellence while being introduced to and challenged by the professional standards they will be expected to uphold later in life.

## ACADEMIC FREEDOM

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The School of Visual Arts supports the right of each faculty member to pursue research and teaching without interference, subject only to the constraints of law and the pursuit of truth. No policy, regulation or member of the staff may interfere with this basic tenet of the institution’s philosophy. Any infringement of academic freedom will be immediately and vigorously addressed and corrected.

## FIRST AMENDMENT RIGHTS

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“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble; and to petition the government for a redress of grievances.”

The first 10 amendments of the United States Constitution—the Bill of Rights, ratified more than 200 years ago—were intended to protect individuals from unjust acts by government. The First Amendment assures both freedom of religion, speech, the press and rights of assemblage and petition.

Free speech and expression are basic to the pursuit of knowledge and truth in an academic and educational environment. All members of the SVA community should be ready and able to express their ideas freely and openly. First Amendment rights and the principle of academic freedom apply to the speech of faculty and students in the classroom, guest lectures, student publications, cultural events on campus as well as all other educational programs and activities. The discussion of ideas, which some may find distasteful or offensive, is protected if the discussion is germane to the subject matter being taught.

The College will take very seriously any action that infringes on the free speech of others, or that harasses individuals because of their ideas or beliefs. Harassment of any



kind will not be tolerated, and those who violate the freedom of speech and expression of another may face severe penalties.

The College cannot censor or restrict “public” speech that may offend or cause discomfort to others in the community, either by accident or by intent. Comments or language used in public situations that may be termed “hate speech” are certainly an abhorrence to the College community, even though they technically may be protected by law. However, even when First Amendment rights protect the expression of opinions that some may consider derogatory, the College can take steps to denounce those opinions and ensure that opposing views are heard. Therefore, it is absolutely essential that we all work to maintain an atmosphere of respect for every individual who exercises freedom of speech in a responsible way, and without intent to harm or defame others.

Speech that is threatening and intimidating can be harassment and is not protected by the First Amendment. The offensiveness of a particular expression or action as perceived by an individual (or group) must be sufficiently severe, persistent or pervasive to limit a student’s ability to participate in or benefit from the educational program, or to create a hostile or abusive educational environment. In such instances, College policy on harassment and discrimination, including sexual harassment and discrimination, will be followed to address and, where necessary, remedy the situation.

## SVA STUDENT PROFILE

SVA Students – Who Are They?  
Undergraduate admissions and enrollment statistics, 2015-2016

### TOTAL UNDERGRADUATE POPULATION, FULL AND PART-TIME

Undergraduate students	3,693
Graduate students	700

### UNDERGRADUATE APPLICATIONS

First-time freshmen	3,648
Undergraduate acceptance rate	74%

### ENTERING CLASS SIZE AND CHARACTERISTICS

First-time freshmen	698
Transfer students	287
Percent male (both FTIC & Transfers)	31%
Percent female	69%
Combined SAT score	1,063
Combined ACT score	24.6
Secondary school GPA	3.29
Average age	18

### CHARACTERISTICS OF UNDERGRADUATE POPULATION

Percent male	35%
Percent female	65%
States represented	41
Percent out-of-state	30.7
Countries represented	63
Average age	21

### RACE/ETHNICITY OF UNDERGRADUATE POPULATION

Nonresident alien	35.6%
Black, non-Hispanic	5.9%
Native American	0.5%
Hawaiian/Pacific Islander	0.3%
Asian	13.6%
Hispanic	5.3%
White, non-Hispanic	32.9%
Other or unknown	5.9%

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## **ACADEMIC AFFAIRS**

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The Provost directs Academic Affairs, which oversees most academic matters including curriculum development, academic policy and procedures, academic integrity, program reviews, institutional assessment and accreditation, new program development and student academic progress.

## **ACADEMIC INTEGRITY POLICY**

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This policy ensures that incidents of academic dishonesty are handled in a manner consistent with the College's mission, existing policies, standards and procedures. For the purposes of this policy, academic dishonesty is defined as: plagiarism, cheating, lying in academic matters and falsifying official student records. Non-academic violations of the Student Conduct Code will be adjudicated by the Director of Student Affairs.

In most instances the severity of the violation and the kind of infraction will determine the procedure. If necessary, an Academic Judicial Committee will meet to consider evidence and testimony. The five-member committee consists of:

- Provost, committee chair
- Coordinator of Academic Advisement
- Three department chairs

## **POLICY VIOLATION PROCEDURES**

A first offense of plagiarism, cheating or lying should be handled at the departmental level, with penalties ranging from failure for the assignment to failure for the course. If the department determines that the offense warrants a more severe penalty, the Provost should be notified immediately. Under no circumstances should an instructor fail a student for academic dishonesty without first consulting the chair of the department offering the course. Any infraction resulting in a course failure should be reported by the chair, in writing, to the Provost.

A first offense of falsifying official student records, or a second offense of plagiarism,

cheating or lying will automatically be reported to the Provost in writing, by the department chair. The Provost will collect and review all of the evidence associated with the case to determine whether the Academic Judicial Committee should meet, review the evidence and schedule a hearing.

If a hearing is deemed necessary, testimony will be heard and those associated with the case will be questioned. The accused has the right to be present, give testimony and bring witnesses.

After reviewing all the evidence and hearing all relevant testimony, the committee will render its decision and, if the accused is found in violation of the policy, determine an appropriate penalty. The Provost will send written notification of the committee's decision, including any penalties.

Penalties resulting in suspension or expulsion will take effect immediately following the committee's decision. All proceedings of a case, regardless of the outcome, will be retained in the student's official file, but no notation of the violation, decision and/or penalty will appear on the student's official SVA transcript.

Students found in violation of the academic dishonesty policy have the right to appeal. All appeal requests must be made in writing and sent by certified letter, within five days of the receipt of the committee's decision, to: The Office of the President, School of Visual Arts, 209 East 23 Street, New York, NY 10010.

The President alone shall decide whether an appeal is warranted and may choose to interview members of the committee or other members of the College community, but will not conduct a hearing. The President's decision will be sent by certified mail and is final and binding.

## ACADEMIC PROGRESS

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Undergraduate students must maintain a GPA (grade point average) of at least 2.0 and complete the minimum course and departmental degree requirements each semester. Students who are not making satisfactory progress in their courses may receive mid-semester unsatisfactory evaluations. Upon receiving a mid-semester unsatisfactory evaluation, students should immediately meet with the faculty member to discuss appropriate remedies.

Students who do not meet minimum requirements are placed on academic probation and have their work monitored for progress by their academic advisor. They also receive a letter specifying the terms of the probation. Any student on academic probation who gets an unsatisfactory mid-semester report must meet with the coordinator of academic advisement to remedy the situation. Students who remain on probation require a transcript review and written permission from their department chair before they can register for courses in the upcoming year. Two semesters on academic probation, or not fulfilling the conditions of the probation letter, may result in dismissal from SVA.

The majority of the graduate departments at SVA require students to maintain a minimum GPA of 3.0 in order to remain in good academic standing. A graduate department may, at its discretion, adopt a policy that accepts only those courses completed with a grade of B- or higher toward the degree, or a pass/fail system. However, each graduate department must make the grading policy clear in departmental literature.

Students receiving any form of federal, state or institutional financial aid are required to maintain a GPA of at least 2.0 in order to continue receiving aid. Please see [sva.edu/fa](http://sva.edu/fa) for specific guidelines relating to academic progress and financial aid.

## STUDENT RESPONSIBILITY FOR ACADEMIC PROGRESS

It is the student's responsibility to monitor progress toward the degree in terms of overall College and individual major departmental requirements. Students should review their transcripts at the completion of each semester, paying careful attention to the total number of credits successfully completed in humanities and sciences, art history and studio courses, as well as the actual grades received. Academic advisors are ready to help with any problems and will often notify students, in writing, if they are missing any required courses or are failing to maintain satisfactory progress. Students should view their degree requirements and academic progress on the "My Progress" tab in MyServices ([myservices.sva.edu](http://myservices.sva.edu)). All general degree and major departmental requirements are also stated in the Registration Book.

## ATTENDANCE

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The School of Visual Arts is a professional art college dedicated to teaching and learning. Attendance is required in all courses and the individual faculty member determines the number of acceptable absences, if any, and includes that information on the course syllabus.

All faculty members are required to record class attendance in Canvas, the College's learning management system. Students will be alerted via email if they have accrued a significant number of consecutive or non-consecutive absences, regardless of an individual instructor's absence policy.

Attendance records may be monitored by administrative offices in order to identify students who are not attending classes. Faculty members are encouraged to report any students who appear on their rosters but are not attending classes to an academic advisor, their department chair or the STAR committee.

Faculty members needing assistance with Canvas may contact the Office of Learning Technologies at 212.592.2313 or olt@sva.edu.

## AUDITING

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Auditing is not permitted in classes with the exception of students enrolled in SVA's graduate degree programs who may audit two undergraduate or continuing education classes each academic year.

## CHANGE OF MAJOR

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Undergraduate students who wish to change their majors must receive approval from the chair of the department into which they would like to transfer. Students should contact their academic advisor to initiate the change. Students will be required to fulfill all current major and degree requirements in effect at the time the change of major occurs. Students should also note that a change of major may necessitate additional semesters or years of study in order to fulfill all major and degree requirements.

## CLASS SCHEDULES

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The Registration Book includes a complete listing of undergraduate and graduate courses. SVA reserves the right to withdraw, without notice, any course listed in the Registration Book or to add or postpone courses, to rearrange course scheduling and to change instructors. The Registration Book is available prior to registration in print form and online ([sva.edu/regbook](http://sva.edu/regbook)).

An up-to-the-minute course listing is also available online by visiting [wa.sva.edu](http://wa.sva.edu) and clicking on the "Search the Course Catalog" option.

## COURSE ADJUSTMENT PERIODS

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Students may drop or add courses during the scheduled course adjustment period. To add a course, written permission is needed from the course instructor. After the close of the course adjustment period, written approval from an academic advisor is required and a

\$100 fee is charged for each course dropped or added.

A course may be dropped without academic penalty through the eighth week of the semester. Individual course and equipment fees are nonrefundable after the drop/add periods, and refunds for extra-credit tuition charges will be prorated based on the College refund policy.

## GRADE APPEALS

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Students who feel they have received an unfair or incorrect grade should speak with the course instructor. If the issue cannot be resolved with the instructor, they should then talk with their academic advisor and/or department chair. If the situation remains unchanged, and the student still feels a grade change is warranted, a written request for a hearing should be made to the Committee on Academic Appeals, c/o Coordinator of Academic Advisement. Included in the request should be:

- The reason(s) why the student feels the grade was unfair
- A detailed description of the work done for the course
- The student's evaluation of their participation in the class.

## GRADING INFORMATION

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Grade	Quality	Explanation
	Point	
A+	4.00	Excellent
A	4.00	
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	Above average
C+	2.33	
C	2.00	
C-	1.67	Average
D+	1.33	
D	1.00	
D-	0.67	Lowest passing grade
F	0.00	
		Failing

I	0.00	Incomplete, becomes failure if not made up. Faculty may specify due dates for work as long as they fall within the following parameters: fall semester, work is due no later than the last day of the spring semester; spring/summer semesters, work is due no later than the last day of the fall semester.	material that is not offered as a specific course in the SVA curriculum. Students may wish to work in an area that is beyond the scope of the courses offered, or may want to take an in-depth look at a topic that was covered only briefly in a course. Interested students with a GPA of at least 3.0 should contact their academic advisor before the beginning of the semester to discuss their ideas and learn how to apply for independent study. Independent study courses must be approved and added before the last day of the course adjustment periods in September and January. Students can register for a maximum of two independent study courses in a semester. Faculty members are limited to four independent study courses in a semester.
P	—	Pass (pass/fail course)	
S	—	Satisfactory (applicable first-semester thesis courses).	
U	—	Unsatisfactory (applicable first-semester thesis courses).	
W	—	Administrative withdrawal.	
X+	—	Withdrawal for excessive absences.	
X	0.00	Withdrawal for excessive absences with failure.	
AU	—	Audit	

## **HUMAN SUBJECT RESEARCH**

Any student, faculty member or staff member wishing to conduct research involving any member of the SVA community (e.g., surveys and questionnaires) and/or research that utilizes any of the resources of SVA must first seek approval from the Provost. Those wishing to conduct such research will be asked to detail, in writing, the purpose, goals, and scope of the research, as well as how the confidentiality of respondents and the security of the data will be assured. Questions concerning this policy and research proposals may be directed to: The Office of the Provost by emailing: provost@sva.edu.

## **INDEPENDENT STUDY**

In the junior and senior year, independent study can provide an opportunity to study

material that is not offered as a specific course in the SVA curriculum. Students may wish to work in an area that is beyond the scope of the courses offered, or may want to take an in-depth look at a topic that was covered only briefly in a course. Interested students with a GPA of at least 3.0 should contact their academic advisor before the beginning of the semester to discuss their ideas and learn how to apply for independent study. Independent study courses must be approved and added before the last day of the course adjustment periods in September and January. Students can register for a maximum of two independent study courses in a semester. Faculty members are limited to four independent study courses in a semester.

## **INTERRUPTION OF STUDIES**

Situations may arise that prompt students to consider interrupting their studies before earning their degree. Students considering a leave of absence or voluntary withdrawal from the College should speak with their advisor. If a student decides to withdraw from the College for any reason, with or without the intent of returning, they must contact their academic advisor to formalize the decision. Students who plan to return to SVA may take a leave of absence and will be allowed to return to the College within one academic year. After more than one academic year, a new application for admission will be required, and students must fulfill all current degree requirements in effect at the time of readmission.

## **MEDICAL LEAVE OF ABSENCE**

Students taking a leave of absence from SVA for medical reasons are required to remain in treatment and/or receive care with a qualified healthcare provider for their illness throughout the leave of absence. Approximately one month before registering for the semester of a student's intended return, a Certificate of Readiness to Return form (available for download at [sva.edu/health](http://sva.edu/health)) must be completed by the treating healthcare

provider and signed by the student. The form can be faxed to 212.592.2216 or emailed to [health@sva.edu](mailto:health@sva.edu). Once reviewed and approved, the medical hold will be removed so that the student will be able to register for courses, provided that all other conditions for returning to the College have been met. Upon returning to SVA the student may be required (by the director of Student Affairs) to attend one or more assessment sessions with a clinician at Student Health and Counseling Services. In these cases, until final approval has been granted, the student's status is considered provisional.

### **FINANCIAL AID CONSIDERATIONS**

Students receiving federal subsidized or unsubsidized loans should note that a withdrawal from the College for any reason, regardless of the intent to return, will initiate a six-month grace period for repayment of those loans. The grace period begins the day after a student stops attending on at least a half-time basis. Once the grace period ends, students must begin repaying any loans. If students re-enroll at the College (or at another school) at least half-time before the end of the six-month grace period, they will receive the full six-month grace period when they graduate, withdraw, or drop below half-time enrollment. Students receiving federal loans are highly encouraged to consult with a financial aid counselor prior to requesting a leave of absence or withdrawal.

### **LATENESS**

Faculty members have the right to determine the lateness policy for their class, including excluding students from class or marking them absent if they are late. This policy is made clear to students at the beginning of the semester and is included in the syllabus.

### **MATRICULATION TIME LIMITATION**

Students who matriculate in one of the College's undergraduate degree programs must complete their course work within eight years, unless given an official extension by the Coordinator of Academic Advisement.

Students who matriculate in a graduate degree program must complete course work within twice the amount of time necessary to complete the degree, unless given an official extension by the Office of the Provost.

### **ONLINE COURSE ACCESS**

All SVA undergraduate and graduate courses have an online component available for use as deemed appropriate by the course instructor. To access any online courses, visit the College's Canvas learning management system at [sva.edu/canvas](http://sva.edu/canvas). Log into the system using your SVA ID and password; these are the same credentials used for logging into the MySVA portal. If you need assistance using Canvas, contact the Office of Learning Technologies at [olt@sva.edu](mailto:olt@sva.edu) or 212.592.2313.

### **PROBATION AND EXCLUSION**

Students who do not make satisfactory progress and/or do not maintain at least a 2.0 GPA, will be placed on academic probation and informed of such status in a letter specifying the terms of the probation. Failure to comply with these terms may result in dismissal from SVA. Students on academic probation are not permitted to participate in extracurricular College activities. Students who are dismissed from SVA for academic reasons may appeal their dismissal by writing to the Committee for Academic Appeals, addressed to the Coordinator of Academic Advisement.

### **PROFICIENCY EXAMINATION**

All matriculated SVA students are required to take the Proficiency Examination (PE) during their first semester at SVA. The PE is a Bachelor of Fine Arts degree requirement that tests reading comprehension and writing ability and may be used to place students in writing courses. The exam may be taken as many times as necessary until the student successfully passes. However, students who do not pass the Proficiency Examination in their first semester may be required to take HCD-0161 and/or HCD-0162, Fundamentals of Writing I and II.

**Exception:** Students who receive a grade of B- or better in HCD-1020 who have not passed the PE will be allowed to take HCD-1025 Writing and Literature II. In this instance, students must still pass the PE in their second semester in order to continue with any other Humanities and Sciences courses.

In their letter of admission to SVA, those transfer students who have been exempted from all Humanities and Sciences requirements and courses are also exempted from the Proficiency Examination.

The Proficiency Examination is given approximately six times a year. Students are asked to read a short article and to respond with a 500-word essay that demonstrates an understanding of the topic, a solid understanding of the mechanics of attribution, sentence and paragraph logic, as well as good grammar and spelling. For sample dates and tests, visit the website of the Writing Resource Center ([writingresourcecenter.com](http://writingresourcecenter.com)). All questions should be directed to the student's academic advisor or Neil Friedland, Coordinator of Writing Services at the Writing Resource Center, 212.592.2579.

## **SEMESTER CREDIT HOURS**

One semester credit hour equals a minimum of three hours of effort per week over the course of a 15-week semester. "Effort" is defined as a combination of contact hours plus required outside preparation.

## **STUDY ABROAD**

Living in another country for a period of time is one of the best ways to understand the artistic and cultural life of the host country. Access to the artistic and human resources of other countries provides source material that stimulates students to develop fresh perspectives for their work.

SVA Destinations and the Semester Abroad Program draw students and professionals of all ages from diverse backgrounds. This

creates a community that absorbs elements of the local culture and leaves an imprint of its own on the host country.

SVA Destinations international and domestic programs are offered during the spring and summer semesters. In the spring, take full advantage of our connections to network in Los Angeles and San Francisco or be transported back in time and visit Havana, Cuba with us. During the summer semester we offer photography, art history, studio studies, painting, and design programs in France, Italy, Spain, Mexico and the US. Please be sure to visit [sva.edu/destinations](http://sva.edu/destinations) for further information.

SVA's semester abroad programs provide an opportunity to live and study in another country for the fall or spring semester, either integrated into one of SVA's partner institution's student body, or as one of a select group of SVA undergraduate students participating in SVA in Rome. All applicants must submit a completed application form, an SVA transcript, a statement of intent, two letters of recommendation, and a portfolio of their work. Participants in semester abroad are billed SVA tuition via SVA Student Accounts and maintain full-time enrollment status at SVA during their semester abroad.

### **SPRING SEMESTER SVA DESTINATIONS**

- Application deadline: January 15th

### **SUMMER SVA DESTINATIONS**

- Application deadline: April 15th
- Portfolio is required for all studio programs
- Limited enrollment

### **INTERNATIONAL EXCHANGE**

To be eligible for international exchange, you must be a full-time matriculated student working toward your BFA degree and have junior standing by the fall semester. Illustration majors are an exception to this policy, and can participate in international exchange during their senior year on a case-by-case basis only.



Students can earn studio credit at a participating exchange institution pending a portfolio review of work completed during the semester abroad by their major department chair. The exchange program is currently available to the following BFA degree majors: Animation, Design, Film, Fine Arts, Interior Design, Photography and Video, and Visual & Critical Studies. Illustration majors must meet with the BFA Illustration chair prior to applying for any semester abroad programs. SVA has partner exchange relationships with institutions in the following countries: Belgium, China, Czech Republic, Finland, France, Germany, Japan, The Netherlands, Norway, Sweden, Switzerland and the United Kingdom. Students enrolled in the exchange program will receive a stipend that will be applied to their spring semester tuition.

Note: SVA students are not required to pay their host school's tuition; however, they are required to pay for any course and registration fees that apply, as well as for transportation, housing and meals.

### **SVA IN ROME**

Students can earn both studio and humanities and sciences credits through SVA in Rome's set curriculum. The program currently meets two humanities and sciences course requirements for undergraduate study.

Note: Students registered in the SVA in Rome program are not eligible for the exchange stipend. Participants in SVA in Rome are billed for SVA tuition, SVA in Rome housing, the travel and documentation fee and the SVA in Rome department fee.

For more information on Semester Abroad at SVA, please contact the Manager of International Exchange Programs at [exchange@sva.edu](mailto:exchange@sva.edu).

### **SEMESTER ABROAD DEADLINES:**

- Fall semester abroad application deadline: April 15th prior to the semester abroad
- Spring semester abroad application deadline: September 15th prior to the semester abroad
- Application deadline for international exchange at the Gerrit Rietveld Academy: March 15th prior to the semester abroad (fall or spring)

### **SVA IN ROME APPLICATION DEADLINE:**

- April 15th of the year prior to the spring semester abroad.

For more information on Semester Abroad at SVA, please contact the manager of International Exchange Programs at [exchange@sva.edu](mailto:exchange@sva.edu).

## **TERM HONORS**

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At the end of each fall and spring semester the Office of the Provost issues Term Honors (formerly the Dean's List). To receive Term Honors, a student must be a matriculated undergraduate student who has completed 12 credits of coursework without any grades of incomplete, and whose semester grade point average is within the top 10% of their major. Students whose semester grade point average is within the top 5% of their major will receive High Term Honors. Each Term Honors recipient receives a letter from the Provost. Term Honors status is recorded on the student's official transcript.

## **TRANSCRIPT REQUESTS**

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Requests for transcripts may be made via the following methods:

### **ONLINE VIA MY SVA**

Log in to [my.sva.edu](http://my.sva.edu) and select "Academic Profile Menu" then "Transcript Request" from the WebAdvisor menu.

### **MAIL, FAX, OR EMAIL**

Send a signed copy of the Transcript & Enrollment Request Form (available for download at [sva.edu/registrar](http://sva.edu/registrar)) to the following address:

School of Visual Arts Registrar - Transcripts  
209 East 23rd Street New York, NY 10010

Alternately, Transcript Request Forms may be faxed to 212.592.2069 or scanned and emailed to [registrar@sva.edu](mailto:registrar@sva.edu).

### **IN PERSON**

Visit the Registrar's Office at 205 East 23rd Street, 1st floor, Monday–Thursday, 8:00 AM–7:00 PM or Friday, 8:00 AM–5:00 PM.

### **UNOFFICIAL TRANSCRIPTS**

Students may view and download their unofficial transcripts at any time by logging in to MyServices ([myservices.sva.edu](http://myservices.sva.edu)), selecting "Student Planning" then "Unofficial Transcript" from the menu header.

## **TRANSFER CREDITS**

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The following guidelines are used to determine the transfer of credits allowable for undergraduate students. In all cases, the number of total credits that can be transferred may not exceed 60.

Transfer credits for course work completed prior to matriculation at SVA, which was not reviewed or awarded at the point of admission, will not be reviewed or awarded once a student completes their first semester of study at SVA.

One-for-one transfer of credits for humanities and sciences course work, to a maximum of 30 credits, if the student has earned grades of C or higher. Pass grades will be accepted if letter grades are not given by the institution from which credits are being transferred.

One-for-one transfer of art history credits, to a maximum of 9 credits, if the student

has earned grades of C or higher, and to a maximum of 12 credits if 3 credits are in the history of the student's major discipline. Pass grades will be accepted if letter grades are not given by the institution from which credits are being transferred.

The transfer of studio credits is based on an evaluation of the student's portfolio, to a maximum of 45 credits. Undergraduate students, currently or previously matriculated, need approval from Academic Advisement and the appropriate departmental chair to study at another accredited institution. SVA students who request, and are given such permission, may transfer back to SVA up to 15 credits, including no more than 6 credits of humanities and sciences and art history course work if the work has earned a grade of C or higher. The transfer of studio credits will be granted on the basis of an evaluation of the work. Transfer of credits will not be considered after the first semester of the student's return to SVA. In no case may the total of credits transferred to SVA exceed the 60-credit limit.

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## ACADEMIC ADVISEMENT

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133/141 West 21st Street, 7th floor  
Monday–Friday, 9:00 AM–5:00 PM  
Tel: 212.592.2540 Fax: 212.592.2545  
Email: lcheckley@sva.edu

SVA has a rigorous environment, and students face many choices and challenges. From their first weeks on campus to commencement, students have the support and guidance of the advisors and counselors who make up the advisory structure.

The academic advisor is at the center of the advisory system. Operating within the student's major department, the advisor can respond quickly and efficiently to each student's particular needs. The advisor regularly talks with faculty members and is familiar with individual classroom styles and procedures. Academic advisors also help formulate and implement academic and administrative policy. They monitor and analyze student progress and are able to help students with the transfer of credits, course selection, schedule changes, attendance problems, interruption of studies, voluntary withdrawals, independent study proposals, transcript evaluations and student concerns and problems with individual courses and faculty members.

The department chairs work closely with the academic advisors in resolving student questions, problems or complaints. However, the chair's primary advisory role is professional guidance. Chairs continually examine and evaluate student work and frequently suggest courses and faculty to help students achieve their specific educational and professional goals. In some instances, chairs will design individual schedules and/or independent study programs.

## BOOKS AND SUPPLY COSTS

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Students are expected to purchase the supplies required for all courses in which they enroll. Faculty members make every effort to advise students regarding ways to economize and to require only those expenditures that are necessary. Depending on the major field of study, a full-time student needs approximately \$1,050– \$3,150 a year for art supplies. Estimated funds for books and supplies are included in a student's Cost of Attendance for financial aid purposes, allowing eligible students the option to utilize financial aid for their program's budgeted expenses.

## DIRECTORY INFORMATION

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SVA may disclose Directory Information to third-party organizations without a student's consent. Such outside organizations may include, but are not limited to, federal and state agencies offering jobs and educational benefits, potential employers, insurance agencies and financial institutions.

"Directory Information" is defined by SVA as: student's name, address, telephone number, email address, major field of study, enrollment status (undergraduate or graduate, full- or part-time), dates of attendance, and degree(s) conferred.

If students wish to restrict the disclosure of directory information, they should complete a Family Educational Rights and Privacy Act (FERPA) Disclosure Form, which is available at the Registrar's Office and online at [sva.edu](http://sva.edu).

The College honors requests to withhold directory information but cannot assume responsibility for contacting a student for subsequent permission to release information. Regardless of the effect, the College assumes no liability for honoring instructions that such information be withheld.

## DISABILITY RESOURCES

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340 East. 24th Street, 1st floor  
Monday–Friday, 9:00 AM–5:00 PM  
Tel: 212.592.2396 Fax: 212.592.2899  
Email: [disabilityresources@sva.edu](mailto:disabilityresources@sva.edu)  
Website: [sva.edu/disabilityresources](http://sva.edu/disabilityresources)

### MISSION STATEMENT

Disability Resources assists in creating an accessible campus environment at the School of Visual Arts where students with disabilities have equal access to educational programs and the opportunity to participate fully in all aspects of campus life. Through partnerships with students, faculty and staff members, Disability Resources works to promote students' independence, self-advocacy and development, and also ensures that they are recognized for their abilities not their disabilities.

### DISABILITY ACCOMMODATIONS

Students who require accommodations must complete an official request by filling out the registration form located on the Disability Resources' website and by completing the intake process. Students are strongly encouraged to register for accommodations prior to the start of the academic term. For more information please email [disabilityresources@sva.edu](mailto:disabilityresources@sva.edu).

### REASONABLE ACADEMIC ACCOMMODATIONS

Disabilities vary on how they impact a person's major life functions. Due to the varying differences in disabilities, Disability Resources staff will meet with students individually to discuss their needs, review disability documentation, and make eligibility determinations.

Generally, students registered with Disability Resources qualify for one or more of the following academic accommodations:

- Exam accommodations
- Reduced course load
- Smart Pen

- Note taker
- Digital recorder
- Sign language interpreters
- CART captioning services
- Preferential seating in class
- Audio books and players
- Early access to course reading lists
- Residential accommodations
- Individual weekly or bi-weekly check-in meetings with Disability Resources' Staff

Please note: Personal services, such as bathing, grooming, food preparation, housekeeping, orientation and help with ambulating are not deemed reasonable accommodations; and individually prescribed devices, such as hearing aids, glasses, braces, wheelchairs and other mobility devices are to be purchased by the student.

### CLASSROOM ACCOMMODATIONS

Once students have completed the registration process, they are responsible for working collaboratively with Disability Resources and must provide each individual instructor with a copy of their *Accommodation Letter*. Instructors do not have to provide accommodations prior to receiving this letter from students. Additionally, accommodations are not retroactive. Students should notify Disability Resources if they have any difficulty receiving their approved in-class accommodations.

### STUDENT RESPONSIBILITIES

- Students are responsible for self-identifying to Disability Resources and completing the registration and accommodation request process.
- Students are responsible for providing their instructors with accommodation letters from Disability Resources.
- Students are responsible for coordinating exam accommodations with Disability Resources and the instructor at least two weeks prior to the exam date.
- Students are responsible for speaking to their instructors regarding absences and any requests for assignment extensions.

Assignment extensions and excused absences are at the discretion of the instructor and the academic department. Attendance is mandatory for all academic courses and absences above what is deemed reasonable may result in failure of the course, regardless of the disability status.

- Students must obtain updated accommodation letters each semester in order to continue to remain eligible for accommodations. To renew accommodations each semester, students should log in to the MySVA portal and select MyAccommodate from the Quick Links panel.
- Students must inform Disability Resources of any difficulties receiving accommodations or any changes in their disability status.
- Since Disability Resources will communicate with students via their SVA email address, students are responsible for checking their SVA email address regularly.

## EMPLOYMENT FOR STUDENTS

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### CAREER DEVELOPMENT

136 West 21st Street, 6th floor

Monday–Friday, 9:00 AM–5:00 PM

Tel: 212.592.2370

Email: cd@sva.edu

The Career Development staff assists currently matriculated students and SVA alumni in identifying and pursuing their career goals. Counselors are available to advise candidates in career planning and professional development through classroom visits, workshops and individual counseling. They also provide information on art-related jobs and internships through an online career site, on-campus recruiting sessions and the Internship for Credit program.

**Computer Lab Assistants** are employed by all SVA computer labs in varying capacities. For more information, interested students should inquire at the individual labs: Avid Workshop, BFA Computer Art Lab; Digital

Imaging Center; Interior Design AutoCad Lab and the MFA Computer Art Lab.

**Federal Work Study (FWS)** positions are available to students who qualify for this federal need-based award that provides on-campus and off-campus employment opportunities. Students who are awarded FWS work earn wages at an hourly rate until their award allocation is exhausted. Contact Financial Aid for more details and to ascertain eligibility for an FWS position.

**SVA Part-time work** in a non-work-study capacity provides employment to students who are registered for the academic year, have a minimum cumulative grade point average of 3.0 and are in good financial standing. Non-work-study student employees work fewer than 35 hours per week and are paid on an hourly basis. All students seeking employment must provide original documents verifying their right to work in the United States.

**International students'** employment is restricted by federal regulations and must be authorized by SVA's International Student Office (ISO). Students who maintain a valid F-1 visa status may work on-campus for a maximum of 20 hours per week while the College is in session and full-time during school breaks. Students are paid on an hourly basis. Students who maintain a valid J-1 visa status must contact the ISO before accepting any on-campus employment. Off-campus employment for all international students must be authorized through the U.S. Citizenship and Immigration Services as well as the ISO.

**The Social Security Number (SSN)** is a U.S. tax identification number. It will be issued by the Social Security Administration to international students who are maintaining a valid F-1 or J-1 visa status only if they are authorized for employment and after a job offer has been extended. The International Student Office assists students with

the application process. Note: SSN is not a work permit. A separate employment authorization is required for all off-campus employment.

**Curricular Practical Training (CPT)** is authorization for students who maintain a valid F-1 visa status and for internships that grant academic credit. It must be an integral part of an established curriculum: alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the College. Students may apply for CPT in their junior year after completing one full-time, academic year in F-1 student status at SVA with a 3.25 GPA. Graduate students must obtain approval from their department to register for an internship course for credit. The application for CPT is processed by the International Student Office after the internship is approved by Career Development and/or the appropriate graduate department. Students must apply and be authorized for CPT employment by the application deadline each semester.

**Optional Practical Training (OPT)** is employment authorization that allows students who are maintaining a valid F-1 visa status to gain up to 12 months of professional work experience in their field of study. Eligible students may apply for this authorization for employment during their studies at SVA or after the completion of studies. The application for OPT must be reviewed and approved by the International Student Office before it is submitted to the U.S. Citizenship and Immigration Services. Careful planning is required since it normally takes up to two to three months for the U.S. Citizenship and Immigration Services to process the application. Any type of employment, including unpaid positions, requires the above-mentioned authorization.

## ENGLISH AS A SECOND LANGUAGE (ESL) SUPPORT SERVICES

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Speakers of Other Languages can improve their English skills at SVA by taking advantage of the ESL and developmental courses as well as other selected courses offered through the Humanities and Sciences Department. Please contact Helene Rubinstein, associate chair of ESL at hrubinstein@sva.edu or 212.592.2621 for more information.

### PEER-TUTORING PROGRAM

The peer-tutoring program offers one-hour sessions to Speakers of Other Languages who would like to be tutored by, and talk to, English-speaking SVA students. The tutoring focuses on conversational English, improving fluency and student pronunciation. The program provides these sessions once a week for individual students at no fee. Students interested in being tutored or in being a tutor should call Joan Berman, Peer-tutoring Coordinator at 212.592.2230.

Students may further develop their writing skills at the Writing Resource Center, which offers tutoring daily to all students, free of charge.

## EXHIBITIONS: STUDENTS

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601 West 26th Street, 15th floor  
Monday–Friday 9:00 AM–6:00 PM  
Tel: 212.592.2145 Fax: 646.638.2110  
Email: gallery@sva.edu

The exhibition program at SVA advances the College's philosophy of integrating life outside the classroom with the teaching that occurs within. Becoming a professional artist entails more than just developing talent and honing skills; it also means gaining the practical experience and creative enrichment that come from showing work in a professional gallery setting. SVA's commitment to this objective is second to none. We employ a full-time staff of gallery professionals to mount over 50 exhibitions a year in our three galleries, including the SVA Chelsea Gallery,

which houses the SVA Galleries office, comprises four ample, fully equipped exhibition spaces, as well as a terrace with a spectacular Hudson River view where outdoor sculpture can be shown.

Matriculated students can exhibit their work either as part of a department show, organized by their department chair or a guest curator, or by applying online to SVA Galleries for a juried exhibition. Every student exhibition has its own website and is publicized on various social media. Each begins with an opening reception at which the exhibiting artists can interact with the public and members of the arts community as well as celebrate their accomplishments with friends, family and colleagues. This is a long-standing SVA practice. Artists such as Renée Cox, Keith Haring, Joseph Kosuth, Elizabeth Peyton, Lorna Simpson and Sarah Sze held some of their first exhibitions as students at SVA.

Local high schools and art colleges frequently bring their classes to our galleries. SVA department chairs and faculty are welcome to do the same.

## **FINANCIAL AID**

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209 East 23rd Street, 1st floor  
Monday–Thursday, 9:00 AM–6:00 PM  
Friday, 9:00 AM–5:00 PM  
Tel: 212.592.2030; Fax: 212.592.2029  
Email: [fa@sva.edu](mailto:fa@sva.edu)  
Website: [sva.edu/fa](http://sva.edu/fa)

Financial Aid administers all forms of financial aid available to eligible SVA students, including scholarships, grants, loans and work-study awards. The Financial Aid Guide as well as online resources such as [sva.edu/fa](http://sva.edu/fa) and students' MySVA accounts describe the various types of aid. Through a combination of federal, state, and institutional aid, the College makes every effort to equitably administer funds to eligible students. Any student requesting information concerning financial aid eligibility, application deadlines,

work-study programs or anything relating to these matters, should contact Financial Aid.

## **INTELLECTUAL PROPERTY RIGHTS OF STUDENTS**

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SVA does not have any ownership or other interest in any "Works" (including any artwork, writing, research, animation, film, video, design, software, application or other works that may be protected by copyright) created by a student while enrolled at SVA, unless the student agrees otherwise in writing, except that SVA has a limited right to use the student's Works for educational and accreditation purposes.

## **INTERNATIONAL STUDENT OFFICE (ISO)**

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340 East 24th Street  
24th Street Residence, 1st floor  
Monday–Friday, 9:00 AM–5:00 PM  
Tel: 212.592.2236; Fax: 212.592.2241  
Email: [iso@sva.edu](mailto:iso@sva.edu)

The International Student Office (ISO) provides services and programs that support the growth, development, and welfare of international students to help achieve their educational goals. This is accomplished by regulatory advising on immigration (ensuring that international students maintain a valid visa status and the College remain in compliance with Federally mandated reporting measures); programs on cultural adjustment and intercultural understanding among the SVA community; and assistance with practical matters related to living in the U.S.

## **SEVIS AND THE RESPONSIBILITIES OF INTERNATIONAL STUDENTS**

SVA is authorized by the Student and Exchange Visitor Program (SEVP), a government agency under the U.S. Department of Homeland Security, to enroll international students. SEVIS, the Student and Exchange Visitor Information System is the United States government's information system for international students and exchange visitors



and is monitored by SEVP. The ISO's student advisors are SVA's Designated School Officials who maintain records for each international student who requires the Certificate of Eligibility, I-20 or DS-2019 form to study at SVA.

It is the responsibility of international students and exchange visitors to maintain a valid immigration status for the duration of their stay in the United States. Students and exchange visitors must adhere to federal regulations and stay current with updates and notices by keeping in contact with SVA's International Student Office. It is extremely important that information in SEVIS is kept current at all times.

Federal regulations require that:

- International students and exchange visitors report to the ISO for initial registration in SEVIS within 30 days of the beginning of their first semester at SVA.
- The ISO must be notified within 10 days of a change of address.
- Any change of information listed on the Certificate of Eligibility, I-20 or DS-2019, such as changes in major field of study, expected year of graduation, or biographic information must be reported to the ISO.

#### **FULL-COURSE OF STUDY REQUIREMENT**

Every semester of enrollment must be full-time (a minimum of 12 credits per semester). A summer vacation period is earned after two semesters of consecutive enrollment (fall and spring semesters). International students may be eligible to reduce their course load to a minimum of 6 credits per semester if they have a medical condition, are in their final semester of study or are encountering academic or language difficulty. Students who wish to apply for a reduced course load must notify their academic advisor and an ISO advisor. They are required to continue full-time registration until their request for a reduced course load is approved by SEVIS.

#### **PROGRAM EXTENSION REQUIREMENT**

International students and exchange visitors who are not able to finish their program by the end date listed on their Certificate of Eligibility, I-20 or DS-2019 form, must notify the International Student Office before the program end date. They must be maintaining a valid immigration status and making acceptable academic progress in order to extend their program.

#### **TRAVEL DOCUMENTS REQUIREMENT**

International students and exchange visitors who wish to travel abroad before completing their studies at SVA must have their Certificate of Eligibility, I-20 or DS-2019 form endorsed by the ISO at some point within the preceding 12 months in order to gain re-entry into the U.S. The passport must be kept valid at all times. International students are responsible for verifying their I-94 Admission Record each time upon reentering the U.S. The record is accessible at <https://i94.cbp.dhs.gov>.

#### **DURATION OF STATUS AT SVA**

International students who are maintaining a valid F-1 visa status and have completed their program of study may remain in the U.S. for up to 60 days after their program end date listed on their Certificate of Eligibility, I-20 form. Students may also be eligible to apply for a 12 month Optional Practical Training (OPT) that allows them to work after completing their studies. International students who are maintaining a valid J-1 exchange visitor visa status may remain in the U.S. for up to 30 days after the program end date listed on their Certificate of Eligibility, DS-2019 form. Students must contact their academic advisor and the ISO to obtain authorization before they take a leave of absence or withdraw from SVA. Federal regulations give students 15 days to depart from the U.S. or transfer to another school if they have authorization to withdraw from their program. Failure to depart from the U.S. will result in a violation of status. Federal regulations require students to leave the U.S.

immediately if they violate their visa status in any way.

### **U.S. FEDERAL EMPLOYMENT REGULATIONS**

International students and exchange visitors must abide by federal regulations regarding employment discussed in the "Employment for Students" section, located on page 19.

### **PERSONAL PROPERTY**

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SVA is not responsible for the loss of or damage to personal property, including belongings and artwork left in classrooms, studios, lockers, exhibition spaces or residences. All personal property should be protected against theft or other loss by individual or family insurance. Storage space is not provided in SVA residence halls. If storage space is needed, contact a local storage facility.

### **REPRODUCTION OF STUDENT WORK**

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In documenting life at SVA, the College frequently reproduces student work and photographs of campus activities in its publications, promotional materials, website and social media. Students are encouraged to accept or decline these opportunities to have their work promoted or likeness published by submitting an artwork and model release form. The form is available at: [sva.edu/form/artwork-release](http://sva.edu/form/artwork-release) or by calling External Relations at 212.592.2207. New students also have the opportunity to complete this form at Orientation.

### **RESIDENCE LIFE**

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340 East 24th Street, 1st floor  
Monday–Friday, 9:00 AM–5:00 PM  
Tel: 212.592.2140; Fax: 212.592.2086  
Email: [reslife@sva.edu](mailto:reslife@sva.edu)

#### **RESIDENCE LIFE STAFF**

The Residence Life staff consists of an Associate Director, Residence Life Coordinator, Residence Hall Directors, and Resident Assistants.

#### **Associate Director**

The Associate Director of Residence Life is a professional staff member who serves on the senior staff of the Student Affairs team. The Associate Director is responsible for the administration of the Residence Life program throughout SVA's four residence halls, manages housing assignments, room selection, housing security deposits and room changes. The Associate Director is the direct supervisor of the Coordinator and Residence Hall Directors.

#### **Residence Life Coordinator (RLC)**

The Residence Life Coordinator is a professional staff member who manages the Resident Assistant selection and the Resident Assistant Training processes. The RLC also assists in the day-to-day operation of the Residence Life office.

#### **Residence Hall Directors (RHDs)**

The residence hall directors are professional staff members who assist in promoting the academic and personal growth of resident students. RHDs supervise the resident assistants and set behavioral standards for the residential community. RHDs also work with students to create inclusive residential communities and facilitate student development through responsibility and accountability in the residence hall.

#### **Resident Assistants (RAs)**

Resident assistants are student staff members who facilitate educational and social programs, address student concerns, provide academic information and make appropriate referrals. They serve as peer counselors and administrators, and maintain behavioral standards set by Residence Life. RAs are dedicated, motivated student leaders chosen because of their concern for the well-being of their fellow students. Recruitment for these positions is held each year during the spring semester.

### CHECK-IN

New student check-in for the fall 2016 semester is the weekend of August 27th and 28th, 2016. Returning student check-in is September 3, 2016. Check-in for the spring 2017 semester is Wednesday, January 4, 2017.

### CHECK-OUT

The last day for non-graduating residents to check out is Tuesday May 2, 2017. Graduating seniors must check out the day after Commencement. Residents are strongly encouraged to begin making arrangements to move or store their belongings in advance of the check-out deadline.

### MAILING ADDRESSES FOR THE RESIDENCE HALLS

Note: it is not necessary to include the name of the residence hall in the address.

#### 23rd Street Residence

Resident name  
215 East 23 Street  
Apartment #  
New York, NY 10010

#### 24th Street Residence

Resident name  
340 East 24 Street  
Apartment #  
New York, NY 10010

#### Gramercy Women's Residence

Resident name  
17 Gramercy Park South  
Apartment #  
New York, NY 10003

#### Ludlow Residence

Resident name  
101 Ludlow Street  
Apartment #  
New York, NY 10002

Please do not include "School of Visual Arts" in the address when sending mail to a residence hall. Doing so may delay mail delivery.

### HOUSING COSTS AND RATES FOR THE 2016-2017 ACADEMIC YEAR

(September through May):

- **23rd Street Residence**  
Small Double \$13,000  
Double \$16,500
- **24th Street Residence**  
Small Double \$15,000  
Double \$16,500  
Triple \$14,000
- **Gramercy Women's Residence**  
Double \$15,250  
Shared Studio \$16,500
- **Ludlow Residence**  
Double \$15,750  
Single \$16,750

### CANCELLATION POLICY

All residents electronically agree to the residence hall agreement for the full academic year which includes the fall and spring semesters. The housing cancellation policy is slightly different for first-year students and returning students. Residence life defines first-year students as first-time freshmen, first year transfer students, and first-year graduate students. This section outlines the terms of the housing cancellation policy.

#### First-Year Student Housing Cancellation Policy

All residents electronically agree to the residence hall agreement and the housing cancellation policy for the full academic year.

This section outlines the terms of the housing cancellation policy for first year students.

The \$300 housing placement fee is non-refundable after May 1, 2016. First-year-students who decide not to live in on-campus housing should cancel their housing agreement by emailing [reslife@sva.edu](mailto:reslife@sva.edu) and include their name, SVA ID number, and reason for cancellation. Cancellations

must be received from the student's SVA email address.

**First-year students who cancel their housing:**

- Prior to August 1, 2016, forfeit the housing placement fee (\$300), and receive a refund of the housing security deposit (\$500).
- After August 1, 2016, forfeit the housing placement fee and the housing security deposit.
- After August 15, 2016, forfeit the housing placement fee, the housing security deposit, and be charged a \$500 housing cancellation fee.
- After August 27, 2016, forfeit the housing placement fee, the housing security deposit, be charged a \$500 housing cancellation fee, and will be responsible for 10% of annual housing costs.
- After September 6, 2016, forfeit the housing placement fee, the housing security deposit, and will be responsible for the full cost of housing for the 2016-2017 academic year including Fall and Spring semester charges.

**First-year students who defer admission:**

- Prior to August 1 forfeit the housing placement fee (\$300), and receive a refund of the housing security deposit (\$500).
- After August 1 forfeit the housing placement fee and the housing security deposit.

**First-year students who withdraw or take a leave of absence from SVA:**

- Before September 6, 2016, will be held to the first-year student housing cancellation policy.
- After September 6, 2016, will be held to the college refund schedule on page 34.

**COMMON AREA DAMAGE AND PROPERTY**

No students are permitted to take, damage or deface any property not their own in the residence halls. Any costs to repair, replace or restore College property to its original condition will be billed to whomever is

responsible. The person(s) responsible may also face disciplinary action.

**Multiple Liability:** If two or more people occupy the same room or apartment and responsibility for damage cannot be determined, the charges will be divided equally among all residents assigned to the space. If there is damage to the community areas of a residence hall, and the responsibility for damage cannot be determined, a charge may be assessed to all residents assigned to that residence hall.

**Personal Student Property:** SVA makes every effort to provide safe and secure living spaces. SVA is not responsible for loss or damage to personal property. Students and parents are encouraged to discuss insurance for the student's belongings while they are staying in the residence halls. Family homeowner or renter's insurance policies may cover the student while they are at College. Renters insurance is available through most insurance vendors.

**DELIVERIES**

Any student that places a food or grocery order to be delivered to a residence hall must be present to receive the delivery by going to the security desk in the lobby of the building.

**ELECTRONIC CODE OF CONDUCT**

All residents must be familiar with and comply with the SVA Electronic Communications Code of Conduct (ECCC) (page 72) which outlines the expectations for use of the College Internet service including wired (Ethernet) and wireless (Wi-Fi) services in the Residence Halls. Uploading and downloading copyrighted material such as software, music, and movies constitutes a direct violation of the Electronic Communications Code of Conduct. In addition, this type of activity diminishes the effectiveness of the Internet service for all residents. In ensuring compliance with the ECCC, SVA may limit or shut down file sharing by individual users, or even all users. Students who participate in

the uploading and/or downloading of any files must verify that they are not sharing copyrighted material that they do not have the right to distribute. Questions regarding this policy should be referred to Residence Life or the SVA Help Desk.

SVA makes every effort to ensure that residents are provided with consistent quality Internet service. This is by no means a guarantee of Internet service provided by the College. Many factors impact the quality of Internet service at SVA buildings including but not limited to the number of registered devices on the network at a given time, the nature of Internet services consumed by those devices, and the overall systematic integrity of the power and telecom utility providers contracted by the College. In keeping with the spirit of safe and equitable technological advancement at the College, SVA employs several systems to monitor, improve, and protect network communications throughout the campus. Should these systems proactively discover malicious or potentially harmful activity on the network they may temporarily disable network connectivity for the offending device and alert the appropriate administrative staff. SVA reserves the right to contact the individual owner of the device to conduct further troubleshooting and investigation either in-person or remotely in order to ensure its use and operations are in compliance with the ECCC.

#### **EXTERMINATION/PEST CONTROL SERVICES**

Pest control technicians make regular visits to the residence halls. To request pest control services, fill out a work order using the online work request system available at [myworkorder.sva.edu](http://myworkorder.sva.edu). Technicians will be escorted to all rooms by security or by a member of the Residence Life staff. When responding to a concern about pests, the technicians may make recommendations regarding the room conditions. Residence Life will provide notice to the residents of

the room to address any of the necessary changes to the room condition.

#### **FIRE ALARM EVACUATION PROCEDURES**

Evacuation plans are posted throughout residence hall buildings, and fire extinguishers and alarms are located on every floor. Every resident should be familiar with the evacuation procedures and the location of fire extinguishers. Students are responsible for informing their guests of fire evacuation procedures. Anyone concerned or confused about a safety precaution or procedure should consult the Residence Life staff.

#### **FIRE SAFETY**

Smoke detectors and sprinklers are located throughout the residence halls. In addition, each room is equipped with a hardwired smoke detector and sprinkler system. Residents may not tamper with or cover the smoke detectors or sprinklers.

#### **GUEST POLICY**

The guest policy allows students to host visitors in a responsible manner. Maximum occupancy follows established fire codes and allows no more than two guests per resident student. Unannounced guests such as food delivery personnel will be asked to wait at the security desk, where they will be announced by the security officer and met by the resident. All other guests are required to sign in at the security desk and show a current government/state issued valid photo ID. The guest's ID will be held at the security desk while the guest is in the building. All short term guests must leave residence hall premises by 11:00 pm, unless prior approval to stay overnight has been granted. If a visitor stays past 11:00 pm, security or a Residence Life staff member will escort the visitor off the premises. Failure to follow the guest policy will result in loss of guest privileges and disciplinary action.

#### **GUEST RESPONSIBILITY**

Every guest must have a resident host and be accompanied by the host while in the

residence halls. Guests may not have resident's keys at any time. Guests are expected to comply with all College policies and regulations as well as federal and state laws. Residents are responsible for the behavior of their guests and are held accountable for their actions. Should their guests violate any of the College's rules and regulations, the Residence Hall Director, Associate Director of Residence Life, Director of Student Affairs or designee may deny a guest permission to be on the premises.

### **OVERNIGHT GUEST PRIVILEGE**

All overnight guest request forms must be signed by a security officer before 11:00 pm of the day of an overnight visit. Students wishing to sign in a guest under 17 to stay overnight in the residence halls require prior approval from their Residence Hall director. Students can have visitors stay overnight for no more than three consecutive days in a seven-day period, and no more than 10 nights in a month. Should a student wish to have a guest stay for more than the three-day limit, prior approval from the RHD is necessary. An overnight guest request form must be submitted to the RHD at least one business day in advance. Students may pick up approved forms from the security desk or the Office of Residence Life prior to their guest's arrival.

Residents are not permitted to list or advertise their rooms (through Airbnb or any other similar service) or permit guests to occupy them, overnight or otherwise, for compensation. Any violation of this restriction shall be grounds for immediate termination of their residence arrangements.

### **HOUSING PLACEMENT FEES AND DEPOSITS**

The housing placement fee is a non-refundable \$300 administrative fee charged to secure a student space in SVA housing. The placement fee must be paid every academic year that the student lives in SVA housing.

All resident students must maintain a housing security deposit of \$500 during their stay in housing. If students break their housing contract by checking out of the residence hall prior to the end of the academic year, the \$500 housing security deposit will be forfeited. Any damages caused by the student to the room or the building will be deducted from the housing security deposit.

Students checking out at the end of the spring semester and not returning in the fall will be refunded their housing security deposit minus the cost of any incurred damages.

### **HOVERBOARDS**

*(and other self-balancing scooters)*

Self-balancing scooters, such as hoverboards, are prohibited in all SVA facilities, including all residence halls, academic and administrative buildings, the Student Center and the SVA Theatre. They are also illegal to use on New York City streets and sidewalks.

### **KEYS**

Resident students must keep their keys with them at all times. If students are locked out of their room, security may provide the student access. Lost keys must be immediately reported to Residence Life, and the student will be issued new keys. All new key costs will be deducted from the \$500 housing security deposit. Charges will not be reversed should the student locate the lost key.

### **MAIL SERVICES**

Mailbox keys are issued to students during check-in. Packages delivered by UPS, Federal Express and other such services are left with security in the residence halls. Lost mailbox keys should be reported to Residence Life.

### **MAINTENANCE REQUESTS**

If a room is in need of repair, the student should fill out a maintenance request form at [myworkorder.sva.edu](http://myworkorder.sva.edu).

Emergency conditions such as: clogged toilets, water leaks of any kind, gas or burning odors, falling plaster or wall/ceiling damage, or any other emergency issues must be reported immediately to the security desk, and then entered online.

### **REFUNDS**

The residence hall agreement is for the entire academic year. Canceling housing during the year will result in the automatic forfeiture of the student's housing security deposit. Students who withdraw or take a leave of absence from SVA will be required to vacate the residence halls, and will have their housing charges adjusted based on the College's tuition refund schedule.

### **ROOM CHANGES**

Residents who wish to request a different room may complete the online form found in the Residence Life section of MySVA. Priority for a room change is based on how many semesters a student has lived on campus. Changing rooms without following appropriate procedures will result in disciplinary action.

### **ROOM INSPECTION AND ENTRY POLICIES**

SVA reserves the right to enter student living quarters to ensure the health and safety of students. Rooms may be entered for emergencies, monthly health and safety inspections, to complete repairs, conduct pest control procedures or to conduct an investigation if there is a reasonable cause to believe that someone may be in danger or in violation of College or civil regulations. Students found in violation of health and safety regulations will be given due notice to remove the violation. Failure to do so will result in disciplinary action followed by the confiscation of any item(s) causing the violation.

Preserving student privacy is of paramount importance to Residence Life. Student who believe that their privacy has been compromised should notify their resident assistant or residence hall director.

### **ROOM OCCUPANCY POLICIES**

Residents living in shared living spaces such as double rooms, or adjoining suites are permitted to occupy only their assigned portion of the room or suite. If a vacancy occurs within the space/suite, the resident(s) and/or any guests of residents remaining in the room/suite are not permitted to occupy the vacant space, including the bed, furniture, and other designated spaces or remove furniture from the space. When there is a vacant space in a room or suite, Residence Life may assign another resident to that space at any time.

### **ROOM SELECTION**

Room selection for the following academic year occurs in the spring semester. In order to be eligible to select a room in housing, students must first pay the nonrefundable placement fee of \$300 and go through the room selection process. Information outlining the room selection process will be distributed in early February.

### **SECURITY**

All residence halls maintain 24-hour security. The security officers are responsible for monitoring guest and security policies. When entering the building, students must present their SVA photo identification card to the security officer. Students and guests are required to provide photo identification when requested by a security officer or other College official. If students have a concern regarding security services, they should speak to a Residence Life staff member.

### **SIGNS**

Posting of signs or notices in the residence halls is permitted only on designated bulletin boards. Residence Life must first approve any posted signage. Outdated notices or those hung in unauthorized areas will be removed. Violators will be held responsible for any charges associated with damage and removal.



## **SMOKING POLICY**

In accordance with government regulations, the School of Visual Arts prohibits smoking in any part of its buildings including private offices, private rooms, classrooms, hallways, restrooms and residence halls. This includes tobacco as well as electronic cigarettes.

Smoking is also prohibited within 25 feet of any building entrance.

## **WINTER BREAK RESIDENCE OPTION**

Housing over the winter break is at no charge to the student, as long as the student remains in housing during the spring semester. If a resident withdraws from SVA after winter break and before the spring semester, the resident will incur a charge for the winter break.

## **RESIDENCE HALL VIOLATIONS AND DISCIPLINARY PROCEDURES**

Residents who violate SVA residence hall policies are subject to disciplinary action. The disciplinary process is described in the following pages. This process does not follow the rules of procedure used in court proceedings, and legal representation is not permitted in any hearing. Additional policies may be communicated to students by written notices posted in the residence halls.

**Important:** Residents will be held responsible for any policy violations by their guests. Any resident or student who was present when a violation occurred may be subject to disciplinary action even though they did not actively participate in the offense. Prohibited items described in this section will be confiscated.

## **SVA RESIDENCE HALL VIOLATIONS**

1. Tampering with fire extinguishers, alarms, sprinkler systems, smoke detectors, emergency exits or other safety equipment.
2. Possession and/or use of extension cords to power multiple appliances (as opposed to power strips, which are permitted).
3. Possession and/or use of flammable decorations, appliances or other property that may be deemed a fire hazard, including but not limited to candles, incense and evergreens.
4. Possession and/or use of cooking and other household appliances in the 24th Street and Ludlow Residences, including, but not limited to heating coils, hot plates, microwave ovens, open faced electrical appliances, space heaters and toaster ovens.
5. Possession and/or use of spray paint, spray adhesive and spray glue.
6. Possession of unauthorized furniture.
7. Possession of weapons, including, but not limited to knives, mace, explosives, fireworks, firearms or ammunition.
8. Possession or storage of a gas engine or any form of combustible fuel in the residence halls.
9. Possession or use of a hoverboard or similar self-balancing scooter.
10. Keeping pets or animals in any residence hall.
11. Possession, use or distribution of an alcoholic beverage or alcoholic beverage containers, including empty containers or entering the residence hall in a severe state of intoxication.
12. Possession, use or distribution of an illegal or controlled substance and/or related paraphernalia.
13. Smoking in the residence halls, or possession of smoking devices such as bong and hookahs.
14. Throwing or allowing to fall from residence hall windows, doors, terraces, ledges, roofs or other areas, any object or substance.
15. Unauthorized solicitation or recruitment of any kind.
16. Failure to maintain acceptable standards of personal hygiene or room cleanliness to the extent that such failure interferes with the general comfort, safety, security, health or welfare of a member of the residence hall community.



17. Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health or welfare of a member of the residence hall community or the regular operation of the College.
18. Any harassment or abusive behavior toward another individual.
19. Physical violence, actual or threatened, against any individual or group of persons.
20. Engaging in, or threatening to engage in, any behavior that endangers the health or safety of another person, property or oneself.
21. Unauthorized access to or use of restricted areas in or about a residence hall, including but not limited to vacant rooms, roofs, ledges, terraces, basements, storage areas or emergency exits.
22. Violation of the SVA Residence Life Guest Policy.
23. Participating in or contributing to the unauthorized entry of another individual, including fraudulent misrepresentation, using false identification, etc., into any part of an SVA residence hall.
24. Theft, vandalism or damage to another resident's property or SVA property.
25. Excessive noise as defined by any New York City ordinance or a residence hall policy on noise.
26. Failure to present a valid ID card or properly identify oneself when entering a residence hall or when requested to do so by an authorized SVA staff member.
27. Unauthorized possession, use or duplication of a residence hall room key.
28. Unauthorized residence hall room change or room occupancy violation.
29. Installing an unauthorized lock on a bedroom, bathroom or suite door.
30. Failure to lock room doors.
31. Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags or banners, that are inscribed, painted or affixed to any part of the inside or outside of a residence building (other than items affixed entirely inside a resident's room in a non-damaging manner).
32. Violation of the SVA Electronic Code of Conduct.
33. Failure to comply with a request from an SVA staff member.
34. Failure to successfully complete the terms of a judicial sanction.

### **Complaint Report**

Any person may file a report that alleges a violation of a residence hall policy. Any complaint must be made in writing and submitted either to Residence Life via email, to any residence hall director (RHD), or through the completion of a voluntary statement that can be obtained from any security desk.

### **Judicial Meeting/Hearing**

The Residence Hall Director involved will, if necessary, consult with the Associate Director of Residence Life as to whether a hearing should be held by the RHD, or in cases involving allegations of serious violations or repeat offenses, if it should be referred to the Associate Director of Residence Life or the Director of Student Affairs for a hearing.

The resident involved in the violation will receive notice that includes information about who will hear the case, the alleged violations, and the date, time and location of the hearing.

During the hearing, the resident involved may present supporting information, including witnesses. If the student does not attend the hearing, the SVA staff member hearing the case nonetheless will proceed based on the available information and determine an appropriate resolution. The student will be notified in writing of the determination, including any sanctions imposed.

### **Sanctions**

Sanctions include, but are not limited to:

- Written warning
- Community service
- Probation

- Restitution to the College
- Educational project or research
- Counseling and/or mandatory clinical evaluation
- Residence hall or room reassignment
- Restriction of privileges
- Residence hall entry restriction
- Suspension from housing
- Dismissal from housing
- Referral to the director of Student Affairs for the matter to be handled as a student code of conduct violation.

### **Review of a Disciplinary Decision**

A student who wishes to contest the outcome of a hearing is encouraged to speak first with the person that issued the sanction. However, if the student wishes to have the matter reviewed by another administrator, the student must submit a request via email to Residence Life within three business days after the student receives notice of the decision.

If the hearing was held by the RHD, the determination whether to grant a review, and if the review is granted, the review itself, will be made by the Associate Director of Residence Life. If the hearing was held by the Associate Director, the determination whether to grant a review, and if the review is granted, the review itself, will be made by the Director of Student Affairs. If the hearing was held by the Director of Student Affairs, the determination whether to grant a review, and if the review is granted, the review itself will be made by the Executive Director of Student Affairs.

A review may be considered if the reviewer believes that: (1) a significant departure has occurred from the procedures described in this handbook that adversely affected the decision; (2) new information, unavailable at the time of the hearing, has become available and such information is reasonably likely to have substantially affected the decision; (3) the sanctions issued were too severe in relation to the student's record or nature of the violation.

The reviewer may or may not include a review hearing, or consider additional information. In their absolute discretion, reviewers may determine to uphold the findings and sanctions of the initial hearing, or to modify any part of those findings and sanctions. Reviewers also may impose additional sanctions in light of new information discovered during the review process. Any decision by reviewers is final and not subject to further review.

## **STUDENT AFFAIRS**

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340 East 24th Street, 1st floor  
 Monday–Friday, 9:00 AM–5:00 PM  
 Tel: 212.592.2214  
 Email: studentaffairs@sva.edu

Student Affairs includes the offices of Student Health and Counseling Services (page 32), Residence Life (page 23), Disability Resources (page 18) and Student Engagement and Leadership (page 32). Student Affairs provides a multitude of services to SVA students that include: student housing; short-term counseling; information on local health care providers; and equal access to all programs, services and facilities to SVA students with disabilities. Student Affairs also promotes student engagement within the College and beyond. Starting with Orientation Week, Student Affairs aims to create the kind of co-curricular experience that is both relevant and exciting for the student body to participate in; all the while utilizing the infinite opportunities New York City has to offer.

## **STUDENT CENTER**

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217 East 23rd Street  
 Monday–Friday, 10:00 AM–10:00 PM  
 Saturday–Sunday, 12:00 PM–6:00 PM  
 Tel: 212.592.2154  
 Email: activities@sva.edu

Overseen by the Student Engagement and Leadership staff, the Student Center provides SVA students with a common space to meet, check their email, watch television or just relax between classes. The Student Center

is also a great meeting place for projects, clubs or other social gatherings. In addition, gallery space is available to display student artwork.

If you're interested in reserving space in the Student Center for a club meeting or event, contact [activities@sva.edu](mailto:activities@sva.edu).

## STUDENT ENGAGEMENT AND LEADERSHIP

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340 East 24th Street, 1st floor  
Monday–Friday, 9:00 AM–5:00 PM  
Tel: 212.592.2130 Fax: 212.592.2086  
Email: [activities@sva.edu](mailto:activities@sva.edu)

New York City is SVA's campus; and when students are not in class or the studio, there are many ways to take advantage of all the city has to offer. Student Engagement and Leadership plays an important role in orienting new students to the city and the SVA campus, while creating opportunities for students to meet and connect with one another.

The office offers students practical leadership experience through a variety of engagement opportunities, including the Visual Arts Student Association (VASA), and its student clubs and Student Senators. There are also engagement opportunities through the campus radio station, WSVR Radio, and the student art magazine publication, *Visual Opinion*. The office oversees the Student Center space on campus and offers a Student Leadership Series each year, in addition to other programs, service projects and discounted tickets to local cultural and sporting events.

Leadership training is also offered by Student Engagement and Leadership for Orientation Leaders, who are current SVA students who help connect incoming students to the SVA community. Orientation leaders engage with incoming students during the summer, and also guide activities for them during the Orientation Week. They set a welcoming tone and help new students begin their time

at SVA with a solid orientation to the College and the support services that are in place.

Making friends and creating social networks are key factors in a student's success at SVA, and Student Engagement and Leadership helps to create these opportunities. Whether it is during Orientation Week, or during their time as members of the SVA community, Student Engagement and Leadership can help make the college experience of our SVA members a memorable one.

The office also provides current students (as well as faculty and staff) discounted and, sometimes, free tickets to movies, theater and sporting events as well as discounted gym memberships. Student Engagement and Leadership staff produce events that offer SVA students opportunities to come together to experience New York City and to gain experience in peer leadership. Finally, the office supports the students by promoting leadership and opportunities for personal growth while at SVA. The Leadership Development Series presents an opportunity for students to enhance their leadership while networking with various offices and guest speakers.

## STUDENT HEALTH AND COUNSELING SERVICES

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340 East 24th Street, 1st floor  
Monday–Friday, 9:00 AM–5:00 PM  
Tel: 212.592.2246 Fax: 212.592.2216  
Email: [health@sva.edu](mailto:health@sva.edu)  
Website: [sva.edu/health](http://sva.edu/health)

Services are provided free of charge in a non-judgmental environment and are confidential. Students can call the office to set up an appointment.

While a registered nurse is available for health education, medical services are not available on-site. The office assists students with accessing community based health care providers. Information about providers, resources and a map of medical facilities

can be found at [sva.edu/health](http://sva.edu/health). Options for same-day medical care located near the SVA campus include: City MD, a walk-in clinic for non-emergency care, located at 212 East 23rd Street (between Third and Second avenues), MedRite (380 Second Avenue at 22nd Street) and Beth Israel Medical Group, which has walk-in clinics located at 309 West 23rd Street at Eighth Avenue, and 55 East 34th Street (between Park and Madison Avenues).

Student Health and Counseling Services does not write medical excuse notes. Students who are not able to attend classes due to illness should notify their instructors and, for conditions requiring an extended absence from classes, their academic advisor. For academic accommodations (not including absences) due to a medical or psychiatric illness, please see Disability Resources on page 18.

### **COUNSELING**

Licensed therapists and a part-time psychiatrist provide short-term psychotherapy for a variety of mental health issues. Students who need confidential emotional support when the office is closed are encouraged to call the Samaritans (a 24-hour crisis-response hotline) at 212.673.3000 or LifeNet at 1.800.LIFENET (1.800.543.3638). Students can also text 741741 (Crisis Text Line).

### **INSURANCE**

Students are automatically enrolled in the SVA-sponsored Student Health Insurance Plan, Cigna PPO (\$970 per semester). The online insurance ID card, insurance claims and other information can be accessed online at [sva.edu/uhp](http://sva.edu/uhp). For questions about the insurance, please call University Health Plans at 800.437.6448.

If a student has comparable insurance coverage and does not want the SVA coverage, the online waiver must be completed at [sva.edu](http://sva.edu)/uhp by the applicable deadline each year. The deadline for the academic year/fall semester is October 6, 2016.

Waivers completed for the fall semester are valid for the entire academic year. Students who do not opt out of SVA coverage before the deadline may opt out of SVA coverage for the following semester/year. For those students who did not opt out for the academic year/fall semester and wish to opt out for the spring semester, the deadline is February 9, 2017.

Students must print and retain a copy of the waiver confirmation email as a receipt of the transaction. Failure to complete this online waiver process will result in automatic enrollment in the SVA plan at the current rate. Students will not receive a refund of the Health Insurance Fee unless they have completed their online waiver by the deadline.

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## **SVA YEARBOOK**

214 East 21st Street, lower level  
Fridays, 1:00–4:00 PM  
Tel: 212.592.2315 Fax: 212.592.2086  
Email: [yearbook@sva.edu](mailto:yearbook@sva.edu)

The BFA Advertising and BFA Design departments oversee the production of the SVA Yearbook. The course is open to honors students going into the spring semester of their third year, with course completion during the fall of their senior year, when the actual book is produced. The class is responsible for hiring student photographers to shoot the Yearbook portraits, and they work with a faculty advisor, production manager, photo producer and office manager, earning real-world book-production experience. Please contact [yearbook@sva.edu](mailto:yearbook@sva.edu) or [ganderson@sva.edu](mailto:ganderson@sva.edu) for more information.

## TUITION AND BILLING INFORMATION

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### Student Accounts

209 East 23rd Street, 2nd floor  
Monday–Friday, 9:00 AM–5:00 PM  
Tel: 212.592.2080 Fax: 212.592.2088  
Email: studentaccounts@sva.edu

Tuition and fees should be paid to Student Accounts. Payments can be made online, via bank transfer, via mail or in person. A registered student's semester bill, including total payment due and due date will be mailed approximately one month before the start of the semester. If a specific problem arises and a payment extension is needed, students should send a written request to the director at least three weeks before payment is due. A \$100 fee may be charged for extensions granted.

If payment is not received by the due date, and no extension was granted, the account will be placed on hold and a minimum late fee of \$50 will be charged to students with a payment plan, and a minimum late fee of \$250 will be charged to students not on a payment plan. In some circumstances the student's enrollment status may be forfeited. Students who register after the payment due date will be required to pay the tuition at the time of registration.

### REFUND POLICY

The enrollment fee is nonrefundable. The health insurance fee is refundable only if withdrawal occurs prior to the applicable semester waiver deadline. The waiver deadline is located on the Student Health and Counseling Services webpage.

**Students who wish to withdraw from SVA must notify their academic advisor in writing.** Written approval from a parent or guardian must be included if the student is under 18 years of age. The effective date of the withdrawal is the date written notification is received by the academic advisor.

Lack of attendance alone does not entitle a student to a refund.

Refunds, less the nonrefundable enrollment fee and health insurance fee (if applicable), are made after the prorated percentages of liability are applied, unless superseded by an existing state or accrediting agency refund policy. Upon withdrawal from the semester, SVA does not charge any department or course fees. However, payment plan fees, late fees and any other administrative fees are not prorated. Only tuition and housing costs are prorated. Prorated housing costs are based on the check-out date, not the official date of withdrawal.

The prorated percentages of liability (tuition and fees owed) are based on the official date of withdrawal, as follows:

- 0% liability if withdrawal occurs through the first week of the semester
- 25% liability if withdrawal occurs during the second week of the semester
- 50% liability if withdrawal occurs during the third week of the semester
- 75% liability if withdrawal occurs during the fourth week of the semester
- 100% liability if withdrawal occurs after the fourth week

No refund will be made for withdrawal occurring after the fourth week of the semester.

**Important:** The effective date of withdrawal is the date when the leave of absence or withdrawal form has been properly completed, signed and received by the student's academic advisor.

## VASA (VISUAL ARTS STUDENT ASSOCIATION)

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340 East 24th Street, 1st floor

Tel: 212.592.2130

Email: vasa@sva.edu

VASA is the student government at the School of Visual Arts and serves as the liaison between the student body, faculty and administration. Advised by the Student Engagement and Leadership staff, VASA organizes small- and large-scale events throughout the year including the annual Halloween Party, the Holiday Bazaar, the Spring Event, Senior Week and service projects. VASA also supports registered student clubs on campus and the Student Senator program.

As the elected representatives of SVA students, VASA serves to further the effort of developing a sense of community by offering opportunities that bring students together. VASA leadership actively strives to understand the student body's needs and desires, and works to bring these to the attention of the leadership of the College, including monthly meetings with the College President. VASA can be a launching point on the path to getting involved within the SVA community. Elected VASA officers for the 2016-2017 academic year are:

**Amanda DiMartino**, President

**Kenneth Varvel**, Vice President

**Eugene Lee**, Treasurer

**Samantha Mottola**, Student Senate Chair

### STUDENT CLUBS

By getting involved in the more than twenty content-focused student clubs, students can take an active role in the SVA community.

The clubs vary depending on what students are interested in each semester, and are organized by students and supported by VASA officers and student staff. There are many different types of clubs, including clubs that support common interest, cultures or traditions, social justice and civic engagement,

wellness and academic success. To find out more about student clubs, attend the Club Fair held at the beginning of each semester or stop by Student Engagement and Leadership to connect with a VASA representative. Applications to start a new club are also available at the start of each semester in the Student Engagement and Leadership office. Club activities and membership are open to all students.

### STUDENT SENATORS

The Student Senator program aims to improve student life, communication and daily operations within undergraduate departments and the SVA community. Student Senators are selected from each academic department to liaise between the Visual Arts Student Association (VASA), the student body and their corresponding departments. Student Senators role model and advocate for their peers, sharpen their communication skills and develop their identity as leaders. Undergraduate students can connect with their Student Senators by emailing [senators@sva.edu](mailto:senators@sva.edu) or by visiting the office of Student Engagement and Leadership. Students interested in serving as Student Senators should email [senators@sva.edu](mailto:senators@sva.edu) for information about available leadership opportunities. Student Senator positions are open to all undergraduate students within their corresponding departments.

### VETERAN STUDENTS

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Registrar

205 East 23rd Street, 1st floor

Monday–Thursday, 8:00 AM–7:00 PM,

Friday, 8:00 AM–5:00 PM

Tel: 212.592.2201 Fax: 212.592.2069

Email: [veterans@sva.edu](mailto:veterans@sva.edu)

The School of Visual Arts is approved for veteran training under several authorizations established by the federal government. Students enrolling under veterans' benefits must see the veterans' counselor Gemma Prosper-Brown in the Registrar's Office before registering for courses.

## **VISITORS**

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Students may not receive or bring guests to classes unless they obtain consent from the instructor and from security. Students should be aware that they are responsible and held accountable for the actions of their visitors.

## **VISUAL OPINION (VO) MAGAZINE**

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340 East 24th Street, 1st floor

Tel: 212.592.2280

Email: vo@sva.edu

*Visual Opinion*(VO) was started more than 15 years ago, and currently publishes six issues per year. This student-run magazine showcases student artwork from all departments and covers a diverse set of visual narratives and themes. An issue can focus on one topic, abstract or real, or can be purely a visual exploration. Like most publications, it is a work in progress and reflects the changing nature of the staff, the students and the times. Although the magazine's issues are constantly changing, it is the team's commitment to representing the students and staying focused on the SVA student voice that remains an important tenet of the publication.

## **WRITING RESOURCE CENTER**

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132 West 21st Street, 9th floor

Monday–Friday, 8:00 AM–10:00 PM

Saturday and Sunday, 10:00 AM–5:00 PM

Tel: 212.592.2657

Email: nfriedland@sva.edu

The Writing Resource Center, open to all matriculated students, offers access to computers and writing tutors. An instructor from the Humanities and Sciences Department is available by appointment for at least three hours every day to assist students with general questions about writing or to help them with individual writing assignments related to their classes. Additional information about the center is available on the website: [writingresourcecenter.com](http://writingresourcecenter.com).

## **WSVA RADIO STATION**

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214 East 21st Street, 7th floor

Monday–Friday, 10:00 AM–10:00 PM

Tel: DJ Booth, 212.592.2345;

Station Manager, 212.592.2346

Email: wsva@sva.edu

WSVA is the College radio station. Students can volunteer to host their own weekly radio program while meeting new people and gaining valuable broadcasting experience. The station manager and student staff provide on-air training and support. For more information, contact WSVA or stop by the station.

## **FACULTY INFORMATION**

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## **ABSENCES**

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Occasions may arise when faculty will have to miss one or more classes due to unforeseen circumstances such as jury duty, professional reasons, religious observances, death in the family, etc. Please be in touch with your department chair as soon as possible to make appropriate arrangements for a substitute. The Registrar's office should also be notified by completing the online Faculty Absence or Lateness Form on [sva.edu/registrar](http://sva.edu/registrar). Such occurrences are limited to three sessions per class in any one semester and are unpaid.

### **LEAVE OF ABSENCE**

Faculty members who wish to take a leave of absence should speak to their department chair to make the necessary arrangements. Such requests must be submitted in writing and be approved by the chair before the leave is taken.

## **ATTENDANCE ROSTERS**

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The School of Visual Arts is a professional art college dedicated to teaching and learning. Attendance is required in all courses and the individual faculty member determines the number of acceptable absences, if any, and includes that information on the course syllabus.

All faculty members are required to record class attendance in Canvas, the College's learning management system. Students will be alerted via email if they have accrued a significant number of consecutive or non-consecutive absences, regardless of an individual instructor's absence policy.

Attendance records may be monitored by administrative offices in order to identify students who are not attending classes. Faculty members are encouraged to report any students who appear on their rosters but are not attending classes to an academic advisor, their department chair or administrator, or the Students at Risk (STAR) committee.

Faculty members needing assistance with Canvas may contact the Office of Learning Technologies at 212.592.2313 or [olt@sva.edu](mailto:olt@sva.edu).

## **AUDIO VISUAL SERVICES**

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Audio Visual Services (AVS) provides classroom support to faculty on a request basis. In order to guarantee availability of staff and equipment, requests should be made at least one week in advance and will be processed in a timely manner. It is important that AVS is notified of a class even if scheduled in a smart classroom, so we can ensure the classroom's equipment is operational. Due to the high volume of requests which we receive, AVS does not normally confirm receipt of requests.

Requests can be made by phone; 212.592.2400 (select option #2); or by email, [av@sva.edu](mailto:av@sva.edu), and should include the faculty member's name, phone number, course number, class day/time, classroom number, and building location. Each request should be identified as a "standing order" if the same equipment is needed every time the class meets. Standing orders do not automatically carry over to the next semester and must be renewed at the start of each semester.

Service includes smart classroom technical support, use of portable equipment in most Studio Spaces, as well as technical assistance. For immediate support, please call the AVS Service Desk at: 212.592.2617.

If your class is not scheduled in a smart classroom, portable Macintosh computer presentation stations are available, which include: an HD projector, powered speakers, DVD/CD drive and USB port for external drives.

All smart classrooms are equipped with an HD projector, wall mounted JBL speakers, and a dedicated Mac laptop or computer. The Mac will have an Internet connection and

web browser, DVD/CD drive and USB port for external drives.

Please note:

- AVS does not supply video adapters for personal laptops, iPads or other external devices.
- SVA wireless network login credentials are not required to access the web when using AVS Mac laptops or computers.
- To access the wireless network on personal devices, or for assistance connecting to the SVA wireless network; please contact the SVA Helpdesk at; 212.592.2400 (select option #1), or by email, helpdesk@sva.edu.

Further information regarding smart classrooms or portable equipment deliveries can be obtained by calling the AVS main office at 212.592.2617, or the AVS Manager at 212.592.2296.

## **CHANGE OF ADDRESS**

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The College should have on file the current address, email address(es) and phone number(s) for each faculty member. If there are any changes, please complete a Confidential Employee Information form, available on MySVA and at the Human Resources Office. Send the completed form to payroll. For more information, call 212.592.2654.

## **CLASSROOM PROCEDURES**

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Faculty members should begin classes promptly and record attendance accurately in Canvas, the College's learning management system ([sva.edu/canvas](http://sva.edu/canvas)). When meeting with the class, either on or off College premises, the faculty member is expected to adhere to all policies and regulations of the College.

## **CREDENTIALS FOR COLLEGE CATALOGS AND PUBLICATIONS**

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Brief, up-to-date outlines of faculty credentials are used for the College's website, catalogs and other publications, as well as for evaluations by regulatory agencies. These

profiles are succinct and include educational credentials and pertinent professional information. Faculty members are encouraged to submit a profile photograph for the SVA website, as well as images and/or videos of their professional work (please go to [public.sva.edu/evite/svafacultyprofiles](http://public.sva.edu/evite/svafacultyprofiles) for information).

## **EMAIL**

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In an urban college of our size, clear and quick communication is essential. All faculty members receive an SVA email account and have access to MySVA (SVA's internal employee website) upon hire. You must check your SVA email regularly, as important employee information, such as faculty contracts, are sent to this account. If you don't know your SVA email address or need help logging onto MySVA, please contact the SVA help desk at 212.592.2400 and select option 1.

## **EMPLOYING STUDENTS**

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### **CAREER DEVELOPMENT**

136 West 21st Street, 6th floor  
Monday–Friday, 9:00 AM–5:00 PM  
Tel: 212.592.2370  
Email: [cd@sva.edu](mailto:cd@sva.edu)  
Online job board: [collegecentral.com/sva](http://collegecentral.com/sva)

Career Development provides an online job board where faculty members can post vacancies at their studios or businesses. To access the job board ([collegecentral.com/sva](http://collegecentral.com/sva)), faculty should register as a new employer and the Career Development staff will email them with a password and site access within one business day. Faculty members who receive direct requests from employers for student referrals should contact Career Development so that the staff can explain how to post opportunities on the SVA job board. In this way, any illegal or unethical issues can be avoided.

In the event faculty members wish to employ currently enrolled students for part-time work or internships in their studios, firms or businesses, the following SVA policy considerations must be followed:

- The student must be compensated at a rate comparable to rates paid for employees performing similar work, and never less than minimum wage.
  - In order to participate in the Internship for Credit program, the employment opportunity must meet SVA internship requirements and be approved by Career Development.
  - Full-time students should not work more than 20 hours a week during the academic year.
  - If the student is currently enrolled in the faculty member's class, serious consideration should be given to potential conflict-of-interest concerns.
  - Unauthorized employment for international students is prohibited by law. If the student is on a F-1 or J-1 visa, any employment (including non-paid internships) must be authorized through the U.S. Citizenship and Immigration Services as well as SVA's International Student Office. Do not hire international students for paid or non-paid work without contacting the International Student Office.
- to the President that they be considered for Emeritus Faculty status. Emeritus faculty are encouraged to continue to participate as members of the SVA community and are accorded certain privileges and benefits, such as:
- Library privileges
  - Continued use of SVA email address
  - Listing in College catalogs and other publications as appropriate
  - Invitations to College events
  - Opportunity to audit up to two SVA courses per term

## GRADES

Final grades are due to the Registrar's Office on or before the last date of the term. Grades for all courses should be submitted online via MySVA ([my.sva.edu](http://my.sva.edu)) by clicking on the "Faculty Info Menu" in the WebAdvisor section, then selecting "Enter Grades." Every student on the grading roster must receive a grade even if they never attended.

Printed grade rosters may be distributed to faculty mailboxes approximately one week prior to the final meeting date of a class and, once completed, may be deposited in dedicated Grade Drop Boxes on the 8th floor of 380 Second Avenue, 1st floor of 133/141 West 21 Street, 1st floor of 214 East 21 Street or the Registrar's office at 205 East 23 Street. Printed grade rosters cannot be scanned and emailed, so faculty members are encouraged to submit grades online.

On or around the seventh week of the fall and spring terms, faculty will be prompted via email to submit mid-semester unsatisfactory evaluations for students who are not meeting expectations. The email notification will include instructions for submitting the online evaluation.

Any questions about the appropriateness of employing students should be discussed with the Director of Career Development.

## FACULTY AND STAFF SCHOLARSHIP FUND

The Visual Arts Foundation welcomes all contributions from faculty and staff to the Student Scholarship Fund. Tax-deductible donations can be made through payroll deductions or as an annual gift. The Foundation awards scholarships to SVA students based on artistic merit and financial need. For more information contact the Visual Arts Foundation at 212.592.2227.

## FACULTY EMERITI POLICY

In recognition of years of valued service and contributions to the SVA community, faculty members will be eligible for honorary Emeritus status. Upon retirement of longtime faculty members, the Provost may propose

## **INDEPENDENT STUDY**

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Independent study can provide an opportunity for students in their junior or senior year to study material that is not offered as a specific course at SVA. Students may wish to work in an area that is beyond the scope of the courses offered, or may want to take an in-depth look at a topic that was covered only briefly in a course. Interested students should contact their Academic Advisor before the beginning of the semester to discuss their ideas and learn how to apply for independent study. Independent study courses must be approved and added before the last day of the course adjustment periods in September and January.

Faculty members are limited to four independent study courses in a semester.

## **INTELLECTUAL PROPERTY RIGHTS OF FACULTY**

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SVA does not have any ownership or other interest in any "Works" (including any artwork, writing, research, animation, film, video, design, software, application or other works that may be protected by copyright) created by an SVA faculty member while employed at SVA, unless the faculty member agrees otherwise in writing.

## **LATENESS**

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If a faculty member expects to be late for class, they should notify the students by email and/or phone. The Registrar's Office should also be notified by completing the online Faculty Absence or Lateness Form on [sva.edu/registrar](http://sva.edu/registrar).

## **MAILBOXES**

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Faculty mailboxes are located in the Registrar's Office, 205 East 23 Street, 1st floor; near individual departmental offices at 380 Second Avenue, 8th floor; and at 133/141 West 21 Street, ground floor. Class rosters, College notices and other matters of importance are placed in these mailboxes. Faculty should check with the roster coordinator in the Registrar's Office to ascertain the location of

their mailbox. The roster coordinator may be contacted by calling 212.592.2200 or emailing [rosters@sva.edu](mailto:rosters@sva.edu).

## **MAKING UP A CLASS**

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Faculty unable to teach a class should arrange for a substitute. If that is not possible, missed classes must be made up before the end of the semester. All arrangements should be coordinated with the Registrar's Office and the appropriate academic department chair.

## **MODEL REGISTRY AND CASTING OFFICE**

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### **MODEL REGISTRY**

132 West 21st Street, 2nd floor  
Monday–Friday, 9:00 AM–7:00 PM  
Summer Hours: Monday–Thursday,  
9:00 AM–6:00 PM  
Tel: 212.592.2404  
Email: [modelregistry@sva.edu](mailto:modelregistry@sva.edu)

The Model Registry is in charge of booking and recruiting the models for the College. We pride ourselves on offering a diverse group of figure costume and fashion photography models that is constantly changing in order to meet the needs of faculty and students. Since we strive to get the best model possible for each class, we encourage instructors to be specific about their needs. Based on that information, the Model Registry will be able to find the most appropriate model for the class based on a variety of factors not just limited to physical appearance but including availability, attitude, and specific prop or costume requests. To arrange for model assignments, faculty should contact the office as far in advance as possible, and at least one week prior to the desired date. Faculty should contact their department for the allotment of model hours for their class.

Please keep in mind, faculty members **MUST** be present in the classroom while a model is posing. Failure to comply with the guidelines may result in the model being unable to pose, or the Model Registry removing the

model from the classroom. SVA strongly discourages the inappropriate use of mobile devices in the classroom when models are posing. Faculty should be attentive to student use of mobile devices and mindful of maintaining a respectful environment for models.

Upon arranging for a model, faculty members will receive the Model Registry Policies and Procedures in their entirety. We appreciate and need your cooperation.

### **CASTING OFFICE**

209 East 23rd Street, 6th floor  
Monday–Friday, 8:30 AM–4:30 PM  
(or by appointment)  
Tel. 212.592.2287  
Email: casting@sva.edu

The Casting Office is in charge of maintaining a database of professional actors for the BFA Film Department, as well as booking actors for in-class assignments. All actor bookings for in-class assignments must be coordinated with the Casting Office. (Note: Actors who work without prior confirmation from the Casting Office will not be paid.) Requests for actors should be made by instructors or their teaching assistants, (or by the students with the prior approval of their instructor), no later than 5 business days prior to the class. Scripts should be received no later than 3 business days prior to the class.

The Casting Office is also available to help students find actors for individual projects. Students requiring guidance should be encouraged to contact the Casting Office to make an appointment to learn about the casting process and find actors well in advance of filming.

Upon arranging for actors, faculty and students will receive further policies, procedures, and/or guidelines.

## **OFFICE OF LEARNING TECHNOLOGIES (OLT)**

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The mission of the Office of Learning Technologies (OLT) is to enhance student and faculty engagement, learning and communication at SVA. Through training workshops and ongoing support, OLT works directly with any faculty interested in updating their curriculum, learning about new teaching methodologies, and acquiring skills to use learning technologies in their classes. Some of the technology-based tools offered are used to increase student engagement, increase clarity around assignments and course requirements, and ensure timely and effective assessment and feedback around students' work. OLT maintains an open door policy, but recommends that faculty schedule an appointment to receive one-to-one training, either in person or online. Contact the Office of Learning Technologies, Monday through Friday, at olt@sva.edu or 212.592.2313. For more information, visit [sva.edu/olt](http://sva.edu/olt).

## **PAID SICK TIME**

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A faculty member is eligible for paid sick time equal to the number of hours a class is regularly scheduled to meet each week, for each class taught per semester, from September 1 to August 31. The maximum amount of sick time a faculty member may accrue is 56 hours per year. Faculty members who have been employed for 120 days may use their sick time at the beginning of the semester. New faculty must wait 120 days to use sick time. Unused accrued sick time may be carried over to the next year and "banked" to a maximum of 840 hours and will not be paid upon separation. Three or more consecutive absences may require documentation from a doctor or other licensed health provider. See "Faculty Sick Time Policy" on MySVA for detailed information. If you need to miss a class because you are utilizing sick time, please contact your department chair as soon as possible so that the department can arrange for a substitute.

## PERSONNEL FILES

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Faculty members must have a valid I-9, W-4 form and updated home address on file with Human Resources at all times. It is the responsibility of the academic departments to collect this information.

## REIMBURSEMENT FOR PROFESSIONAL MEETINGS

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Faculty members who are presenting papers or sitting as committee members at professional meetings are eligible for transportation (economy-class airfare) and accommodation expense reimbursement up to \$1,000 per academic year. All requests should be made to the department chair in advance of the meeting.

## SABBATICALS

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Faculty members who have been employed at the College for at least seven consecutive fall and spring semesters are eligible to apply for a sabbatical leave of either one semester at full salary or one academic year at half salary. Applications for sabbaticals must include a discussion of the studio work, research, project, travel, etc. to be undertaken during the period, and should be submitted to the chair of the department in which the faculty member is teaching at least six months prior to the beginning of the proposed sabbatical. Chairs will evaluate the applications and pass their rankings to the Provost who will evaluate all the applications and make recommendations to the President. Applications for sabbaticals are not automatically approved. There is a finite sabbatical budget for each academic year. Once the year's sabbatical budget is exhausted, requests cannot be approved.

## STANDARDS OF CLASSROOM BEHAVIOR

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The primary responsibility for managing the classroom environment rests with the faculty. Any student whose behavior results in the disruption of a class may be excluded from the class by the faculty member pending an investigation of the matter, and the

resolution of any dispute determined to exist. If a faculty member is confronted with a student exhibiting disruptive behavior in or out of the classroom, immediate action should be taken. The nature and severity of the behavior will determine whether security need be involved. However, the student's academic advisor, the Director of Student Affairs, the chair of the department in which the course is offered and, if appropriate, the student's department chair, should be informed as soon as possible.

## SYLLABI

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Every member of the faculty must prepare a syllabus for each course taught. Copies of all syllabi must be submitted to the department chair and distributed, during the first week of the semester, to each student. The department will submit all syllabi to the Office of the Provost every semester. The creation and distribution of course syllabi is mandated by the New York State Department of Education. Each syllabus must contain the following elements:

- Faculty's name and contact information
- Course title and course description, as it appears in the Registration Book
- A statement of course and learning objectives
- Faculty's attendance and lateness policy
- A list of major assignments and their due dates
- The method by which students' final course grade will be calculated
- Academic Integrity policy
- Policy on students with disabilities

A template including all necessary elements and language is available from the Office of the Provost, or online through the Faculty Knowledge Base.

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## ALUMNI AFFAIRS AND DEVELOPMENT

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136 West 21st Street, 6th floor  
Monday–Friday, 9:00 AM–5:00 PM  
Tel: 212.592.2300  
Email: alumni@sva.edu  
Website: sva.edu/alumni

Alumni Affairs and Development Office is dedicated to advancing the cultural and educational best interests of SVA alumni and encouraging support of the College's mission to educate students who will be prepared to enter the professional world of art. The office maintains an active relationship with students through programs such as alumni panels and networking events; the annual Alumni Scholarship Awards program; free admission with student ID to: the Brooklyn Museum, MoMA, PS1, the Whitney Museum of American Art, the New Museum, and Cooper-Hewitt National Design Museum.

## BUILDING (NON-RESIDENTIAL) ACCESS

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The College is committed to the safety of students, faculty, staff and guests. With this in mind, SVA Security is charged with enforcing the following directives for academic and administrative buildings:

### **ROUTINE ACCESS BY SVA STUDENTS, FACULTY AND STAFF**

All current SVA students, faculty and staff may access SVA academic and administrative buildings by showing a valid SVA ID card to the security officer.

### **GUEST POLICY**

All guests must check in at the security desk, where their visit will be verified.

### **UNANNOUNCED VISITORS**

Guests visiting an office without an appointment, including food delivery personnel, will be asked to wait at the security desk, where they will be announced by the security officer and met by the appropriate staff member.

For information on the guest policy in the residence halls, please see page 26.

## CAMPUS NEWS

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SVA maintains several communication channels for promoting College events and the news and accomplishments of its students, alumni and faculty. These include:

- SVA Features and In the Press, news stories and press mentions published on sva.edu
- SVA Today, an email digest of news, events and information from across SVA sent daily during the fall and spring semesters and weekly during the summer.
- SVA Now, a weekly email digest sent to external audiences
- *Visual Arts Journal*, the College's magazine, published in the fall and spring and available at various locations around campus. The magazine is also mailed to SVA alumni.
- Social-media accounts on Facebook (facebook.com/schoolofvisualarts), Twitter (@sva\_news), Tumblr (schoolofvisualarts.tumblr.com) and Instagram (@svanyc)
- Info-screens, located in the lobbies of most campus buildings, which display details about upcoming SVA events, campus maps, shuttle bus schedules and announcements from the Registrar, Student Accounts and SVA Library.
- Vimeo and YouTube channels hosting videos of College events
- Monthly e-calendars and special announcements are sent to all SVA students, faculty and staff; parents and other external audiences may sign up to receive the College's calendars and newsletters at sva.edu/signup.
- Event calendars, displayed at various locations around campus, and available as takeaways in the SVA Library, Student Center and other locations.



## **CAMPUS TRANSPORTATION**

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During the academic year, the SVA shuttle bus travels between the east and west side campus buildings every hour. The first run begins at 8:25 AM. For the most up-to-date route and schedule, please visit [sva.edu/shuttlebus](http://sva.edu/shuttlebus) or email [studentaffairs@sva.edu](mailto:studentaffairs@sva.edu).

## **COLLEGE CLOSINGS—UNSCHEDULED**

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It is sometimes necessary for the College to suspend classes temporarily on short notice, especially during the winter months. Severe weather can create hazardous travel conditions throughout the region that make it difficult or impossible for members of the SVA community to get to and from the campus safely. Such cases are rare and typically affect operations for no more than a day.

### **THE DETERMINATION TO CLOSE**

Once severe weather is predicted, SVA closely monitors the storm warnings and directives issued by the New York City Office of Emergency Management as well as guidelines provided by mass transit authorities, including the MTA (which includes the Metro-North and Long Island railroads) and New Jersey Transit. If you learn from a major media outlet that New York City public schools have closed or are closing for the day, assume that SVA will also close. Note that SVA makes the determination to close one day at a time.

### **BE PREPARED**

Because it can be difficult to predict the severity of a storm even 24 hours before it arrives, SVA may make the determination to close only a few hours in advance. This is just one of many good reasons to sign up for SVAAlert, the College's electronic notification system. It takes just a moment to register at [my.sva.edu](http://my.sva.edu). Once you are registered, you will be notified of any unscheduled closings via phone, email and/or text message.

Periodically log in to [my.sva.edu](http://my.sva.edu) to confirm that your contact information is current. Note that only current SVA students, faculty and staff have access to SVAAlert.

### **STAY INFORMED**

To find out if SVA is closing, check [sva.edu](http://sva.edu) or call SVA's main phone number, 212.592.2000.

## **DIGITAL IMAGING CENTER (DIC)**

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209 East 23rd Street, 5th floor  
Monday–Sunday; 24 hours  
(Except during holidays)  
Tel: 212.592.2150 Fax: 212.592.2024  
Email: [dic@sva.edu](mailto:dic@sva.edu)

### **THE DIC SIXTH FLOOR**

209 East 23rd Street, 6th floor  
Monday–Friday, 8:30 AM–11:00 PM;  
Saturday, 10:00 AM–9:30 PM;  
Sunday, 12:00 PM–9:30 PM  
Tel: 212.592.2152 Fax: 212.592.2024  
Email: [dicprint@sva.edu](mailto:dicprint@sva.edu)

Note: During the summer, the DIC is closed on the weekends.

The Digital Imaging Center is a repository of technological resources assembled in one location, serving full-time, matriculated undergraduate students majoring in advertising and design as well as students registered in classes held in the DIC.

Part of the creative process is the final output and execution of work. The industry-standard printers and copiers of the DIC Studio provide the electronic and manual tools to bring projects to life.

The lab is closed during the winter break and for two weeks prior to the summer session as well as the two weeks at the end of the summer. Students must pay a summer lab fee in order to use the lab during the summer.

The 24 hours schedule is in effect Monday through Sunday.

Please visit the DIC website, Facebook fan page, or Twitter updates for the latest schedule information.

### **DIC LAB RULES**

The following lab rules ensure a healthy, safe and productive environment for all SVA's students, faculty and staff:

- Food and drinks are not permitted on computer desks at any time, including bottled water.
- The installing of software is not allowed on any of the DIC computers. This causes computer malfunctions and virus outbreaks. Students may request a Systems Administrator to install particular software on a specific machine. Please note this request may also be denied.
- Smoking is not permitted anywhere in the building in accordance with New York State law. This includes the stairwells and bathrooms. Students must go outside to smoke.
- Do not connect, disconnect or remove any piece of DIC equipment from a computer system.
- Consult a lab assistant or systems administrator if it is necessary to change a system configuration.
- Do not print out manuals or long tutorials.
- Try to conserve paper and save a few trees!
- Please be courteous when using your cell phones in the DIC during free time. Please note you may be asked to finish your conversation outside of a lab room.

### **SAVING AND BACKING-UP DATA**

You are responsible for your data. Save your data frequently as you work. It is advisable to purchase some sort of additional external storage devices to back up your work early and often. The department is not responsible for any work or data that may be lost either from our regular maintenance or because of system failures, etc. Be sure to save multiple backup copies in more than one place.

The Temporary Student Server is deleted every other week on Friday at midnight. Schedules are posted in all the rooms.

### **LOUNGE AREAS**

These shared spaces should be kept clean at all times. Please be respectful of others, the lab and the spaces shared by all in the DIC.

### **LOST AND FOUND**

Items found in the DIC will be placed in the Lost and Found, located at the front office for six months.

### **THEFT**

Respect for the property of others is expected at all times. Report any missing items or other security issues to a member of the Administrative Staff or the Security Guard on duty. Unfortunately, sometimes thefts do occur, so please be mindful of all your belongings (keep purses, hard drives, and other valuables with you, etc.) We are not responsible for unattended items or missing items.

### **VISITORS**

Students wishing to bring outside visitors to the DIC must fill out a Request For Access form and fax it to the SVA Security Office at least 24 hours in advance for approval. Visitors will not be allowed access without prior approval from the SVA Security Office. Additionally, all guests must sign in at the guards' desk and provide a current SVA ID and valid form of identification.

### **CAMERA EQUIPMENT INFORMATION**

Reservations/check-out/check-ins mandates that you carry your student ID card.

### **MAKING A RESERVATION**

- Reservations will be taken in person.
- Students with extensive needs are ENCOURAGED to come in and do the reservations in person.
- Your reservation is GUARANTEED for ONE HOUR after your scheduled pick up time. If you have not picked up equipment or called by the end of this grace period, it

will be given to anyone who asks for it, and you will be assessed a “no call/ no show” fine. All equipment room fines must be paid before you can borrow or reserve any new equipment. CALL if you will be late.

- Cancellations need to be made at least one hour prior to pick up time. You cannot cancel your reservation by leaving a message or via email; you will need to call/stop in and speak with someone personally.

### **LATE RETURN FINES**

Late returns will result in a fine. This is strictly enforced whether you are 15 minutes late or a day late.

### **PICK-UPS, RETURNS AND EXTENSIONS**

Early pick-ups, late returns, and extensions can usually be arranged in advance. We try to be as flexible as possible in order to help you out. If you have a special situation, talk to your instructor and have THEM contact us concerning if we can accommodate you. DO NOT assume that you can pick-up early or return late, etc. without talking to us.

### **WARNING ABOUT EQUIPMENT AND CARS**

DO NOT leave equipment in a car. NEVER leave cameras and other sensitive electronics in your vehicle. If stolen, it is your responsibility for replacement costs.

## **EMERGENCY PREPAREDNESS AND NOTIFICATION**

SVA has an Emergency Response Plan that includes information about operating status parameters, incident priorities and performance expectations, shelter-in-place and evacuation guidelines, and contingency and continuity plans. Detailed information about responding to emergency incidents on campus is available on the SVA website at [sva.edu/student-life/campus-safety](http://sva.edu/student-life/campus-safety).

SVA transmits critical information to the College community using the following methods:

- SVA.edu: Emergency notices, including unscheduled closings and facilities evacuations, are posted to the College’s website. Status updates will be published as new information becomes available.
- Main telephone line: Emergency notices, including unscheduled closings and facilities evacuations, are the subject of recorded announcements at 212.592.2000, SVA’s primary published telephone number.
- All Concerned email: Bulk email messages directed to current students, faculty and administrative staff at their SVA email addresses are used to provide more detailed information in an emergency.
- SVAAlert: SVA has contracted with Blackboard Connect to provide an electronic notification system that allows members of the campus community to receive messages directly to a designated cell phone (as text or voice message), email address and/or landline phone. SVAAlert is available to current students, faculty and administrative staff. Students must enroll in the service by verifying current contact information and communication preferences through MySVA ([my.sva.edu](http://my.sva.edu)), the College’s internal website.
- In the event that either the College’s website or the main telephone line is temporarily out of service, the College community will be directed to an alternate website and telephone number via All Concerned email and SVAAlert.

In addition, SVA officials may deploy other methods for notifying the College community, including security officers, fire brigades and other SVA staff.

## EMERGENCY PROCEDURES ON CAMPUS

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In the event of an emergency, including any serious injury, SEEK HELP IMMEDIATELY.

**Call 911** from any campus phone, other landline or mobile phone. When 911 answers, stay calm and be prepared to answer the operator's questions, which may include:

- Where is the emergency located?
- What is the emergency? (fire, medical, hazardous material, etc.)
- How did it happen?
- When did it happen?
- What is your name and location?

Do not hang up until you are instructed to do so by the operator. You do not need to know all the answers to these questions, but try to gather as much information as you can. Give a telephone number or other safe location where the emergency responders can call or meet you and wait for the responders at that location.

After the emergency has been responded to, an incident report and witness statement should be filed with SVA Security. Reports concerning an SVA student's physical or mental health will be forwarded to SVA Student Health and Counseling Services, and a staff member will follow up with the student(s) involved, if appropriate.

### NOTIFY SVA SECURITY

After calling 911, contact the nearest security officer at one of the following locations.

- 132/136 West 21st Street: 646.336.6252
- 133/141 West 21st Street: 212.675.7993
- 209 East 23rd Street: 212.696.4632
- 214 East 21st Street: 212.475.1659
- 380 Second Avenue: 212.614.8026
- 335 West 16th Street: 212.929.0296
- 24th Street Residence: 212.592-2768
- Gramercy Women's Residence: 212.777.2843
- Ludlow Residence: 212.254.3730
- 23rd Street Residence: 212.889.2797
- SVA Theatre: 212.675.7993

- 24-hour Security (209 East 23 Street): 212.696.4632

## EXHIBITIONS: INVITATIONAL

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SVA's exhibition program also affords students the opportunity to study the work of renowned artists and designers, hear them speak at lectures or even meet them in person—all on campus. Since 1960, SVA has exhibited the work of some of the most significant figures in modern art, including Mel Bochner, Willem de Kooning, Mark Di Suvero, Eva Hesse, Sol Lewitt, Roy Lichtenstein, Robert Motherwell, Robert Rauschenberg, Saul Steinberg, Cy Twombly, Bill Viola and Andy Warhol.

Reflecting the breadth of its curricula, SVA has also exhibited prominent exponents of contemporary design, illustration and photography. In 1988, SVA inaugurated the Masters Series, an annual award exhibition that honors great visual communicators of our time. Silas Rhodes, the founder of SVA, conceived it as a way of bringing public recognition to groundbreaking designers, illustrators and photographers who are sometimes unknown to the general public—a public that has nonetheless responded strongly to their imagery and has been influenced by their work. Saul Bass, Seymour Chwast, Jules Feiffer, Milton Glaser, George Lois, Mary Ellen Mark, Paul Rand, Paula Scher and Massimo Vignelli are among those who have received the Masters Series Award.

Every summer SVA celebrates the creativity of its employees in its yearly All Staff Art Show. Open to all administrative personnel, this exhibition brings to light the latent talents of the men and women who support the structure of this College and who keep it running day to day, year to year.

### SVA GRAMERCY GALLERY

209 East 23rd Street, ground floor  
Monday–Friday, 9:00 AM–7:00 PM  
Saturday, 10:00 AM–6:00 PM

### **SVA FLATIRON GALLERY**

141 West 21st Street, ground floor  
Monday–Friday, 9:00 AM–7:00 PM  
Saturday, 10:00 AM–6:00 PM

### **SVA CHELSEA GALLERY**

601 West 26th Street, 15th floor  
Monday–Saturday, 10:00 AM–6:00 PM  
(closes at 5:00 PM on Fridays in the summer)

## **FIRE DRILLS**

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Fire drills are conducted at least twice each year in all campus buildings and are supervised by the fire safety coordinator with the assistance of the fire marshals assigned to each floor. Everyone in the building is required to participate. Drills will be conducted in accordance with the fire safety plan. Notice will be given in advance of a fire drill.

## **HOLIDAYS**

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The College observes most federal holidays. Students, faculty or staff who wish to observe religious holidays that are not federal holidays or not in the SVA holiday closing schedule should make appropriate arrangements with their department chair, supervisor or instructor.

## **IDENTIFICATION CARDS**

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### **REGISTRAR**

205 East 23rd Street, 1st floor  
Monday–Thursday, 8:00 AM–7:00 PM,  
Friday, 8:00 AM–5:00 PM  
Tel: 212.592.2200  
Email: registrar@sva.edu.

All students, faculty and staff must have an SVA identification card to be admitted to College premises. These cards, obtained at the Registrar office, can also be used for admittance to museums and libraries and for various professional purposes. Student ID cards must have a current registration term sticker and can be replaced, if lost, by paying a \$20 replacement fee to the Registrar's Office.

## **LIBRARIES**

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### **SVA LIBRARY**

380 Second Avenue, 2nd floor  
Tel: 212.592.2660 Fax: 212.592.2655  
Email: library@sva.edu  
Website: library.sva.edu

### **Fall and Spring Semester Hours**

Monday – Thursday, 8:30 AM–10:00 PM  
Friday, 8:30 AM–7:30 PM  
Saturday, 12:00 PM–5:30 PM  
Sunday, 12:00 PM–8:00 PM

### **Summer Hours**

Monday – Thursday, 9:00 AM–7:00 PM  
Friday, 9:00 AM–4:00 PM  
Closed Saturday and Sunday

Hours vary during intersession and surrounding school breaks and major holidays. Refer to the library website or contact us.

### **SVA LIBRARY WEST**

133 West 21st Street, lower level  
Tel: 212.592.2810

### **Fall and Spring Semester Hours**

Check library.sva.edu. Library West is closed during the summer.

For access to the Film Library (tel:212.592.2193) and the Curatorial Practice Library (tel:212.592.2274), please contact those departments directly for hours and policies.

Of all the excellent libraries in New York City, only the SVA Library has a collection designed to support the creative research, work and academic needs of students, faculty and alumni of the School of Visual Arts. The SVA Library, which is particularly rich in the areas of art and design, also offers a diverse collection in the humanities and social sciences. In addition to the collection of over 80,000 books, 140,000 ebooks and 420 current periodical titles, there are extensive collections of other materials, including movies, games, comic books, film scripts, pictures, ejournal

and digital images. The library staff is proud to be at the heart of SVA's academic life and is committed to helping students, faculty and alumni make the most of the resources offered. Search for materials on the library website: [library.sva.edu](http://library.sva.edu).

### REFERENCE SERVICES

The SVA Library is staffed with a team of professional art librarians to facilitate research and aid in the use of the library's many physical and online resources. Consult with a librarian in person at the reference desk, or remotely via phone, email or chat.

### TOURS AND CLASS INSTRUCTION

Each semester, the library offers general tours that are open to all students. As part of the library instruction program, students in introductory art, photography, film and animation history courses attend a class covering basic research methods. Faculty members who would like their classes to have specialized tours, or instruction which focuses on a particular subject or type of research tool, are encouraged to contact a reference librarian for an appointment at the following address: [libraryclass@sva.edu](mailto:libraryclass@sva.edu). Class visits are also welcome in the Milton Glaser Design Study Center and Archives/School of Visual Arts Archives. Contact the archivist at [bkleber@sva.edu](mailto:bkleber@sva.edu) to schedule a time.

### ELECTRONIC RESOURCES

The SVA Library subscribes to more than 35 online databases. These include periodical indexes that allow users to search for magazine and journal articles owned by the library and to access full-text information from over 30,000 periodicals not found in the library's physical collection. Other resources include image databases, online encyclopedias and ebooks. See the library website for information about individual databases.

#### A sample of databases:

- Art Source
- ARTstor via the Visual Arts Foundation
- Colourbox

- Design and Applied Arts Index
- Oxford Art Online
- Ebsco Academic Search Complete
- JSTOR
- Kanopy Streaming Videos

### THE VISUAL RESOURCES COLLECTION

The Visual Resources Collection (VRC) currently offers 65,300 digital images of art historical and architectural significance available to faculty and students through MDID, our in-house database, which can be accessed from the Library tab on MySVA ([my.sva.edu](http://my.sva.edu)). The Visual Resources staff is available weekdays to provide training for research, access, and presentation of digital images using our collection database, as well as for ARTstor which is available through the library's Databases. The VRC also maintains a collection of over 150,000 35mm transparencies covering most areas of visual arts and art history. For more information about image resources, as well as general Visual Resources info, check out In the Loupe, the VRC blog.

### PICTURE COLLECTION

The Picture Collection contains more than 200,000 current and historical images clipped from magazines and books. The images are organized alphabetically by subject and are continually updated. A patron may borrow up to 50 pictures at one time.

### THE MILTON GLASER DESIGN STUDY CENTER AND ARCHIVES/SCHOOL OF VISUAL ARTS ARCHIVES

The Glaser Archives is dedicated to preserving and making accessible design works of significant artistic, cultural and historical value by preeminent designers, illustrators and art directors who have close ties to SVA. Holdings include the work of Ivan Chermayeff and Tom Geismar, Seymour Chwast, Heinz Edelmann, Milton Glaser, Keith Godard, Steven Heller, Ed McCabe, James McMullan, Tony Palladino, George Tscherny, Henry Wolf and others.

The SVA Archives document the School's rich history through its posters and publications, records of professional and student exhibitions and many other resources.

Both archives' collections (which include works of art on paper, posters, print samples and ephemera, photographs, and audio and video recordings) represent the artistic and intellectual vitality of the SVA community and provide an invaluable resource to students, designers and researchers who wish to study the breadth of a designer's work and evaluate the impact of the College's activities on the history of American artistic, social and cultural development.

The Archives are open to all members of the SVA community, as well as outside researchers. Advance appointments are required to visit in person. Class visits are welcome; please contact the Archivist for details at [bkleber@sva.edu](mailto:bkleber@sva.edu). Check our websites for more information and collection samples:

- [glaserarchives.org](http://glaserarchives.org)
- [svaarchives.org](http://svaarchives.org)

### **COMPUTERS, COPIERS AND PRINTERS**

There is Wi-Fi accessibility throughout the library. The library also maintains an iMac computer lab and a smart group study room as a service to SVA students, faculty, alumni and staff. Provided software includes Microsoft Office, Apple iWork, Adobe Creative Cloud, Maya, Final Cut Pro and Final Draft. All library computers are Internet accessible and are equipped with USB/Thunderbolt ports and Bluetooth (cables are not provided). Tabloid and flatbed/slide scanners are available as is scanning directly to email, USB thumb drive, Google Drive or smart phone/tablet via a Scannx machine. WACOM tablets, external DVD drives and MacBooks may be borrowed for use in the library.

Black-and-white printing (from a lab computer) is offered free of charge. Black-and-white photocopies are 10 cents per

copy. Color printing and color copies are 50 cents per copy.

Please refer to the Writing Resource Center (141 West 21 Street; 212.592.2575) for more word processing computers and the Digital Imaging Center (209 East 23 Street, 6th floor; 212.592.2152) for additional copy/print facilities.

### **METRO PASSES**

Since the library is a member of the Metropolitan New York Library Council, reference librarians at SVA may issue METRO Referral Cards to patrons which allow limited access to items at libraries that are otherwise closed to the public.

### **SUBJECT GUIDES**

The Subject Guides section of the library website is a collection of resource guides that feature books, articles, databases, websites, etc. tailored to each academic department, as well as other specialized and cross-discipline subjects, that serve as a starting point for exploration and research. There is also a guide on general research tools and skills that covers topics such as website evaluation, plagiarism, copyright, citation formats and source identification.

### **LIBRARY LIAISONS**

Every undergraduate and graduate department is assigned a library liaison. The goal is to create a reciprocal relationship in which administration, faculty and students have a direct contact to seek aid in all library-related matters including requests for purchase and research assistance. The library in turn benefits by developing the collection with input from the greater SVA community, helping ensure that we continue to have the best collection and environment to support the College. Consult the Department Resources & Library Liaisons guide to find the library liaison for your department: [sva.libguides.com/liaisons](http://sva.libguides.com/liaisons).



## **LIBRARY POLICIES**

The following is an overview of some of the policies in effect at the SVA Library. For a complete listing see our website ([library.sva.edu](http://library.sva.edu)).

The SVA Library is for students, faculty, staff and alumni of SVA only. Patrons must be prepared to show valid SVA ID for access and to check out materials. Matriculated students, faculty and staff may check out circulating materials. Alumni and Continuing Education students may only use materials in the library. Alumni must present their alumni card and a valid photo ID. Continuing Education students must present their course registration and valid photo ID.

Loan periods vary, depending on the type of circulating material: books, 21 days; media, 7 days. All items may be renewed once. See our website or ask at the circulation desk for information on other materials.

Reserve materials are items (books, media) placed on reserve at the circulation desk by a specific instructor. Reserve items may only be used in the library for a two-hour period.

Non-circulating items are materials that do not leave the library such as reserves, reference books, periodicals and rare books deemed too valuable to be borrowed. Please see our website for a complete list.

## **OVERDUE FINES**

Fines vary by type of material. The following are samples of fines; see website for a complete list.

- Circulating books: 20 cents per day; \$10 maximum per item.
- Circulating media: \$1 per day; \$10 maximum per item.
- Reserve books: \$1 per hour; \$10 maximum per item.

If outstanding fines are not paid, these sanctions will apply:

- Loss of the right to check out additional materials.
- Inability to register for classes or graduate.
- Transcripts held.

## **THEFT AND DEFACEMENT**

Surveillance cameras, a detection gate and security guards monitor the library and flow of materials. Security and library staff reserve the right to examine the backpack, bag, portfolio or other carrying device of anyone using the library.

The SVA Library reserves the right to charge patrons for damage to library materials. This includes water damage, underlining and other damages outside of normal use.

## **NEW YORK CITY LIBRARY LISTING**

Ask a reference librarian for information about access to the following libraries or collections in the area. METRO passes are needed for entrance to some academic libraries.

## **NYC PUBLIC LIBRARY LISTING**

A New York Public Library (NYPL) card can be obtained from any branch.

## **Art and Architecture Collection**

Fifth Avenue and 42nd Street, room 300

Tel: 212.930.0835

[nypl.org/locations/schwarzman/](http://nypl.org/locations/schwarzman/)

[art-architecture-collection](http://art-architecture-collection)

## **NYPL BRANCH LIBRARIES: CIRCULATING**

### **Mid-Manhattan Library**

455 Fifth Avenue at 40th Street

Tel: 212.340.0833

Picture collection: 212.340.0878

[nypl.org/locations/mid-manhattan-library](http://nypl.org/locations/mid-manhattan-library)

### **Epiphany Branch Library**

228 East 23rd Street

(between Second and Third avenues)

Tel: 212.697.2645



### **NYPL for the Performing Arts**

40 Lincoln Center Plaza at 64th Street  
Tel: 917.275.6975  
[nypl.org/locations/lpa](http://nypl.org/locations/lpa)

### **NYPL RESEARCH DIVISIONS: NON-CIRCULATING**

#### **Schomburg Center for Research in Black Culture**

515 Malcolm X Boulevard at 136th Street  
Tel: 917.275.6975  
[nypl.org/locations/schomburg](http://nypl.org/locations/schomburg)

#### **Science, Industry, and Business Library**

188 Madison Avenue at 34th Street  
Tel: 917.275.6975  
[nypl.org/locations/sibl](http://nypl.org/locations/sibl)

#### **Stephen A. Schwarzman Building**

Fifth Avenue and 42nd Street  
Tel: 917.275.6975  
[nypl.org/locations/schwarzman](http://nypl.org/locations/schwarzman)

### **OTHER NYC LIBRARIES**

#### **Anthology Film Archives**

32 Second Avenue at 2nd Street  
Tel: 212.505.5181  
[anthologyfilmarchives.org](http://anthologyfilmarchives.org)

#### **Cooper-Hewitt, National Design Museum Library**

2 East 91st Street  
Tel: 212.849.8400  
[cooperhewitt.org/collections/library](http://cooperhewitt.org/collections/library)

#### **Foundation Center**

79 Fifth Avenue at 16th Street  
Tel: 212.620.4230  
[foundationcenter.org](http://foundationcenter.org)

#### **International Center of Photography Library**

1114 Avenue of the Americas at 43rd Street  
Tel: 212.857.0004  
[icp.org/facilities/library](http://icp.org/facilities/library)

### **The Metropolitan Museum of Art Libraries & Study Centers**

Thomas J. Watson Library  
1000 Fifth Avenue at 81st Street  
[metmuseum.org/research/  
libraries-and-study-centers](http://metmuseum.org/research/libraries-and-study-centers)

#### **MoMA Manhattan Library**

4 West 54th Street  
Tel: 212.708.9433  
[library@moma.org](mailto:library@moma.org)

#### **New York Historical Society Library**

170 Central Park West at 77th Street  
Tel: 212.873.3400  
[nyhistory.org/library](http://nyhistory.org/library)

## **LOCKERS**

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Locker space is provided for current SVA students in two buildings: 214 East 21st Street (for photo students only) on the lower level, 3rd, 4th and 7th floors; and 133/141 West 21st Street lower level. Some departments have additional locker space for their students and faculty.

BFA Photography and Video students and staff who need a locker in the 214 East 21st Street building should contact the Photo Hub located on the 6th floor (212-592-2330). Students and staff who would like to use a locker at 133/144 West 21st Street can place a lock on any available locker and do not need to register. Lockers in 133/141 West 21st Street are for daily use only.

SVA is not responsible for the loss of or damage to personal property that has been removed from or left in lockers. Students must provide their own lock to secure their locker. All lockers must be emptied by the last day of the spring semester. If a student graduates or leaves the College between semesters, all contents must be removed from the locker.

## LOST AND FOUND

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Lost and Found is maintained in the Security Command Center, located at 209 East 23rd Street; tel: 212.592.2025; email: security@sva.edu.

## MEDICAL FACILITIES NEAR THE COLLEGE

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A map of local medical facilities is available at Security desks, through the GoSVA app and at [sva.edu/health](http://sva.edu/health)

### URGENT CARE WALK-IN CLINICS

#### City MD

212 East 23rd Street (between Second and Third avenues)  
646.518.0163; Monday–Friday, 8 AM–8 PM;  
Saturday–Sunday, 9 AM–8 PM

216 East 14th Street (between Second and Third avenues)  
212.256.1049; Monday–Friday, 8 AM–8 PM;  
Saturday–Sunday, 9 AM–8 PM

37 West 23rd Street (between Fifth and Sixth avenues)  
646.596.9267; Monday–Friday, 8 AM–10 PM;  
Saturday–Sunday, 9 AM–9 PM

14 West 14th Street (between Fifth and Sixth avenues)  
212.390.0558; Monday–Friday, 8 AM–10 PM;  
Saturday–Sunday, 9 AM–9 PM

138 Delancey Street (between Norfolk and Suffolk streets)  
212.609.2541; Monday–Friday, 8 AM–8 PM;  
Saturday–Sunday, 9 AM–8 PM

#### Mount Sinai Beth Israel

55 East 34th Street (between Park and Madison avenues)  
212.252.6000; Monday–Friday, 8 AM–5 PM;  
Saturday–Sunday, 9 AM–2 PM

309 West 23rd Street (at Eighth Avenue)  
212.352.2600; Monday–Friday, 8 AM–8 PM;  
Saturday–Sunday, 9 AM–8 PM

226 West 14th Street (between Seventh and Eighth avenues)  
212.604.1800; Monday–Friday 8 AM–10 PM;  
Saturday–Sunday, 9 AM–9 PM

#### MedRite

380 Second Avenue (at 22nd Street)  
212.826.7777; Monday–Friday, 8 AM–10 PM;  
Sunday, 9 AM–7 PM

### HOSPITALS

#### Bellevue Hospital

462 First Avenue (at 26th Street)  
212.562.1000

#### Mount Sinai Beth Israel

10 Nathan D Periman Place  
(between 15th and 16th streets)  
212.420.2000

#### NYU Tisch Hospital

550 First Avenue (at 30th Street)  
212.263.7300

### DENTISTRY

#### NYU Dentistry

345 East 24th Street (at First Avenue)  
212.998.9800; Monday–Friday, 8:30 AM–8 PM;  
Saturday–Sunday, 8:30 AM–4 PM  
(last appointment 2 PM)

### EYE & EAR

#### NY Eye & Ear Infirmary of Mount Sinai

310 East 14th Street (between First and Second avenues)  
212.979.4000; Monday–Friday, 9 AM–3 PM

## MYSVA AND SVAPPS

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MySVA ([my.sva.edu](http://my.sva.edu)) is the College's online portal, keeping students connected to the SVA campus 24 hours a day, seven days a week. MySVA offers easy access to:

- Your SVA email account, powered by Google
- Registration, schedules, grades and transcripts
- Online courses and related materials
- Downloadable forms and information from most SVA offices, including Financial

Aid, Registrar, Student Health and Counseling Services, Career Development and the SVA Library

- Campus news, announcements and event and exhibition information.

A MySVA username and password is required to access MySVA and SVA email. The username consists of the first part of the user's email address, before the @ symbol. The initial password consists of the characters "Sva!" not including the quotation marks, followed by the user's 7-digit SVA student ID number (e.g., Sva!1234567). Users should change their initial password by visiting <http://pwchange.sva.edu>.

Email is used by various offices at the College to provide important information to students throughout the year. For this reason, SVA provides students, faculty and staff members with a SVA email account, which they are responsible for monitoring. Users can directly access their SVA email account by visiting [webmail.sva.edu](http://webmail.sva.edu) and logging in with their MySVA username and password. As an alternative, users should set their SVA email to forward to another account. All students, faculty and staff are expected to monitor their SVA email regularly, either through SVApps or by having their SVA email forwarded to their primary email address.

For additional help with accessing MySVA, SVApps email or any other campus systems, please call the SVA Help Desk at 212.592.2400 and select option 1, or email [helpdesk@sva.edu](mailto:helpdesk@sva.edu). The Help Desk is available Monday-Friday, 9:00 AM–5:00 PM (EST).

## **PARKING**

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The College makes no provision for parking, which is both difficult and expensive in Manhattan. All members of the College community should make their own arrangements with garages or lots in the immediate area of the College.

## **PERSONAL PROPERTY**

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SVA is not responsible for the loss of personal property including belongings and artwork left in classrooms, studios, lockers, exhibition spaces or residences.

## **PHOTOGRAPHS AND RECORDINGS**

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No photographs may be taken in any class or SVA buildings, with the exception of those photography classes where releases have been obtained. In addition, no recording is allowed unless permission is granted by the faculty or staff member in charge. For this reason, we strongly discourage inappropriate use of mobile devices in the classroom and expect faculty to monitor inappropriate use of mobile devices by their students.

## **SVA CAMPUS STORE**

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207 East 23rd Street  
Monday–Thursday, 10:00 AM–6:00 PM  
Friday, 10:00 AM–6:00 PM  
Tel: 212.592.2900  
Email: [campusstore@sva.edu](mailto:campusstore@sva.edu)  
Website: [svacampusstore.com](http://svacampusstore.com)

Having exclusively served the SVA community for over 10 years, the SVA Campus Store provides computer hardware, software, peripherals and related equipment including tablets, hard drives and other accessories at specially discounted prices.

The SVA Campus Store also offers technical consulting that can help you choose the hardware and software bundle that best meet your needs. It is also your one stop shop for all College swag! Get your SVA Logo products here and wear your College with pride.

## **TOURS OF CAMPUS FACILITIES AND CLASSROOMS**

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Admissions conducts tours of SVA facilities during class hours on a regular basis. Tour schedules are available online at [sva.edu/campus-tour](http://sva.edu/campus-tour). SVA Student Ambassadors assigned by Admissions will accompany all tours. Campus tours are an effective and

necessary component of recruitment. The College apologizes for any inconvenience these tours may cause.

## **VISITORS**

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Visitors are not permitted above the 1st floor reception area in any College building, except as a specifically invited guest of the faculty or the administration. Faculty members will ask any uninvited visitors who appear in their classroom or studio to leave. Enrolled students who would like to bring guests to SVA facilities may request guest passes from the SVA Security Department. Guest passes take 24 hours to process.

## **VISUAL ARTS PRESS, LTD.**

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The Visual Arts Press is the design studio for SVA. The press produces the College's printed publications, website, environmental graphics and promotional products. It maintains a unified identity for the College while communicating its diverse messages.

The most visible and highly regarded creations from the press throughout the past 50 years are the SVA New York City subway posters. These posters have become a hallmark of great design in the New York landscape and have brought SVA international acclaim. The posters have featured the work of designers and artists such as Gail Anderson, Marshall Arisman, Paul Davis, Louise Fili, Milton Glaser, Marvin Mattleson, James McMullan, Jerry Moriarty, Tony Paladino, Paula Scher, George Tscherny and Robert Weaver.

The Visual Arts Press offers several design internships each year. Student interns are selected based on qualifications and a portfolio review. Please contact the director of design and digital media, Gail Anderson, for more information ([ganderson@sva.edu](mailto:ganderson@sva.edu)).

## **STANDARDS, PROCEDURES, POLICIES AND REGULATIONS**

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## ALCOHOL AND DRUG POLICY

The School of Visual Arts expects all members of the College community to assist in maintaining a drug-free environment. The possession, unlawful manufacture, distribution, dispensing or use of alcohol or a controlled substance (illicit drugs, etc.) or being under the influence of alcohol or a controlled substance on College premises, including residence halls, is prohibited and grounds for administrative action.

Any SVA employee, as a condition of employment, is expected to abide by the drug-free workplace policy. In addition, the College is required by the Drug-Free Workplace Act of 1988 to notify all employees and students that they must report any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Students cannot drink or possess alcoholic beverages of any kind on SVA property including the residence halls. Functions for the College, including graduate programs, where alcoholic beverages are served, require pre-approval of the Provost or his designee.

### POSSIBLE DISCIPLINARY SANCTIONS AND PENALTIES

Any employee or student found to be in violation of this policy will be subject to sanctions, including, but not limited to, mandatory referral for counseling and/or treatment, and termination of employment or enrollment. For a list of specific disciplinary consequences for students who violate this policy, see "Student Code of Conduct Sanctions", p. 62.

### POSSIBLE LEGAL SANCTIONS AND PENALTIES

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and mandatory community service.

The Federal Controlled Substances Act, 21 U.S.C. 844, et seq., provides penalties of up to life imprisonment and significant fines for unlawful distribution or possession of a controlled substance. Notably, any person found to have unlawfully distributed such substances to a person under 21 may be punished by up to twice the term of imprisonment and twice the fines. The same applies to distribution of drugs in or within 1,000 feet of a college or school.

Federal penalties and sanctions for illegal drug possession of a controlled substance include but are not limited, to the following:

- First conviction: Up to one year imprisonment and a fine of at least \$1,000.
- After one prior drug conviction: At least 15 days in prison, and a fine of at least \$2,500.
- After two or more prior drug convictions: At least 90 days in prison, and a fine of at least \$5,000.
- Federal trafficking penalties range from five years to life in prison, and fines of up to \$50 million.

For a schedule of penalties, see [justice.gov/dea/druginfo/ftp\\_chart1.pdf](https://www.justice.gov/dea/druginfo/ftp_chart1.pdf).

Additional penalties may apply under various New York State drug and alcohol laws.

With respect to penalties, the New York State Penal Law defines a misdemeanor as a crime punishable by imprisonment for more than 15 days but no more than one year. A felony is a crime punishable by imprisonment for more than one year. Felonies carry varying degrees of minimum and maximum sentences. Class A felonies carry the longest jail sentences, while class E felonies carry the shortest. Below are some of the sanctions provided for by the Penal Law.

- Sale of a controlled substance on or near school grounds, or to a person less than 21 years of age is a Class B felony.

- Possession of a hypodermic instrument without a doctor's prescription is a Class A misdemeanor.
- Injection of another person with a narcotic drug, with consent of that person is a Class E felony.
- The Penal Law bans possession or sale of drug paraphernalia—a wide category of items that are considered commercial drug preparation materials. Such possession is a Class A misdemeanor.

New York law also addresses the illegal sale or possession of alcohol. The following is only a sampling of some offenses and penalties:

- Procuring alcohol for a person under the age of 21 carries a penalty of up to five days imprisonment and a \$200 fine.
- Driving while intoxicated (by either drugs or alcohol) is a misdemeanor punishable by up to a year imprisonment and a fine of up to \$1000.
- "Driving While Ability Impaired" by alcohol (based on one's blood alcohol content level) is punishable by up to 15 days imprisonment and a fine of up to \$500, as well as a 90 day license revocation for a first offense.
- Possession of alcohol by persons under 21 carries a \$50 fine per offense.
- Any person who sells alcoholic beverages or unlawfully assists an intoxicated person to procure alcoholic beverages is liable for any damages caused by that person while under the influence.
- It is in violation of state law for a person under the age of 21 years to present false evidence of age to procure alcoholic beverages. The penalty for a first violation may include a fine of at least \$50 and up to \$350, and up to 30 days community service.

The above lists include only a sampling of the current federal and state penalties and sanctions for conduct involving drugs and alcohol, all of which are subject to change. Additional federal, state and local penalties and sanctions may apply.

## **HEALTH RISKS ASSOCIATED WITH ALCOHOL AND OTHER DRUG ABUSE**

Even "recreational" drug use or "social" drinking may be toxic to your body. Further, if abused, drugs and alcohol can have catastrophic consequences on your health, including damage to the heart, lungs, brain, liver, gastrointestinal track, and other major organs and systems. Alcohol-related accidents are the number one cause of death among people ages 15 to 24, while highly potent drugs such as crack cocaine can be fatal even upon a first, experimental use.

The College is well aware that substance abuse is one of the most pervasive medical and social problems of our time and will make every effort to treat a student's or employee's problem with confidentiality and compassion. However, the mission of the College requires a drug-free environment and all appropriate measures will be taken to ensure that it remains so. The College encourages individuals with alcohol or other drug-related problems to seek assistance.

Students seeking assistance are encouraged to speak with a staff member at the College's Student Health and Counseling Services (340 East 24th Street, 1st floor, 212.592.2246, Monday-Friday, 9am–5pm) for support. Short-term confidential services are provided free of charge.

Referrals to community-based clinicians and treatment organizations can also be provided. Community based resources include:

- **Alcoholics Anonymous**  
aa.org • 212.870.3400
- **Alcoholics Anonymous of New York**  
nyintergroup.org • 212.647.1680
- **Narcotics Anonymous**  
na.org • 212.929.6262
- **The Addiction Institute of New York**  
addictioninstituteny.org • 212.523.6491

## **SMOKING REGULATIONS**

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In accordance with government regulations, the School of Visual Arts prohibits smoking in any part of its buildings, including private offices, private rooms, hallways, restrooms and all residence halls. Smoking is also prohibited within 25 feet of any building entrance.

Any violation of or dispute arising under this policy should be reported immediately to the director of Student Affairs or the Director of Human Resources. Violations of this policy may result in appropriate corrective action, up to and including expulsion or termination of employment. The directors of Student Affairs and Human Resources will promptly investigate any disputes arising under this policy. Each student, faculty or staff member is protected from retaliatory action or from being subjected to any adverse action for exercising or attempting to exercise their rights under this policy. Any person who feels they have been subject to a retaliatory adverse action for exercising or attempting to exercise any rights under this policy or under any applicable law or regulation concerning the subject matter of this policy should inform the Director of Student Affairs or the Director of Human Resources who will promptly investigate the complaint and provide for adequate redress where necessary.

Any questions regarding the smoking policy should be directed to Student Affairs, (tel: 212.592.2214; email: [studentaffairs@sva.edu](mailto:studentaffairs@sva.edu)) or Human Resources, (tel: 212.592.2645; email: [hr@sva.edu](mailto:hr@sva.edu)).

## **STUDENT DISRUPTIVE AND CONCERNING BEHAVIOR**

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Staff, faculty and students may encounter disruptive or concerning behavior on campus. If any such situations occur, the issues or behavior should be addressed using the following guidelines and procedures. If anyone at the College is concerned about an individual student, the Students at Risk

Committee (STAR) should be contacted via an online form: [star.sva.edu](http://star.sva.edu).

### **THE STUDENTS AT RISK COMMITTEE (STAR)**

STAR assesses students of concern and reviews reports regarding student behavior provided by SVA faculty, staff and students. Committee members include the Director of Student Affairs, the Associate Director of Student Health and Counseling Services, the Associate Director of Disability Resources, the Associate Director of Student Affairs, the Associate Director of Residence Life and an in-house clinician.

### **How Should I Respond to a Student Exhibiting Disruptive Behavior?**

- Address the behavior immediately (e.g. "I need you to lower your voice") and caution the student that it is unacceptable and will not be tolerated.
- Unless there is a concern for the student's immediate safety, ask the student to leave if the behavior continues.
- If the student refuses to leave, contact SVA Security for assistance by calling 212.696.4632.
- Following the resolution of the incident, complete an online report at [star.sva.edu](http://star.sva.edu). The student name, ID number, place of residence (if known) and location and description of the incident should be included.

### **How Should I Respond to a Student Who Appears to be in Distress?**

If at any time you believe the student is in serious distress that may require further assistance, is exhibiting violent or disruptive behavior, or if you are not comfortable meeting with the student individually for any reason, you should advise the Director of Student Affairs. The Director of Student Affairs may direct the matter to the STAR Committee or otherwise refer the student to the appropriate resources. SVA staff, including the STAR Committee, are trained in handling these matters and are best prepared to address the situation and assist



the student. In contacting the Director of Student Affairs, you should include the student's name (and ID number if you know it), a factual account of the situation, and your contact information.

**If you choose to meet with the student privately, please follow these guidelines:**

- Gather as much relevant information as possible, including the student's ID number, contact information, place of residence, etc.
- Assure the student that the conversation will be private; however, you will need to let the appropriate administrators know what is discussed, and **you cannot promise confidentiality**. You should advise the student that Health and Counseling Services staff can provide confidential advice. With the exception of Health and Counseling Services staff designated as confidential resources, all staff must report any complaints of sexual misconduct to the Title IX Coordinator.
- Use first person, "I", to address the specific concerns and behavior you have observed (e.g. "I've noticed that...I'm concerned that", etc.).
- Listen to the student carefully, without judgment.
- If a student speaks about being depressed and is expressing life threatening behavior to self or others, call 911 and notify SVA Security.
- If you feel the student would benefit from counseling, suggest that the student meet with a therapist at SVA. Students can schedule an appointment by calling 212.592.2246 or by visiting Student Health and Counseling Services at 340 East 24th Street, 1st floor. The office is open from 9:00 am to 5:00 pm, Monday through Friday.

**How Can I Follow Up with the Student and Offer Support?**

Confidentiality standards prevent the Student Health and Counseling staff from providing information about a student who is in treatment. However, you may follow up

with the student privately and inquire about their well-being.

**Student Help Resources**

- The Samaritans, a 24 Hour Crisis Response Hotline offers free confidential emotional support: 212.673.3000.
- 24-hour Security Desk: 212.696.4632
- Disability Resources: 212.592.2396
- Student Health and Counseling Services: 212.592.2246

**STUDENT CODE OF CONDUCT**

The School of Visual Arts provides students with an environment that stimulates and nurtures creative exploration and interaction. Students are expected to support that environment and the community in which they work and live by actively practicing and living by SVA's Student Code of Conduct. Students must practice an ethic that includes fostering personal and professional integrity and trust, and being responsible for their actions.

**STUDENT CODE OF CONDUCT VIOLATIONS**

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

- Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health, welfare or education of a member of the SVA community or the regular operation of the College.
- Damage, destruction or removal of another student's work or property.
- Intentionally and/or knowingly providing false information, testimony or evidence.
- Unauthorized entry or misuse of College property, or contributing to such unauthorized entry of another individual.
- Vandalism or damage to personal or SVA property.

- Use of spray paint, spray adhesive, toxic glue and spray glue in any SVA building, including but not limited to classrooms, studios, offices, residence halls, common spaces and stairwells.
- Engaging in, or threatening to engage in, any behavior that endangers the health or safety of another person, property or oneself.
- Physical violence, actual or threatened, against any individual or group of persons.
- Violation of the College policy on discrimination and harassment.
- Violation of the College policy on sexual misconduct.
- Use, possession or storage of any weapon, dangerous chemical, fireworks or explosives, regardless of the presence of a state or federal license to possess same.
- Possession, use or distribution of alcohol, narcotics and other controlled substances on College grounds, including residences.
- Possession or use of a hoverboard or similar self-balancing scooter.
- Violation of the College alcohol, drug or smoking policy.
- Theft of services or property, including failure to report knowledge of possession of stolen property.
- Disrespect to any member of the SVA community, including models, and/or failure to comply with the lawful directions of College faculty or staff.
- Inappropriate use of mobile devices in the classroom.
- Failure or refusal to testify as a witness at a disciplinary hearing.
- Attempting to commit an act that violates the Student Code of Conduct.
- Assisting another student to commit an act that violates the Student Code of Conduct.

### **CONDUCT VIOLATIONS REQUIRING COUNSELING AND/OR MEDICAL CARE**

Behavior that may jeopardize the physical/mental health or safety of other students or members of the SVA community may warrant additional action by the College.

Students of concern may be required to meet with a clinician from Student Health and Counseling Services or pre-approved outside clinicians for assessment sessions.

Based on this evaluation, treatment may be required for a student to continue at the College. If psychiatric care is a condition for the student's continuance at the College, the student may be responsible for the financial costs of that care.

Student Health and Counseling Services is able to provide referrals to local services. If a student is required to receive services and does so outside of the College, a release permitting the clinician to discuss pertinent issues with clinicians from Student Health and Counseling Services is required.

Students whose behavior creates a risk to others may be suspended, and in those cases, responsibility for future treatment remains with the students and their families.

Reinstatement is determined on a case-by-case basis and is also contingent upon the requirements of the Medical Leave of Absence policy.

The affected student will have the opportunity to discuss the outcome of any evaluation and actions with the Director of Student Affairs. If an administrative decision is necessary, it will be given in writing and subject to review by the Provost whose decision is final. Reasonable deviations from these procedures will not invalidate decisions or proceedings unless significant prejudice against the student may result.

### **DISCIPLINARY PROCEDURES GOVERNING COMPLAINTS AGAINST STUDENTS**

The Student Code of Conduct disciplinary process does not follow the rules of procedure used in court proceedings, and legal representation is not permitted in any hearing.

Any person may file a report or complaint that alleges a violation of the Student Code of Conduct whether the offense was targeted at them or other members of the Community. Any such report or complaint must be made in writing and submitted to Bill Martino, the Director of Student Affairs.

Once a complaint is received, the student who has allegedly violated the Student Code of Conduct will receive written notice that includes information about the alleged violations, and whether a disciplinary committee hearing will be held.

A student who has allegedly violated the Student Code of Conduct must meet with the Director of Student Affairs or his designee concerning the alleged violation. The Director may convene a Student Code of Conduct Disciplinary Committee Hearing or determine that a hearing is not necessary and will impose sanctions appropriate for the violation. The student may accept the sanctions or request a hearing before the Student Code of Conduct Disciplinary Committee. However, alleged violations of the Sexual Misconduct Policy will be handled in accordance with the procedures outlined in that policy.

A student who requests a hearing must submit a written request to the Director of Student Affairs within five business days after the Director of Student Affairs or his designee's written determination has been received by the student in their residence hall or off campus address.

Please note: The Director of Student Affairs at all times retains the discretion to schedule a Student Code of Conduct Disciplinary Committee Hearing.

### **STUDENT CODE OF CONDUCT DISCIPLINARY COMMITTEE HEARING**

The Student Code of Conduct Disciplinary Committee will consist of:

- Director of Student Affairs or his designee

- Coordinator of Academic Advisement or his designee
- The advisor from the student's major department or a department with a connection to the alleged violation
- Two VASA (Visual Arts Student Association) members or their student designees

If the complaint involves one of the committee members, an alternate will be chosen.

The student will be notified in writing of the date, time and location of the hearing. During the hearing the student may present supporting information, including witnesses. The disciplinary committee may call witnesses and take such other steps as it deems appropriate in its discretion in order to determine relevant facts and make an informed decision. While these hearings are intended to assist the committee in its fact-finding process, formal rules of evidence shall not be followed, and no party may appear with or through counsel or be represented at the hearing by counsel. The scheduling and timing of hearing sessions shall be undertaken with due regard to the importance of completing the hearing in an expeditious manner and with consideration of the schedules and commitments of all participants. The Director of Student Affairs' decision with respect to scheduling issues shall be final. In cases where the Director of Student Affairs or his designee has previously made a determination, the disciplinary committee may affirm that decision or modify it in any respect, including imposing more severe sanctions.

After the hearing is completed, the student will be notified, in writing, of the determination of the disciplinary committee, including any sanctions imposed. Sanctions imposed by the disciplinary committee are effective immediately unless specifically stated otherwise in the written determination.

The student is expected to attend the disciplinary committee hearing, whether it was

called at the student's request or by the Director of Student Affairs. If the student does not attend the hearing, the Director or his designee hearing the case will proceed in the student's absence based on the available information and determine an appropriate resolution. The student will be notified in writing of the determination, including any sanctions imposed. A record of the proceedings will be made and kept on file.

### **STUDENT CODE OF CONDUCT SANCTIONS**

A student who is found to have violated the Student Code of Conduct may receive any of the following sanctions in the absolute judgment of the Director of Student Affairs or his designee, or the Student Code of Conduct Disciplinary Committee, as the case may be. A notation of a Student Code of Conduct sanction may be made on the student's transcript.

#### **Warning**

Written notice of behavior that is not consistent with the Student Code of Conduct. A subsequent occurrence of the sanctioned behavior may result in immediate imposition of a more severe sanction.

#### **Probation**

A student placed on probation may attend classes and use College facilities for course requirements, but depending on the violation, may be prevented from being on College premises for any other purpose and may not be allowed to participate in College-associated extracurricular activities. Any further Student Code of Conduct violations occurring during the probationary period, or violations of probationary terms, may result in immediate imposition of a more severe sanction.

#### **Restitution**

Payment to the College or others for damages to property resulting from a violation of the Student Code of Conduct.

### **Suspension**

Exclusion from College premises, all classes and activities. While the maximum period for suspension is one academic year, a conditional suspension may be given with reinstatement based on fulfillment of specified requirements.

### **Interim Suspension**

The College may suspend a student on an interim basis, prior to any hearing before the Director of Student Affairs or his designee, or the Student Code of Conduct Disciplinary Committee if the College determines in its absolute discretion that there is a basis to conclude that the continued presence of the student at the College poses a substantial and immediate threat to the SVA community or causes the student to significantly disrupt the educational activities of the community. Where the threat to the community is a result of a student's psychiatric, psychological or other medical condition, the student will be referred to the Student Health and Counseling Services Center for immediate assessment regarding the student's circumstances.

In such cases, the suspended student will be given the opportunity to meet with the Director of Student Affairs or his designee within five business days, or as soon thereafter as possible, after the student has been notified of such interim suspension in order to discuss the following issues only:

- The nature of the charges, including the identity of the person or persons making the complaint. However, in some cases, including cases involving violations of the Sexual Misconduct policy, the complainant's identity may be kept confidential.
- The reason why the conduct indicates that the continued presence of the student on College premises poses a substantial and immediate threat to the student's own self, others or property.

A student seeking to return from an interim suspension must apply for permission in writing to the Director of Student Affairs. Before a student may return, SVA's Counseling Center must make a determination about the student's safety and readiness to return, plus conditions that will support the student's success.

### **Dismissal**

Termination of enrollment and permanent exclusion from College premises, all classes and activities with loss of all rights, including tuition refunds.

### **Alternative Sanctions**

Sanctions other than those stated previously may be imposed if deemed necessary or appropriate in a particular circumstance. Examples of such sanctions include but are not limited to the following:

- Community service
- Removal from College residences
- Loss of privilege to access College computing resources, studios, labs or networks
- Prohibition from attending a particular class, workshop or event. A student prohibited from attending an event that is pre-paid will not receive a refund.
- Educational sanctioning

### **CIVIL OR CRIMINAL PROCEEDINGS**

Regardless of any other actions taken or sanctions imposed by the Director of Student Affairs or his designee, or by the Student Code of Conduct Disciplinary Committee, the College reserves the right to commence civil proceedings in court against the student, or to refer any matter for criminal prosecution, if it deems appropriate in its absolute discretion.

### **APPEALS**

The decision of the Student Code of Conduct Disciplinary Committee may be appealed.

An appeal may be considered if: (1) a significant departure has occurred from the procedures described in this handbook that

adversely affected the decision; (2) new information, unavailable at the time of the hearing, has become available and such information is reasonably likely to have substantially affected the decision; (3) the sanctions issued were too severe in relation to the student's record or nature of the violation.

The request for an appeal must be submitted, within two weeks after a copy of the Committee's written decision has been delivered to the student's room in the residence hall or to the student's off campus address. The appeal should be addressed to: Office of the Provost, School of Visual Arts, 209 East 23rd Street, New York, New York 10010.

The Provost or his designee may determine to uphold the findings and sanctions of the Disciplinary Committee, or to modify any part of those findings and sanctions. The Provost or his designee also may impose additional sanctions. Any decision by the Provost or his designee is made in his absolute discretion, and is final and not subject to further review.

While the appeal is pending, sanctions imposed by the Disciplinary Committee will remain in effect. The Director of Student Affairs will inform the student of the decision regarding the appeal.

Please Note: The procedures set forth in this policy statement are the only means by which the College administration will be deemed to have notice of any alleged complaints or allegations of College policy violations. Individuals who perceive themselves to be the victim of policy violations, therefore, must avail themselves of these procedures in order to obtain redress for any alleged policy violations.

### **DISCIPLINARY PROCEDURES GOVERNING COMPLAINTS AGAINST EMPLOYEES**

Complaints or reports concerning SVA employees should be directed to Frank Agosta,

executive director of Human Resources. Employee disciplinary matters will not be referred to a Disciplinary Committee for fact-finding or the imposition of sanctions. Instead, the Executive Director of Human Resources shall conclude whether a violation of SVA policy occurred, and, if so, the appropriate discipline to impose against the employee, up to and including termination of employment.

## STATEMENT OF EQUAL OPPORTUNITY

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The School of Visual Arts is committed to providing a working, learning, and living environment free from unlawful discrimination and harassment. SVA does not discriminate on the basis of any protected characteristic, in admissions, financial aid, or employment, or in the administration of any SVA program or activity.

## DISCRIMINATION, DISCRIMINATORY HARASSMENT AND RETALIATION

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*(Note: Complaints of sex-based discrimination, sexual or sex-based harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking are governed by separate procedures. For more information about these procedures, contact SVA's Title IX Coordinator or review the College's Title IX procedures online at [sva.sexualmisconduct](http://sva.sexualmisconduct)).*

The School of Visual Arts is committed to providing equal treatment and opportunity for its students and employees, maintaining an environment that is free of bias, prejudice, discrimination and harassment, and establishing fair complaint procedures. The School of Visual Arts does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender (including gender identity or expression), pregnancy, age, disability, national origin, military or veteran status, marital status, parental or familial status, alienage or citizenship status, domestic violence status, genetic predisposition or carrier status, partnership status or

any other legally protected characteristic in employment, student admission or any programs or activities. The College is firmly committed to the rights of all members of its community—students, faculty and staff—who must interact through mutual respect and trust to ensure that the campus remains a center of learning. Any student, faculty or staff member who violates College policy by subjecting another to discrimination or harassment of any kind will be subject to appropriate disciplinary action, including immediate expulsion from the College or termination of employment, in accordance with the policies and procedures outlined in this Handbook.

SVA's policies regarding discrimination and harassment reflect its responsibility as an educational institution whose environment must be conducive to learning and mutual trust. Its concern is for all members of the College community—students, faculty and staff. Its procedures are designed to address any alleged violations of policy promptly and with equity to all involved, to maintain privacy if possible, and to ensure that retaliation does not occur when rights under this policy are exercised. SVA is committed to provide those who feel that they have been subjected to conduct in violation of this policy with mechanisms for seeking redress and resources for support. Accordingly, SVA prohibits retaliation against any person for complaining of a violation of this policy or for participating in any investigation or proceedings related to an alleged violation.

Support systems and complaint procedures are in place to help anyone who feels they have been discriminated against or harassed. Since discrimination and harassment can take many forms and occur in a wide range of settings and behaviors, individuals may feel uncertain whether or not an experience is harassment or discrimination. Nonetheless, anyone who feels they may be the victim of harassment or discrimination by a member of the SVA community should take

immediate action. Early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, SVA strongly urges the prompt reporting of complaints or concerns, as outlined below in the Student Complaint Procedures and Faculty/Staff Complaint Procedures.

### **STUDENT COMPLAINT PROCEDURES**

Students who feel they have been subjected to harassment or discrimination should speak with the Title IX Coordinator, the Director of Student Affairs, their advisor, a faculty or staff member, or their department chair. SVA's Title IX Coordinator works closely with the Director of Student Affairs to oversee the counseling and investigation of all matters, issues and problems relating to student allegations of harassment and discrimination.

SVA's Title IX Coordinator, Laurel Christy, is located on the first floor of 340 East 24th Street. She may be reached at 212.592.2153 or [lchristy@sva.edu](mailto:lchristy@sva.edu).

Any senior administrator, department chair or coordinator, or any other person with supervisory responsibility who receives a complaint of harassment or discrimination must report the complaint to the Title IX Coordinator immediately.

Individuals who believe they are being subjected to harassment may choose to speak directly with the offender and advise him or her that the behavior is unwelcome and request that it be discontinued. Sometimes, this approach can be an effective way of confronting harassment or bias.

Individuals who believe they have been subjected to harassment or discrimination may also choose to meet informally with the Title IX Coordinator, the Director of Student Affairs, or another member of the faculty. During that meeting, the individual may:

- Bring a friend, advisor or someone the student trusts to the meeting.
- Discuss the experience or situation without naming the alleged offender. However, failure to identify the individual may result in SVA's inability to investigate or take remedial action.
- Ask any questions about making a formal complaint or SVA's investigation/adjudication process.
- Choose to make a formal written complaint.
- Decline to make a formal complaint. However, even when an individual declines to make a formal complaint, SVA may proceed with an inquiry.

To initiate a formal grievance process for non-sex based claims of discrimination, harassment or retaliation, individuals must submit a written statement to the Title IX Coordinator alleging the prohibited conduct. In the statement, the individual should request any relief sought from the College. Prompt submission of formal complaints is encouraged.

Upon receipt of a formal written complaint, the Title IX Coordinator will consider the written grievance and assess whether an investigation is appropriate. If so, an investigation will be conducted by the Title IX Coordinator or another appropriate staff member designated by the Title IX Coordinator. The investigation may include interviewing the individual who submitted the complaint and others who may have relevant knowledge, and reviewing documentary materials or other information. The time it may take to conduct the investigation will depend on a variety of factors, including the nature and scope of the allegations, but the College will seek to resolve the grievance promptly and will apprise the complainant of any unanticipated delays. Only College personnel who have a need to know about the issue will be informed, and information will be shared only as necessary with investigators, witnesses and other relevant parties.



During the investigation, the Title IX Coordinator may put in place remedial measures to alleviate and/or prevent future occurrences of the alleged misconduct.

Upon conclusion of the investigation, the findings will be included in a written report by the investigator. Based upon the investigator's findings, the Title IX Coordinator will determine whether it is more likely than not that SVA policy has been violated. The determination will then be communicated to the parties. If a violation is found to have occurred, the Title IX Coordinator will take appropriate action to ensure that the violation is remedied, which may include referral to the Student Disciplinary Committee if the complaint is against a student.

If the complainant and accused are both SVA students, either party may appeal the decision to SVA's Provost. If only the complainant is a student, the complainant may appeal if no violation is found to have occurred. The appeal must be made within two weeks of learning of the determination by submitting a letter to SVA's Provost specifying the basis for the appeal. SVA's Provost will review the appeal and any additional information supplied by the parties. The Provost's determination on appeal will be final.

Questions regarding procedures related to student complaints of discrimination, harassment or retaliation should be directed to the Title IX Coordinator.

#### **FACULTY AND STAFF COMPLAINT PROCEDURES**

Faculty and administrative staff members should submit their discrimination, harassment, or retaliation complaints to the Executive Director of Human Resources at 212.592.2620 or fagosta@sva.edu, 380 Second Avenue, 8th floor.

All complaints brought by or against faculty and staff under this policy will be promptly and thoroughly investigated. If

the investigation reveals that a violation of SVA Policy occurred, SVA will take prompt and appropriate remedial action, including disciplinary action, which may include reprimand/verbal counseling, training, censure, removal of privileges, letters of warning, suspension and dismissal.

#### **SEX-BASED DISCRIMINATION, HARASSMENT, TITLE IX AND SEXUAL MISCONDUCT**

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SVA is committed to complying with Title IX of the Higher Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Accordingly, all members of the School of Visual Arts community, including applicants, students, employees (both faculty and staff) and third parties doing business with SVA are strictly prohibited from engaging in sex-based discrimination and harassment, sexual misconduct, including sexual assault, dating violence and domestic violence. Individuals with questions or concerns that pertain to sex discrimination, harassment or misconduct, are encouraged to review SVA's Title IX and Sexual Misconduct policies and procedures at [sva.edu/sexualmisconduct] and to speak with SVA's Title IX Coordinator:

#### **Laurel Christy**

340 East 24th Street, 1st floor  
Email: lchristy@sva.edu  
Phone: 212.592.2153

#### **BUILDING SECURITY PROCEDURES**

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Security in SVA buildings is strictly enforced. All College buildings are open from 8:00 am to 11:00 pm, Monday through Friday, except during College holidays. Some studios are also open 24 hours, including Saturdays and Sundays.

Overnight stays, visitors and any unscheduled access to SVA buildings and studios must be requested and approved by the appropriate department chair at least 24 hours in advance. Guests must bring picture IDs



and receive a visitor's pass from the security officer. "Request for Access" forms are available in each academic department office.

## **DAMAGES**

SVA property that is damaged through negligence or abuse will be replaced or repaired at the going rate and charged to whomever is responsible. Students who fail to make payment in a timely manner may be withdrawn from classes.

## **HAZARDOUS AND/OR DANGEROUS MATERIALS POLICY**

SVA prohibits the presence or use of hazardous or dangerous materials, including dangerous artists' materials, on campus. If you need more information on the products or materials you are using, please contact the Environmental Health and Safety Office at 212.592.2551 or [jdeluca@sva.edu](mailto:jdeluca@sva.edu).

The use of spray paint, spray adhesive and spray glue, toxic glues, epoxies and resins is prohibited in any SVA building, including, but not limited to: classrooms, studios, offices, residence halls, common spaces and stairwells. The Environmental Protection Agency and the New York City fire code allow for the use of spray paint, spray adhesives and spray glue only in prescribed spray booths. Since no such booths exist on campus, the use of such materials is not allowed.

## **HOVERBOARDS**

*(and other self-balancing scooters)*

Self-balancing scooters, such as hoverboards, are prohibited in all SVA facilities, including all residence halls, academic and administrative buildings, the Student Center and the SVA Theatre. They are also illegal to use on New York City streets and sidewalks.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Known by its acronym, FERPA, this important legislation guarantees students certain rights regarding their education records (records that include, but are not limited to,

grades, financial records, and other personal information). FERPA applies to all students attending SVA, regardless of age.

## **STUDENT FERPA RIGHTS**

- The right to inspect and review your educational records. You may submit a written request to the Registrar that specifies the record(s) you wish to inspect. SVA will make arrangements for access and notify you of the time and place where the record(s) may be inspected.
- The right to request the amendment of your education records that you believe to be inaccurate, misleading, or otherwise in violation of your privacy rights under FERPA. To do this, simply write the SVA office responsible for the record, make clear which part you want changed, and specify what you feel is inaccurate or misleading. If SVA decides not to amend the record, the College will notify you in writing of the decision and advise you of your right to a hearing regarding the request for amendment.
- The right to agree to disclosures of personally identifiable information (PII) contained in educational records (information that would make identity easily traceable—e.g., your Social Security number), except to the extent that FERPA authorizes disclosure without consent. An example of disclosure without consent would be the opening of your records to school officials with legitimate educational interests. A school official is a person employed by SVA in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of SVA who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school

with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibilities for SVA.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures of SVA to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202

**DIRECTORY INFORMATION**

SVA may disclose directory information to third-party organizations without a student's consent. Such outside organizations may include, but are not limited to, federal and state agencies offering jobs and educational benefits, potential employers, insurance agencies and financial institutions.

"Directory information" is defined by SVA as: student's name, address, telephone number, email address, major field of study, enrollment status (undergraduate or graduate, full- or part-time), dates of attendance, and degree(s) conferred.

If students wish to restrict the disclosure of directory information, they should complete a FERPA Disclosure Form, which is available at the Registrar's Office and online at [sva.edu](http://sva.edu).

The College honors requests to withhold directory information but cannot assume responsibility for contacting a student for subsequent permission to release information. Regardless of the effect, the College assumes no liability for honoring instructions that such information be withheld.

**DISCLOSURE POLICY**

SVA typically will disclose personally identifiable information (PII)—such as a Social Security number, grades, or other private information—from a student's education record only with the written consent of the student. However, FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets one or more of the following conditions:

- To other school officials, including teachers, within SVA whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer. SVA will make a reasonable attempt to inform the student before the disclosure, unless the student initiated the request.
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for

the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To organizations conducting studies for, or on behalf of, SVA, in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To the parent(s) or guardian(s) of an eligible student who claimed the student as a dependent on their most recent income tax return, provided the parent(s) or guardian(s) provide adequate documentation of the dependent status, in writing. Disclosure may not be made without such written documentation.
- To comply with a judicial order or a lawfully issued subpoena. SVA will make a reasonable attempt to inform the student before the disclosure, unless ordered not to do so by the subpoena.
- To appropriate parties in a health or safety emergency.
- To a victim of an alleged crime of violence, including a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against them.
- To parents(s) or guardian(s) of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.
- To Veterans Administration officials, the Department of Homeland Security, the

Federal Bureau of Investigation, military recruiters, or the Internal Revenue Service, under certain conditions.

### **STUDENT CONSENT TO ALLOW OR PREVENT DISCLOSURE**

The FERPA Disclosure Form allows students to instruct SVA to do the following:

- Allow or prevent disclosure of directory information to third parties, except to the extent that FERPA authorizes disclosure without consent.
- Allow or prevent disclosure of education records to parents, guardians, or other individuals of the student's choosing.

The FERPA Disclosure Form is available in the Registrar's Office and online at [sva.edu](http://sva.edu).

### **INTERNET POLICIES AND PROCEDURES/SVA ELECTRONIC COMMUNICATIONS**

SVA's computer services and facilities are an important aspect of its educational mission, which includes a commitment to the pursuit of academic excellence and the highest level of artistic expression. To achieve these goals, all users of computing resources are expected to behave in a responsible, ethical and legal manner, in accordance with the following guidelines which apply to internal and external electronic communications, Internet usage, SVA owned or licensed hardware and software, voicemail communications, and the content of all electronic data created and stored.

Students and faculty have no expectation of personal privacy with respect to matter stored in, created by, received by, or set via SVA's computer systems and facilities. Authorized SVA staff members monitor and record computing access in order to maintain security and the highest level of operation of the administrative computing resources. Internal communication systems, electronic messages, files and data and all hardware and software are and remain the property of SVA at all times. Subject to the

provisions of applicable law, SVA has the right to retrieve, review and monitor any message or file composed, sent, received or accessible through SVA equipment or technologies, including any message or file deleted from the SVA computer system or voicemail system. Although access to SVA networks and email accounts allow for the use of passwords for security, be advised that confidentiality should not be assumed and ultimate privacy should not be expected, subject to the provisions of applicable law. SVA reserves the right to monitor access and usage of SVA's email facilities for any reason and without warning, without prior consent of, or without notification to, the individual.

All accounts are issued for the sole use of students, faculty or staff. Users are responsible for all actions on the account issued to them and should take the proper precautions to safeguard its usage. Users are not permitted to share login credentials for SVA networks, systems and applications, including SVApps (Google Apps), MySVA, Web Advisor, access to the wireless network on campus, etc. Users will be required to follow the password creation guidelines as listed in SVA's Password Policy document.

Users are not permitted to use SVA computing facilities in any manner that violates institutional policies or procedures and any federal, state, or local law including the provisions of the Family Educational Rights and Privacy Act designed to protect the confidentiality of data and the privacy of individuals.

Unauthorized downloading, copying or distribution of copyrighted materials in SVA facilities or through SVA networks, including wired and wireless networks, is strictly prohibited. Duplicating and downloading copyrighted software, music, movies and other videos is illegal and expressly forbidden by SVA policy and can lead to termination of access and possibly disciplinary action.

Users cannot delete, examine, copy or modify files and/or any other data belonging to other students or faculty/staff/administration without prior consent. Users will not attempt to spread computer viruses, Trojan horses, worms or any program designed to violate security, interfere with the proper operation of any computer system or destroy another person's data. Users are not permitted to install any unauthorized software on any SVA-owned computer system.

All shared computer stations are configured to delete locally stored data every 24 hours through a re-imaging process. Users must ensure their work is backed-up while using any SVA computer systems. SVA is not responsible for backing up or recovering student data to/from SVA-owned computer stations. User data can be backed-up using locally attached hard drive, USB thumb drive or cloud storage services, such as Google Drive. Google Drive is available for all students, faculty and staff at no charge and offers unlimited cloud based storage.

Users should not expect confidentiality on the SVA network. Subject to the provisions of applicable law, systems and network administrators have the legal right to read files and email being transmitted over SVA networks. This includes all accessed information for any purpose whatsoever, as well as possible monitoring by SVA of websites visited, chat rooms, instant messages, news groups and social networking activities, email (including personal password-protected email accounts accessed using SVA's systems), and blogs, as well as review of deleted files, temporary files, cached files, browsing history, metadata, and other electronic information stored on SVA's central back-up system or otherwise available as part of its data management.

Whenever electronic mail is sent, your name and user ID are included with the message. Users are responsible for all electronic mail originating from their user ID.

Internet access should not be used for personal gain, advancement of personal views, or for solicitation of business unrelated to SVA. In addition, users should not send or upload SVA copyrighted materials or proprietary information to unauthorized parties outside of SVA. Electronic communications or any websites accessed by an SVA student, faculty member or employee should not contain anything that would reasonably be considered offensive or disruptive to another employee. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, or any comments that would offend someone on the basis of gender (including gender identity), race, color, religious or political beliefs, creed, pregnancy, disability, age, sexual orientation, marital status, national origin, genetic predisposition or carrier status, alienage or citizenship status, military or veteran status, domestic violence status, or other legally protected status. Individuals remain at all times subject to the College's Harassment policy. Users that discover that they have inadvertently accessed an inappropriate website must immediately disconnect from that site.

Systems and network administrators are the only individuals authorized to make alterations to system software and hardware configurations.

Access to the Ellucian Colleague and any related systems is restricted to authorized SVA personnel. Access to any perimeter security devices, including firewalls and intrusion protection hardware devices is strictly prohibited. Access to security door access control and video surveillance devices is also strictly prohibited. Tampering with wiring inside SVA facilities, including telephone and network wiring, is strictly prohibited.

Any violation of the SVA Electronic Communications Code of Conduct may result in disciplinary action up to and including expulsion from the College or termination

of employment. In addition, illegal activities may be referred to the proper authorities.

The computer resources and networks provided by the College reflect the computer environment at large. Since this environment is dynamic and constantly evolving, these guidelines may change accordingly. It is the responsibility of each user in the SVA community to stay informed of current policy.

## **FACILITIES MAINTENANCE AND REPAIR PROCEDURES**

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If a studio, room or common area is in need of repair, the student, faculty or staff member should fill out a maintenance request form on MySVA, using the MyWorkOrder Facilities Service Request.

Emergency conditions such as: clogged toilets, water leaks of any kind, gas or burning odors, falling plaster or wall/ceiling damage, or any other emergency issues should be reported immediately to the security desk. After advising the security desk, fill out a maintenance request form on MySVA, using the MyWorkOrder Facilities Service Request. This is to ensure that the problem is documented and follow up measures are taken.

## **MISSING STUDENT POLICY AND PROCEDURE**

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The Federal Higher Education Opportunity Act (HEOA) requires that institutions providing on campus housing establish a missing student notification policy for students living in on-campus housing. In accordance with this legislation, students must be informed that they have the option of identifying an individual that the institution may contact no later than 24 hours after the time a student is determined missing. SVA has a procedure for students to follow to register this confidential emergency contact.

In the event that the missing student is under 18 and not emancipated, the institution must notify a custodial parent or guardian

no later than 24 hours after the student is determined missing. The emergency contact will be notified by the Director of Student Affairs or his designee. The legislation also requires that SVA includes procedures for official notification of appropriate individuals at the institution that such student has been missing for more than 24 hours and requires that any official missing person report relating to such student be referred immediately to the institution's police or campus security department.

When SVA students complete a housing application and contract using the online housing application portal, they will be asked to provide emergency contact information for a relative or friend that SVA can contact in the event the student is determined to be missing.

Upon receiving a report of a suspected missing student, the residence life and security staff will initiate an investigation to determine when the student was last seen, and gather relevant information from friends, roommates, classmates, instructors, and other individuals as necessary. If campus security or law enforcement personnel makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the institution will initiate the emergency contact procedures that the student designated. Anyone who suspects that a student may be missing should immediately call the Director of Student Affairs at 212.592.2214.

## **PLAGIARISM**

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Plagiarism, generally the presentation of someone else's work as one's own, is prohibited and may result in a range of penalties including but not limited to: failure of the course in which it occurred; possible dismissal from the College; or termination of employment. This policy includes the misuse of visual content created by another. The determination of plagiarism violations

with respect to visual media may vary by the industry standards and policies particular to different departments. (See also the Academic Integrity Policy on page 8.)

## **CONFLICT OF INTEREST POLICY FOR SVA EMPLOYEES, INCLUDING FACULTY**

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The purpose of this policy is to identify circumstances in which conflicts of interest may arise and to provide guidance in addressing and resolving these potential conflicts.

As a general matter, a conflict of interest may arise when an employee's personal, business or financial interests could reasonably be viewed as affecting their objectivity or independence in fulfilling their duties to SVA and its students. While it is not possible to anticipate all possible conflict situations, this policy enumerates certain areas where conflicts may typically arise.

SVA recognizes the importance of outside activities and interests to employees in their professional and personal lives. Employees must have the freedom in choosing outside activities and balancing their commitments between SVA and those outside activities. Where conflicts of interest may exist, employees should give appropriate recognition and priority to their responsibilities to SVA.

### **SELF-INTEREST/FINANCIAL GAIN**

Under no circumstances may an employee receive a financial incentive, "kick-back" or gift of more than nominal value from any individual or entity doing business with SVA. Financial incentives may include cash, goods or services. This policy also applies to an employee's family, friends or acquaintances in situations where an advantage may be gained by virtue of their relationship with the employee.

### **BUSINESS DECISIONS**

If an employee is in a position to influence a decision on an SVA policy, purchase or

other material matter (1) in which the employee (or the employee's family member or business associate) may receive financial or other personal benefit, or (2) that may otherwise conflict with the employee's personal, business or financial interests (or create the appearance of a conflict), that employee must fully disclose any relevant information to a senior member of SVA management or the department head or chair. Management will decide if the employee may continue participating in that decision or if they must recuse themselves. Disclosures should be made as soon as the potential conflict of interest is known, and before any decision involving the matter is made.

### **OUTSIDE BUSINESS ACTIVITIES**

Many employees have regular business involvements outside SVA. In general these do not present a conflict, provided that the activities (1) do not materially interfere with the employee's performance of their duties at SVA, (2) do not involve more than incidental use of SVA facilities and resources without appropriate compensation to SVA, and (3) do not otherwise create a conflict by reason of a financial or other personal benefit flowing to the employee based on an SVA decision.

### **CONCLUSION**

This policy relies on the judgment and ethics of employees to disclose potential conflicts. That being said, conflict identification can sometimes be difficult, and employees are therefore encouraged to communicate with their department head or chair about circumstances that may involve an actual or apparent conflict of interest so that potential conflicts can be dealt with in advance and be resolved in a way that appropriately balances the interests of everyone involved.

## **SVA ESSENTIALS**

<b>Directory of Personnel Departments and Offices</b>	<b>78</b>
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## DIRECTORY OF PERSONNEL, DEPARTMENTS AND OFFICES

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### ACADEMIC DEPARTMENTS

#### BFA ADVERTISING

209 East 23rd Street, 2nd floor

Tel: 212.592.2160 Fax: 212.592.2014

Email: bfaadvdes@sva.edu

Richard Wilde, chair

Carolyn Hinkson-Jenkins, director of operations

Ingrid Li, systems coordinator

Benita Raphan, projects coordinator

Ori Kleiner, motion graphics coordinator

Arlyn Lebron, assistant to the chair

Paula Paylor, office assistant

Alida Beck LaRocca, academic advisor

Wayde McIntosh, academic advisor

Yolanda Powell, academic advisor

Gracie Nesin, academic advisor

#### BFA ANIMATION & BFA FILM Animation Facilities

380 Second Avenue, 5th floor

Tel: 212.592.2693

Email: hfreudenthal@sva.edu

#### Film Facilities

209 East 23rd Street, 5th floor

Tel: 212.592.2180 Fax: 212.592.2115

Email: hfreudenthal@sva.edu

Reeves Lehmann, chair

Salvatore Petrosino, director of operations

Heather Freudenthal, assistant to the chair

Will Daly, academic advisor, animation

Mark Ramos, academic advisor, film and video

Elvera Vilson, academic advisor, film and video

Michael DelVecchio, senior production manager, film

Courtney Smith, film librarian, festival coordinator

Luis Negron, manager, film and video

Angel Beltre, repair assistant, film

Tien-Li Wu, senior systems support specialist

Steven Landau, systems support specialist

Kamil Dobrowolski, systems administrator

Marco Chierichella, production office supervisor

Nina Summermatter, reservations coordinator

Chris Lawless, production assistant

Brian Rojas, production office assistant

Ian Hoban, production office assistant

Mark Minnig, animation production office manager

Gabriela Ilijeska, senior animation systems administrator

Samantha Lee assistant production manager, animation

Mary Lee Grisanti, curriculum coordinator, special project director

Mark Crowell, web administrator

Annie Flocco, producer, Dusty Film & Animation Festival

#### MAT ART EDUCATION

132 West 21st Street, 4th floor

Tel: 212.592.2445 Fax: 212.592.2365

Email: matarted@sva.edu

Rose Viggiano, chair

Jamie Chan, assistant to the chair

Barbara Salander, thesis director

Michael Filan, student teaching supervisor

Anna Roman, secretary

#### ART HISTORY

133/141 West 21st Street, 5th floor

Tel: 212.592.2510 Fax: 212.592.2564

Email: thuhn@sva.edu

Tom Huhn, chair

Paloma Crousillat, director of operations

Justin Elm, senior systems administrator

**MFA ART PRACTICE**

335 West 16th Street, 5th floor  
Tel: 212.592.2781 Fax: 212.592.2245  
Email: artpractice@sva.edu

David Ross, chair  
Jacquelyn Strycker, director of operations  
Allison Hewitt Ward, assistant to the chair  
Dan Fairbanks, department assistant

**MPS ART THERAPY**

132 West 21st Street, 3rd floor  
Tel: 212.592.2610 Fax: 212.592.2538  
Email: artherapy@sva.edu

Deborah Farber, chair  
Aaron Cockle, director of operations,  
graduate advisor  
Christine Kelly, assistant to the chair  
Valerie Sereno, special programs and projects  
coordinator  
Elizabeth DelliCarpini, internship  
coordinator

**MFA ART WRITING**

132 West 21st Street, 6th floor  
Tel: 212.592.2408 Fax: 212.592.2596  
Email: artcrit@sva.edu

David Levi Strauss, chair  
Annette Wehrhahn, assistant to the chair

**MPS BRANDING**

132 West 21st Street, 11th floor  
Tel: 212.592.2744  
Email: branding@sva.edu

Debbie Millman, chair  
Mark Dudlik, director of operations  
J'aime Cohen, program coordinator  
Emily Weiland, studio manager

**BFA CARTOONING**

209 East 23rd Street, 2nd floor  
Tel: 212.592.2165  
Email: illuscartug@sva.edu

Thomas Woodruff, chair  
Carolyn Hinkson-Jenkins, director of  
operations  
Jason Little, cartooning coordinator  
Curtis Edwards, program coordinator  
Arlyn Lebron, assistant to the chair  
Paula Paylor, office assistant  
Alida Beck LaRocca, academic advisor  
Wayde McIntosh, academic advisor  
Yolanda Powell, academic advisor  
Gracie Nesin, academic advisor  
Daniel Hewitt, academic advisor

**MFA COMPUTER ART**

133/141 West 21st Street, 10th floor  
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Tel: 212.592.2543 Fax: 212.592.2545  
Email: [destinations@sva.edu](mailto:destinations@sva.edu)

Dora Riomayor, director  
Michelle Mercurio, associate director

**SVA GALLERIES**

601 West 26th Street, 15th floor  
Tel: 212.592.2145 Fax: 646.638.2110  
Email: [gallery@sva.edu](mailto:gallery@sva.edu)

Francis Di Tommaso, director  
Tyson Skross, exhibitions manager  
Jarnie Keesling, operations manager  
Carl Auge, exhibitions coordinator  
Robert Campbell, exhibitions coordinator  
Marysia Gacek, operations coordinator

**SVA LIBRARY**

380 Second Avenue, 2nd floor  
Tel: 212.592.2660 Fax: 212.592.2655  
Email: [library@sva.edu](mailto:library@sva.edu)

Caitlin Kilgallen, director  
Zimra Panitz, head of technical services  
Phoebe Stein, digital services librarian  
Lorraine Gerety, visual resources curator  
David Pemberton, instruction/periodicals librarian  
Christopher Bussmann, circulation manager  
Mark Roussel, circulation manager  
Kelsey Short, administrative manager  
Seth Chang, systems administrator  
Eric Ingram, managing cataloging technician  
Keisha Wilkerson, cataloging technician  
Tessa Morefield, assistant visual resources curator  
David Shuford, cataloger  
Kelsey Gallagher, acquisitions technician  
Sheala Finch, weekend/evening librarian  
Beth Kleber, archivist assistant archivist

**TITLE IX COORDINATOR**

340 East 24th Street, 1st floor  
Tel: 212.592.2153  
Email: lchristy@sva.edu

Laurel Christy, coordinator

**VISUAL ARTS FOUNDATION**

220 East 23rd Street, Suite 609  
Tel: 212.592.2227 Fax: 212.725.9789  
Email: president@sva.edu

**VISUAL ARTS PRESS, LTD.**

220 East 23rd Street, Suite 311  
Tel: 212.592.2380 Fax: 212.696.0552  
Email: vapress@sva.edu

Anthony P. Rhodes, creative director  
Gail Anderson, director of design and  
digital media  
Brian E. Smith, art director  
Ryan Durinick, senior designer  
Jennifer Liang, assistant director  
Abimbola Famuyiwa, senior multimedia  
designer  
Eric Corriel, lead web designer and developer  
Declan Van Welie, web designer and  
developer  
Sheilah Ledwidge, editor

**VISUAL ARTS STUDENT ASSOCIATION  
(VASA)**

340 East 24th Street, 1st floor  
Tel: 212.592.2130  
Email: vasa@sva.edu

**VISUAL OPINION MAGAZINE (VO)**

340 East 24th Street, 1st floor  
Tel: 212.592.2279  
Email: vo@sva.edu

Maria Rovira-McCune, staff advisor

**WRITING RESOURCE CENTER**

132 West 21st Street  
Tel: 212.592.2657 Fax: 212.592.2515  
Email: nfriedland@sva.edu

Neil Friedland, coordinator of writing  
services  
William Fuentes, systems administrator  
Leslie Haller, office coordinator

**WSVA RADIO STATION**

214 East 21st Street, 7th floor  
Tel: 212.592.2345 (DJ Booth);  
212.592.2346 (Station Manager)  
Fax: 212.592.2086  
Email: wsva@sva.edu

**YEARBOOK**

214 East 21st Street, lower level  
Tel: 212.592.2315  
Email: yearbook@sva.edu

Joe Newton, creative director  
Gail Anderson, creative consultant  
Ruby Ramirez, operations and project  
manager

## **NEAR AND NECESSARY**

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Near and Necessary is provided for the use and convenience of SVA students. It is not to be regarded in any way as a recommendation or endorsement of the stores or services listed. Note: Avenue of the Americas is referred to as Sixth Avenue.

### **ART SUPPLIES (GENERAL)**

#### **A.I. Friedman**

44 West 18th Street 212.243.9000

#### **Blick Art Materials**

1 Bond Street 212.533.2444  
650 Sixth Avenue 212.524.9611

#### **DaVinci Artist Supply**

137 East 23rd Street 212.982.8607  
132 West 21st Street 212.871.0220

#### **Guerra Paint and Pigment**

510 East 13th Street 212.529.0628

#### **Kremer Pigments, Inc.**

247 West 29th Street 212.219.2394

#### **New York Central Art Supply, Inc.**

62 Third Avenue 212.473.7705

### **COMPUTER SUPPLIES**

#### **Best Buy**

60 West 23rd Street 212.366.1373  
52 East 14th Street 212.466.4789

#### **P.C. Richard & Son**

120 East 14th Street 212.979.2600

#### **Staples**

315 Park Avenue South 212.254.0487  
5-9 Union Square West 212.929.6323

#### **SVA Campus Store**

207 East 23rd Street 212.592.2900

### **DENTAL**

#### **NYU Dentistry**

345 East 24th Street 212.998.9800

### **DRUG STORES/PHARMACIES**

#### **CVS Pharmacy** (open 24 hours)

253 First Avenue 212.254.1454

#### **CVS Pharmacy**

300 Park Avenue South 212.982.5193  
275 Third Avenue 212.677.4677

#### **Duane Reade**

161 East 23rd Street 212.477.1372  
71 West 23rd Street 212.463.8813

#### **Rite Aid Corp.** (open 24 hours)

408 Grand Street 212.529.7115

#### **Rite Aid Corp.**

282 Eighth Avenue 212.727.3854

#### **Walgreens Co.** (open 24 hours)

145 Fourth Avenue 212.677.0214  
161 East 23rd Street 212.477.1372

### **FAX/OFFICE SERVICES**

#### **FedEx Office**

21 Astor Place 212.228.9511  
257 Park Avenue South 646.602.0074

#### **Mail Boxes Etc.**

245 Eighth Avenue 212.366.4310

#### **Staples**

315 Park Avenue South 212.254.0487  
5-9 Union Square West 212.929.6323

### **FILM LABS**

#### **Vista + CRC Imaging Group**

20 West 22nd Street 212.807.2300

#### **DuArt Inc.**

245 West 55th Street 212.757.4580

#### **MAGNO Sound & Video**

729 Seventh Avenue, 3rd floor 212.302.2505

### **FILM SUPPLIES & EQUIPMENT**

#### **Adorama** (offers rentals)

42 West 18th Street 212.741.0063

**B&H Photo & Electronics Corp.**

420 Ninth Avenue 800.606.6969/212.444.6615

**Edgewise Media, Inc.**

630 Ninth Avenue, suite 800, 212.977.9330

**K & M Camera**

368 Broadway 212.523.0954

**Motion Picture Enterprises, Inc.**

432 West 45th Street 212.245.0969

**GRANTS****Foundation Center**

32 Old Slip, 24th floor 212.620.4230

**Lower Manhattan Cultural Council**

125 Maiden Lane, 2nd floor 212.219.9401

**New York Foundation for the Arts (NYFA)**

20 Jay Street, 7th floor 212.366.6900

**HEALTH**

- **Alcoholics Anonymous** 212.647.1680
- **Crime Victims Hotline** (Safe Horizon)  
718.834.4357
- **Domestic Violence Hotline** (Safe Horizon)  
800.621.4673/866.621.4673
- **Gay Men's Health Crisis** 212.367.1000 /  
212.427.5120
- **HIV testing** (David Geffen Center)  
212.367.1100
- **New York City STD Hotline**  
212.427.5120/800.541.2437
- **New York State Crime Victims Board**  
800.247.8035
- **New York State Smoker's Quitline**  
800.784.8669
- **NYC Poison Control Center** 800.222.1222
- **Planned Parenthood** 800.230.7526
- **STD Testing** (Free NYC Dept. of Health  
Chelsea Clinic) 212.206.5200

**HEALTH AND FITNESS CENTERS**

(Student memberships may be available)

**New York City Department of Parks and Recreation Asser Levy Recreation Center**

East 23rd Street and FDR Place 212.447.2020

**The 14th Street Y**

344 East 14th Street 212.780.0800

**Crunch**

113 Fourth Avenue 212.533.0001

**Equinox**

897 Broadway 212.780.9300

**McBurney YMCA**

125 West 14th Street 212.912.2300

**New York Sports Clubs**

113 East 23rd Street 212.982.4400

**HOSPITALS/ER****Bellevue Hospital Center**

462 First Avenue 212.562.1000

**Mount Sinai Beth Israel**

10 Nathan D. Perlman Place 212.420.2000

**NYU Tisch Hospital**

550 First Avenue 212.263.7300

**INTERNATIONAL CULTURAL INSTITUTIONS****Asia Society**

725 Park Avenue 212.288.6400

**China Institute in America**

100 Washington Street, 212.744.8181

**French Institute Alliance Francaise**

22 East 60th Street 212.355.6100/646.388.6612

**Goethe-Institute**

30 Irving Place 212.439.8700

**Hispanic Society of America**

613 West 155th Street 212.926.2234

**Italian Cultural Institute**

686 Park Avenue 212.879.4242

**Japan Society**

333 East 47th Street 212.832.1155

**Korean Cultural Service**

460 Park Avenue 6th floor 212.759.9550

**Queen Sofia Spanish Institute**

684 Park Avenue 212.628.0420/759.9550

**LAWYERS****Legal Aid Society**

199 Water Street 212.577.3300

**Volunteer Lawyers for the Arts**

(Free legal information and advice for qualifying artists)

1 East 53rd Street, 6th floor 212.319.2787 ext. 1

**LUMBER****Lumber Boys**

699 Second Avenue 212.683.0410

**Prince Lumber Co.**

404 West 15 Street 212.777.1150

**MENTAL HEALTH**

- **Lifenet** (mental health/substance abuse referral) 800.LIFE.NET/800.543.3638
- **National Suicide Prevention Life Line** 800.273.8255
- **The Samaritans** (24-hour crisis response hotline) 212.673.3000
- **Training Institute for Mental Health** 115 West 27th Street 212.627.8181

**NEW YORK FOUNDATION FOR THE ARTS**

20 Jay Street, Suite 740  
Brooklyn, NY 11201 212.366.6900  
Website: nyfa.org

**PAPER (PRINTMAKING)****Dieu Donn  Papermill**

315 West 36th Street 212.226.0573

**Kate's Paperie, LLC**

188 Lafayette Street 212.966.3904

**Paper Presentation**

23 West 18th Street 212.463.7035

**PHOTOGRAPHY EQUIPMENT REPAIR****Foto-Care**

41 West 22nd Street 212.741.2990

**Nippon Photo Clinic Services**

37 West 39th Street, Suite 401 212.982.3177

**Photo-Tech**

367 West 36th Street 212.673.8400

**PHOTOGRAPHY LABS****Adorama Camera, Inc.**

42 West 18th Street 212.741.0063

**Baboo Digital**

37 West 20th Street 212.727.2727

**Duggal Visual Solutions**

29 West 23rd Street 212.242.7000

**PHOTOGRAPHY SUPPLIES & EQUIPMENT****Adorama Camera, Inc.**

42 West 18th Street 212.741.0063

**B&H Photo & Electronics Corp.**

420 Ninth Avenue 212.444.6615/615.8820

**42 Street Photo**

378 Fifth Avenue 212.594.6565/888.810.4242

**Foto Care**

41 West 22nd Street 212.741.2990

**K&M Camera**

368 Broadway 212.523.0954

**PLASTIC****The Canal Plastic Center**

345 Canal Street 212.925.1032



## **POLICE STATIONS**

**For emergencies call: 911**

23rd Street Residence, 24th Street Residence,  
Gramercy Residence:

### **13th Precinct**

230 East 21st Street 212.477.7411

Ludlow Residence:

### **7th Precinct**

191/2 Pitt Street 212.477.7311

## **SCULPTURE SUPPLIES**

### **The Compleat Sculptor, Inc.**

90 Vandam Street 212.243.6074

### **Sculpture House Casting, Inc.**

43-77 9th Street. Long Island City  
718.707.9430

## **SILKSCREEN SUPPLIES**

### **Gowanus Print Lab**

54 Second Avenue, Brooklyn 718.788.3930

### **Standard Screen Supply Corp.**

121 Varick Street, 2nd floor 212.627.2727

## **TOOLS & MACHINERY**

### **Grainger**

150 Varick Street 800.472.4643

## **URGENT CARE WALK-IN CLINICS**

### **Mount Sinai Beth Israel**

55 East 34th Street 212.252.6000  
309 West 23rd Street 212.352.2600  
226 West 14th Street 212.604.1800

### **CityMD**

212 East 23rd Street 646.518.0163  
216 East 14th Street 212.256.1049  
37 West 23rd Street 646.596.9267  
14 West 14th Street 212.390.0558  
138 Delancey Street 212.609.2541

### **MedRite**

380 Second Avenue 212.826.7777

## **WOODWORKING TOOLS**

### **Garrett Wade Co.**

800.221.2942. Phone and internet orders only  
garrettwade.com

## **NYC MUSEUM LISTING**

### **African Burial Ground National Monument**

290 Broadway, ground floor  
New York, NY 10007 212.637.2019

### **Alice Austen House Museum**

2 Hylan Boulevard  
Staten Island, NY 10305 718.816.4506

### **American Folk Art Museum**

2 Lincoln Square  
New York, NY 10023 212.595.9533

### **American Museum of Natural History**

200 Central Park West  
New York, NY 10024 212.769.5100

### **American Numismatic Society**

75 Varick Street  
New York, NY 10013 212.571.4470

### **Americas Society**

680 Park Avenue  
New York, NY 10065 212.249.8950

### **Artists Space**

38 Greene Street, 3rd floor  
New York, NY 10013 212.226.3970

### **Asia Society**

725 Park Avenue  
New York, NY 10021 212.288.6400

### **Bronx Museum of the Arts**

1040 Grand Concourse  
Bronx, NY 10456 718.681.6000

### **The Brooklyn Botanic Garden**

1000 Washington Avenue  
Brooklyn, NY 11238 718.623.7200

### **Brooklyn Children's Museum**

145 Brooklyn Avenue  
Brooklyn, NY 11213 718.735.4400

**The Brooklyn Historical Society**

128 Pierrepont Street  
Brooklyn, NY 11201 718.222.4111

**Brooklyn Museum**

200 Eastern Parkway  
Brooklyn, NY 11238 718.638.5000

**Chelsea Galleries**

For a map of art galleries in Chelsea,  
visit [chelseagallerymap.com](http://chelseagallerymap.com)

**The Children's Museum of the Arts**

103 Charlton Street  
New York, NY 10014 212.274.0986

**Children's Museum of Manhattan**

212 West 83rd Street  
New York, NY 10024 212.721.1234

**China Institute in America**

100 Washington Ave Street  
New York, NY 10006 212.744.8181

**Christie's**

20 Rockefeller Plaza  
New York, NY 10020 212.636.2000

**City Reliquary**

370 Metropolitan Avenue  
Brooklyn, NY 11211 718.782.4842

**The Cloisters Museum and Gardens**

(Metropolitan Museum of Art branch)  
Fort Tryon Park, 99 Margaret Corbin Drive  
New York, NY 10040 212.923.3700

**Cooper-Hewitt, National Design Museum**

(SVA students, faculty and staff receive free admission)  
2 East 91st Street  
New York, NY 10128 212.849.2950

**The Drawing Center**

35 Wooster Street  
New York, NY 10013 212.219.2166

**Dyckman Farmhouse Museum**

4881 Broadway  
New York, NY 10034 212.304.9422

**Federal Hall National Memorial**

26 Wall Street  
New York, NY 10005 212.825.6990

**The Forbes Galleries**

62 Fifth Avenue  
New York, NY 10011 212.206.5548

**Fraunces Tavern Museum**

54 Pearl Street  
New York, NY 10004 212.425.1778

**Frick Collection**

1 East 70th Street  
New York, NY 10021 212.288.0700

**Garibaldi-Meucci Museum**

420 Tompkins Avenue  
Staten Island, NY 10305 718.442.1608

**General Grant National Memorial**

West 122nd Street and Riverside Drive  
New York, NY 10027 212.666.1640

**Goethe-Institute**

30 Irving Place  
New York, NY 10003 212.439.8700

**Grey Art Gallery**

Silver Building, New York University  
100 Washington Square Park East  
New York, NY 10003 212.998.6780

**Hispanic Society of America**

613 West 155th Street  
New York, NY 10032 212.926.2234

**Hoboken Historical Museum**

1301 Hudson Street  
Hoboken, NJ 07030 201.656.2240

**International Center of Photography**

1133 Sixth Avenue  
New York, NY 10036 212.857.0001

**Jacques Marchais Museum of Tibetan Art**

338 Lighthouse Avenue  
Staten Island, NY 10306 718.987.3500

**Japan Society**

333 East 47th Street  
New York, NY 10017 212.832.1155

**The Jewish Museum**

1109 Fifth Avenue  
New York, NY 10128 212.423.3200

**King Manor Museum**

King Park, 153rd Street and  
Jamaica Avenue  
Jamaica, NY 11432 718.206.0545

**LaGuardia and Wagner Archives**

Fiorello H. LaGuardia Community College/  
CUNY  
31-10 Thomson Avenue, Room E-238  
Long Island City, NY 11101 718.482.5065

**Louis Armstrong House Museum**

34-56 107th Street  
Corona, NY 11368 718.478.8297

**The Lower East Side Tenement Museum**

108 Orchard Street  
New York, NY 10002 212.982.8420

**Madame Tussauds New York**

234 West 42nd Street  
New York, NY 10036 212.512.9600 (x238)

**Merchant's House Museum**

29 East 4th Street  
New York, NY 10003 212.777.1089

**The Metropolitan Museum of Art**

1000 Fifth Avenue  
New York, NY 10028 212.535.7710

**The Morgan Library and Museum**

225 Madison Ave  
New York, NY 10016 212.685.0008

**Morris-Jumel Mansion**

Roger Morris Park  
65 Jumel Terrace  
New York, NY 10032 212.923.8008

**Mount Vernon Hotel Museum**

421 East 61st Street  
New York, NY 10065 212.838.6878

**El Museo del Barrio**

1230 Fifth Avenue  
New York, NY 10029 212.831.7272

**Museum of American Finance**

48 Wall Street  
New York, NY 10005 212.908.4110

**Museum of Arts and Design**

2 Columbus Circle  
New York, NY 10019 212.299.7777

**Museum of Chinese in America (MOCA)**

215 Centre Street  
New York, NY 10013 212.619.4785

**Museum of the City of New York**

1220 Fifth Avenue  
New York, NY 10029 212.534.1672

**The Museum at FIT**

The Fashion Institute of Technology  
227 West 27th Street  
New York, NY 10001 212.217.7999/217.4558

**Museum of Jewish Heritage:****A Living Memorial to the Holocaust**

36 Battery Place  
New York, NY 10280 646.437.4202

**Museum of Modern Art (MoMA)**

(SVA students, faculty and staff receive  
free admission)  
11 West 53rd Street  
New York, NY 10019 212.708.9400

**National Academy Museum**

1083 Fifth Avenue  
New York, NY 10128 212.369.4880

**National Museum of the American Indian**

Alexander Hamilton U.S. Custom House  
1 Bowling Green  
New York, NY 10004 212.514.3700

**National September 11 Memorial and Museum**

180 Greenwich Street  
New York, NY 10007 212.312.8800

**Neue Galerie New York**

1048 Fifth Avenue  
New York, NY 10028 212.628.6200

**New Museum of Contemporary Art**

235 Bowery  
New York, NY 10002 212.219.1222

**New York Botanical Garden**

2900 Southern Boulevard  
Bronx, NY 10458 718.817.8700

**New York City Fire Museum**

278 Spring Street  
New York, NY 10013 212.691.1303

**New York Hall of Science**

Flushing Meadows Corona Park  
47-01 111th Street  
Corona, NY 11368 718.699.0005

**New York Historical Society**

170 Central Park West  
New York, NY 10024 212.873.3400

**New York Transit Museum**

(Located in former subway station)  
Boerum Place and Schermerhorn Street  
Brooklyn, NY 11201  
718.694.1600

**Nicholas Roerich Museum**

319 West 107th Street  
New York, NY 10025 212.864.7752

**The Noguchi Museum**

9-01 33rd Road  
Long Island City, NY 11106 718.204.7088

**The Paley Center for Media**

25 West 52nd Street  
New York, NY 10019 212.621.6600

**P.S.1 Contemporary Art Center**

(Museum of Modern Art Affiliate)  
22-25 Jackson Avenue  
Long Island City, NY 11101 718.784.2084

**Queens Historical Society**

Weeping Beech Park  
143-135 37th Avenue  
Flushing, NY 11354 718.939.0647

**Queens Museum of Art**

New York Avenue  
Flushing Meadows Corona Park  
Queens, NY 11368 718.592.9700

**Rose Center for Earth and Space at the American Museum of Natural History**

200 Central Park West  
New York, NY 10024 212.769.5100

**Rose Museum at Carnegie Hall**

154 West 57th Street, 2nd Floor  
New York, NY 10019 212.247.7800

**Rubin Museum of Art**

150 West 17th Street  
New York, NY 10011 212.620.5000

**Schomburg Center for Research in Black Culture**

515 Malcolm X Boulevard  
New York, NY 10037 917.275.6975

**Sculpture Center**

44-19 Purves Street  
Long Island City, NY 11101 718.361.1750

**Snug Harbor Cultural Center and Botanical Garden**

1000 Richmond Terrace  
Staten Island, NY 10301  
718.425.3504/448.2550

**Socrates Sculpture Park**

32-01 Vernon Boulevard  
Long Island City, NY 11106 718.956.1819

**The Solomon R. Guggenheim Museum**

1071 Fifth Avenue  
New York, NY 10128 212.423.3575

**South Street Seaport Museum**

12 Fulton Street  
New York, NY 10038  
917.492.3480/212.748.8600

**Statue of Liberty National Monument and Ellis Island Immigration Museum**

Liberty Island  
New York, NY 10004 212.363.3200

**Studio Museum in Harlem**

144 West 125th Street  
New York, NY 10027 212.864.4500

**Theodore Roosevelt Birthplace**

28 East 20th Street  
New York, NY 10033 212.260.1616

**The Ukrainian Museum**

222 East 6th Street  
New York, NY 10003 212.228.0110

**Wave Hill**

West 249th Street  
Bronx, NY 10471 718.549.3200

**Whitney Museum of American Art**

(SVA students, staff and faculty receive free admission)  
99 Gansevoort St.  
New York, NY 10021 212.570.3600

**Yeshiva University Museum**

15 West 16th Street  
New York, NY 10011 212.294.8330

**ADDRESS LOCATOR**

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**West Side: Above 59 Street**

1-99 Central Park West and Columbus  
100-199 Columbus and Amsterdam  
200-299 Amsterdam and West End  
300-399 West End and Riverside Drive

**West Side: Below 59 Street**

1-99 Fifth and Sixth Avenues  
100-199 Sixth and Seventh Avenues  
200-299 Seventh and Eighth Avenues  
300-399 Eighth and Ninth Avenues  
400-499 Ninth and Tenth Avenues  
500-599 Tenth and Eleventh Avenues

**East Side**

1-49 Fifth and Madison Avenues  
50-99 Madison and Park Avenues  
(Park is Fourth Avenue below 14th Street)  
100-149 Park and Lexington Avenues  
150-199 Lexington and Third Avenues  
200-299 Third and Second Avenues  
300-399 Second and First Avenues  
400-499 First and York Avenue/Avenue A  
500-599 Avenue A and Avenue B



## August 2016

- Sunday, August 28 • Check-in SVA residence halls for new students
- Sunday, August 28 – Saturday, September 3 • Orientation for new students accepted for the fall 2016 term

## September 2016

- Saturday, September 3 • Check-in SVA residence halls for returning students
- Monday, September 5 • Labor Day, College closed
- Tuesday, September 6 • Fall 2016 undergraduate and graduate classes begin
- Thursday – Tuesday, September 8 – 20 • Course adjustment period for Fall 2016 and Spring 2017 terms (departmental advisors' offices)
- Thursday, September 15 • Application deadline for SVA students wishing to participate in International Exchange for the spring 2017 semester
- Saturday, September 17 • Fall 2016 Pre-College Program begins
- Monday, September 19 • Fall 2016 Continuing Education program begins
- Tuesday, September 20 • Last day to register for Fall 2016 independent study courses

## October 2016

- Monday, October 3 • SVA-sponsored Health Insurance Fee waiver deadline for Fall 2016
- Wednesday, October 5 • SEVIS Registration deadline for All F/J International Students
- Tuesday, October 11 • Yom Kippur, no Continuing Education classes
- Monday, October 17 • Spring and Summer 2017 online registration for students accepted for the Spring 2017 term begins
- Monday, October 24 • Last day to officially withdraw from Fall 2016 semester undergraduate and graduate courses without incurring a failing grade (academic progress and financial liability may be affected)

## November 2016

- Monday – Wednesday, November 21 – 23 • Course adjustment period for Spring 2017 schedules (departmental advisors' offices)
- Wednesday – Sunday, November 23 – 27 • No Continuing Education or Pre-College classes
- Thursday – Sunday, November 24 – 27 • Thanksgiving recess, College closed
- Wednesday, November 30 • Online registration for Spring and Summer 2017 ends for students accepted for the Spring 2017 term

## December 2016

- Thursday, December 1 • Due date for Spring 2017 semester tuition (students not on a pre-approved payment plan)
- Spring and Summer 2017 Registration for students accepted for the Spring 2017 term continues by appointment (departmental advisors' offices)
- Winter/Spring 2017 Continuing Education program registration begins
- Financial aid deadline for submitting all loan applications for students registered for fall 2016 only
- Friday, December 2 • Deadline for OPT application and program extension request for international students in their final semester of study.
- Saturday, December 3 • Fall 2016 Pre-College Program ends
- Saturday, December 17 • Fall 2016 Continuing Education program ends
- Wednesday, December 21 • Check-out SVA residence halls for non-returning students
- Due date for all Fall 2016 semester grades
- Fall 2016 undergraduate and graduate classes end; last day that the Registrar's office will accept grade changes for the Spring 2016 and Summer 2016 semesters
- Thursday – Sunday, December 22 – January 1 • Winter recess, College closed



### **January 2017**

- Sunday, January 1 • Due date for spring 2017 tuition for students on a pre-approved payment plan
- Wednesday, January 4 • Check-in SVA residence halls for new students
- Thursday, January 5 • Late registration for Spring and Summer 2017 for students accepted for the spring 2017 term (by appointment with departmental advisors)
- Thursday – Friday, January 5 - 6 • Orientation for new students accepted for the Spring 2017 term
- Monday, January 9 • Spring 2017 undergraduate and graduate classes begin
- Wednesday – Tuesday, January 11 – 24 • Course adjustment period for Spring and Summer 2017 schedules (departmental advisors' offices)
- Friday, January 13 • Application deadline for some graduate programs. For specific dates go to [sva.edu/admissions/graduate/admissions-timeline](http://sva.edu/admissions/graduate/admissions-timeline)
- Monday, January 16 • Optimal filing date for submitting 2017-2018 FAFSA forms for early action for fall 2017
- Saturday, January 21 • Martin Luther King, Jr. Day; College closed
- Monday, January 23 • Spring 2017 Pre-College Program begins
- Tuesday, January 24 • Winter/Spring 2017 Continuing Education program begins
- Last day to register for Spring 2017 independent study courses

### **February 2017**

- Wednesday, February 1 • Optimal filing date for new students to submit financial aid FAFSA forms to central processor for 2017-2018 financial aid
- Wednesday – Wednesday, February 1 – March 1 • Residence hall room selection for returning students
- Thursday, February 2 • SVA-sponsored student Health Insurance Fee waiver deadline for Spring 2017
- Tuesday, February 7 • SEVIS Registration deadline for All F/J International Students
- Monday, February 27 • Last day to officially withdraw from Spring 2017 semester undergraduate and graduate courses without incurring a failing grade (academic progress and financial liability may be affected)

### **March 2017**

- Wednesday, March 1 • Optimal financial aid date for returning students to submit 2017-2018 FAFSA application
- Monday – Sunday, March 6 – 12 • Spring break, no classes
- Friday, March 10 • Staff holiday, College closed
- Monday – Friday, March 13 – 24 • Online registration for all currently enrolled undergraduate and graduate students for the 2017-2018 academic year (by appointment by departmental advisors)

### **April 2017**

- Saturday, April 1 • Spring 2017 Pre-College Program ends
- Friday, April 7 • Deadline for OPT application and program extension request for international students in their final semester of study.
- Monday, April 10 • Passover, no Continuing Education classes
- Saturday, April 15 • Application deadline for SVA students wishing to participate in International Exchange for Fall 2017
- Monday, April 17 • Financial aid deadline for submitting all loan applications for fall/spring or spring-only students
- Monday, April 17 • Winter/Spring 2017 Continuing Education program ends

### **May 2017**

- Monday, May 1 • Due date for Summer 2017 tuition
- Due date for Spring 2017 grades
- Undergraduate and graduate classes end; last day that the Registrar's office will accept grade changes for the Fall 2016 semester
- Tuesday, May 2 • Check-out SVA Residence Halls for non-graduating students
- Summer 2017 Foundation Program begins
- Summer 2017 semester begins
- Thursday, May 18 • Commencement, Class of 2017 (tentative)
- Friday, May 19 • Check-out SVA residence halls for graduating students (tentative)
- Monday, May 29 • Memorial Day, College closed

### June 2017

- Monday, June 5 • Summer 2017 Continuing Education program begins
- Wednesday, June 14 • ESL/Studio program housing check-in
- Thursday – Friday, June 15 – 16 • ESL/Studio program orientation and registration
- Monday, June 19 • ESL/Studio program begins
- Friday, June 30 • Financial aid deadline for submitting 2016-2017 FAFSA application
- Financial aid deadline for submitting 2016-2017 TAP application

### July 2017

- Saturday – Tuesday, July 1 – 4 • Independence Day holiday, College closed
- No Continuing Education classes
- Sunday, July 9 • Check-in for Pre-College housing students
- Orientation for Summer Pre-College Program
- Monday, July 10 • Culture, Graphic Design and Fine Arts in New York summer program begins
- Summer 2017 Pre-College Program begins
- Monday, July 24 • Summer 2017 Foundation Program ends
- Friday, July 28 • Culture, Graphic Design and Fine Arts in New York summer program ends
- Summer 2017 Pre-College Program ends

### August 2017

- Tuesday, August 1 • Due date for fall 2017 semester tuition
- Thursday – Friday, August 10 – 11 • Course adjustment period for Fall 2017 and Spring 2018 terms (department advisors' offices)
- Monday, August 14 • ESL/Studio program ends
- Check-out SVA residence halls for Summer 2017 semester students
- Monday, August 21 • Summer 2017 semester ends
- Sunday, August 27 • Check-in SVA residence halls for new students
- Monday, August 28 • Summer 2017 Continuing Education program ends
- Monday – Friday, August 28 – Sept. 1 • Orientation for new students accepted for the Fall 2017 term



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