

New York
School
of Interior
Design

Student Handbook

2023–2024

(November 8, 2023)

MESSAGE FROM THE PRESIDENT

Dear NYSID Student,

This publication is the product of many individuals within the College who are working hard to ensure that your time at NYSID is spent in an environment devoted to your success.

We are committed to providing you with the opportunities to pursue your creative and academic interests in an atmosphere that is conducive to teaching and learning. The Student Handbook is a demonstration of these principles and contains important information on the services the College provides as well as measures developed to guarantee them.

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

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

Sincerely,

David Sprouls, President

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INTRODUCTION

The purpose of this handbook is to provide a guide to life at the New York School of Interior Design. NYSID is committed to providing an educational environment that is both challenging and of the highest quality; the rules and regulations set forth in this handbook are designed to support those goals. Your participation in all areas of student life at NYSID is encouraged. A student's attendance at the College constitutes an agreement with the College to abide by the standards and regulations expressed in the Student Handbook and the Academic Catalog. Students are responsible for knowing the information contained in these publications. Failure to read either publication does not excuse students from the requirements of the policies and procedures of NYSID. Each student is responsible at all times for knowing her/his own standing in reference to the published academic policies, regulations, and standards of the College.

Policies specified in this publication are effective as of the date of publication and supersede those published previously. The College reserves the exclusive right to change any policies or provisions contained in this publication without prior notice and to comply with any applicable law, rule, or regulation. Updates are found on the NYSID website and Portal.

MISSION STATEMENT

New York School of Interior Design's singular focus is to provide the most innovative, immersive, and transformative interior design education in the world.

VISION STATEMENT

The most beautiful, inspiring, and human-centered spaces that enable all people to flourish are designed by those who have studied at the New York School of Interior Design.

GENERAL INFORMATION

Due to COVID-19, some dates, deadlines, policies, and procedures may change over the course of the year(s) of this publication. Please be sure to check directly with the administrative or academic department or refer to the NYSID Return to Campus Plans for updates.

Academic Calendar 2023–2024

Fall 2023

Monday, August 28.....	Last day for 100% refund for Fall semester
Tuesday-Thursday, August 29-31	Orientation
Monday, September 4	Labor Day (no classes)
Tuesday, September 5	Fall semester begins
Monday, September 11	Last day to add Fall courses
Monday, September 11	Last day for 75% refund for Fall semester
Monday, September 18	Last day for 50% refund for Fall semester
Monday, September 25	Yom Kippur (no classes)
Tuesday, September 26	Last day for 25% refund for Fall semester
Tuesday, September 26	Last day to drop Fall courses
Monday, October 23.....	Last day for voluntary withdrawal
Sunday, November 5	Spring 2024 registration begins
Wednesday, November 22	Thanksgiving holiday (no classes after 6pm)
Thursday-Sunday, November 23-26	Thanksgiving break (no classes)
Thursday, December 14.....	Late registration for Spring 2024 semester
Monday, December 18	Fall semester ends
Friday, December 22.....	Final grades due from faculty

Spring 2024

Monday, January 8.....	Last day for 100% refund for Spring semester
Thursday January 11	Orientation
Monday, January 15.....	Dr. Martin Luther King Jr. Day (no classes)
Tuesday, January 16.....	Spring semester begins

Monday, January 22..... Last day to add Spring courses

Monday, January 22..... Last day for 75% refund for Spring semester

Monday, January 29..... Last day for 50% refund for Spring semester

Monday, February 5..... Last day for 25% refund for Spring semester

Monday, February 5..... Last day to drop Spring courses

Monday, February 19 President’s Day (no classes)

Monday-Sunday, March 4-10 Spring Break

Monday, March 11..... Last day for voluntary withdrawal

Sunday, March 24 Summer 2024 registration begins

Saturday-Sunday, March 30-31 Easter weekend (no classes)

Sunday, April 28 Fall 2024 registration begins

Monday, May 6..... Spring semester ends

Monday, May 13..... Final grades due from faculty

NYSID Directory

General Telephone Number 212-472-1500
Toll Free Line 800-33-NYSID
70th Street Lobby Reception Ext. 410
69th Street Lobby Reception Ext. 409
Graduate Center Reception Desk Ext. 460
Fax 212-472-3800
Website nysid.edu
NYSID Portal my.nysid.edu

Administrative Offices

Location: 69th Street Building 212-472-1500
Admissions Ext. 205
Financial Aid Ext. 204
International Students Ext. 203
Dean of Students Ext. 202
Registrar Ext. 209
Bursar Ext. 218
Academic Affairs Ext. 304
Marketing Communications and Engagement Ext. 432
President Ext. 402

Administrative Offices

Location: 70th Street Building 212-472-1500
Career & Internship Services Ext. 308
Library Ext. 214
Development Ext. 431
Information Technology Ext. 764
Facilities/Security Ext. 420

Hours & Facilities

2023–2024: Safety and Flexibility in Unprecedented Times NYSID’s community has never faced a challenge on the scale of COVID-19, and we know that our school, our community, and the rest of the world, are not yet free from the risks associated with COVID-19. Knowing this, we must maintain our commitment to an exceptional learning experience for every person who interacts with NYSID and we will continue to monitor and update the NYSID community accordingly. For enrolled students, faculty, and staff, please check your NYSID.edu email address often for timely updates.

Building Access & Hours

Students

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

NYSID Uptown Buildings

Due to security requirements, students are not permitted to bring family members, friends, or pets to any area of the College without written consent from the Office of Academic Affairs or the Dean of Students, as appropriate. All visitors must present a valid form of identification and sign in at the reception desk to gain access to school facilities. A visitor tag must be displayed at all times while on campus. If written consent is granted, guests will only be permitted between 9am and 5pm during open hours of operation in the 69th Street Gallery. Students must accompany their guest at all times. Guests are not permitted in any classroom, Library, Atelier or rooftop areas. Visits should be limited to one hour. Students who violate this policy will be subject to disciplinary action. (Students should allow at least 48 business hours for the processing of any requests, excluding weekends).

70 Street Building

Fall & Spring Semesters

Monday–Friday 8am–10pm

Saturday & Sunday..... 8am–8pm

Summer Session

Monday–Thursday8am–10 pm

Fridays in June & July 9am–2pm, Closed Sat & Sun

Building hours are subject to change and will vary when classes are not in session. Updates are posted on the NYSID Portal.

NYSID Library

Fall & Spring Semesters

Monday–Thursday 9am–9pm

Friday 9am–5pm

Saturday 10am–6pm

Sunday 12pm–8pm

NYSID 69 Street Gallery

Fall & Spring Semesters

Tuesday–Saturday..... 11am–6pm

Summer

Monday–Thursday 10am–5pm

NYSID 69 Street Administrative Offices

September–May

Monday–Friday 9am–5pm

June

Monday–Thursday 9am–5pm

Friday 9am–2pm

July & August

Monday–Thursday 9am–5pm, Closed Fridays

NYSID Graduate Center

Fall Semester

Monday–Friday 8:15am–midnight

Saturdays & Sundays 9am–6pm

Spring Semester

Monday–Friday 8:15am–midnight

Saturdays & Sundays 9am–6pm

Summer

Monday–Thursday 8:15am–10pm

Friday (June) 9am–2pm

Friday (July) 9am–5pm

Closed Saturdays & Sundays

Building hours are subject to change and will vary when classes are not in session. Updates are posted on the NYSID Portal.

All students, faculty, and guests must enter the Graduate Center through the 3rd floor reception area and check in at the reception desk.

Graduate students and faculty may enter using all entrances to the Graduate Center and via the stairwell to the 3rd floor through the Park Avenue lobby only.

Graduate Center Visitors: Due to security requirements, students are not permitted to bring family members, friends, or pets to any area of the Graduate Center without written consent from NYSID Office of Academic Affairs, academicaffairs@nysid.edu. All visitors must present a valid form of identification and sign in at the reception desk to gain access to school facilities. A visitor tag must be displayed at all times while on campus. If written consent is granted, guests will only be permitted between 9am and 5pm. Students must accompany their guest at all times. All visits should be limited to no more than one hour. Students who violate this policy will be subject to disciplinary action. (Students should allow at least 48 business hours for the processing of any requests, excluding weekends).

Extended Building Hours

Building hours are extended during the final two weeks of the fall and spring school semesters to give students additional hours of access. Hours may vary from building to building. Students should check the NYSID Portal for details. Notices will also be posted around campus. Hours of operation are subject to change. Please refer to the website/portal for updated information.

Emergency Closings

In case of inclement weather or an emergency, NYSID will notify the NYSID community via e-mail and/or text message. Weekend classes may be cancelled due to inclement weather or emergencies. Closings can also be checked on the NYSID website or by calling the main NYSID number at 212-472-1500.

The Galleries at New York School of Interior Design

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

Roof Terrace

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

Whiton Student Center

The Whiton Student Center, named for the founder of the College, Sherrill Whiton, is located on the lower level of the 70th Street building. The space is used for events, exhibitions of student work, and critiques for design studio classes. The newly-created Student Academic Support Services will also be located in the Whiton Student Center.

Student Lounge

Student lounges are located at both the 70th Street and Graduate Center locations.

Library

The NYSID Library, located in the 70th Street building, provides library services for all current NYSID students and faculty. In addition to approximately 15,000 volumes of books and magazines, the library acquires a wide range of online resources, including a growing collection of electronic journals and books. The library has three full-time and one part-time librarians providing research assistance to students and faculty. Books and magazines are international in scope, covering historical and contemporary aspects of interior design, architecture, decorative and fine arts.

The library maintains a website at library.nysid.edu from which users can link to the online catalog, BobCat, to find titles in the library's collections. The library website provides access to online research guides as well as electronic databases that contain both full-text journal articles and high-resolution images.

Librarians at NYSID offer orientation and library instruction sessions throughout the school year for classes, including project-specific search guidance and joint instruction sessions with the Writing Center. The library staff creates online "LibGuides" for students and faculty to assist with using the extensive collections in the library. The Library also created and maintains an online library instruction course on

Canvas. You can enroll yourself to the course and follow the modules to learn about the resources and services in the library.

The library maintains subscriptions to the following online resources:

Art and Architecture Source: A database covering a broad range of art-related subjects, from fine, decorative and commercial art to various areas of architecture and architectural design. Providing over 600 full-text journals, more than 220 full-text books, and a collection of over 63,000 images.

ARTstor: a database of more than 1.5 million art and architectural images.

Avery Index: A survey of more than 2,500 U. S. and foreign journals covering the current literature of architecture and design.

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

Gale Databases: The premier source for peer-revised, full-text articles from the world's leading journals and reference sources, including millions of articles and full coverage of The New York Times.

ARTstor: a database of more than 1.5 million art and architectural images.

E-books: a growing number of e-books can be researched through the library's subscriptions to Bloomsbury Fairchild Interior Design Library, Credo Reference, Ebook Central, or Ebsco's e-book collections.

JSTOR: a database that contains full text articles of more than 150 scholarly journals.

MADCAD: A licensed code resource, including the International Building Code 2015; the NYC Administrative Code: Building Code and Construction Codes, 2014; and the NYS Uniform Code Supplement 2017.

Materials Connexion: a database of advanced, innovative, and sustainable materials and processes with descriptions of the materials and manufacturer's contact information.

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

Students have full access to the books, magazines, and materials of the NYSID library and a wider range of libraries in New York. NYSID students and faculty may use their NYSID ID cards to borrow books and use the collections at New York University's Bobst Library; the New School's University Center Library; and the Cooper Union Library.

The library is a member of a consortium that allows student access to more than 250 libraries in New York City with a METRO pass, available on request at the library information desk.

The library maintains a full-color scanner. Scanning is free and available on a first-come, first-served basis. Students can follow the instructions posted on the library website for using the scanner and printing copies via the NYSID computer network.

Undergraduate students may check out up to 10 books at a time, while graduate students may borrow up to 25. The loan period for books is 28 days, and fines will be accrued after that time if the book is not renewed or returned. Books may be renewed online for an additional period of 28 days. Audiovisual materials may not be renewed. Students maintaining a fine of \$5 or more may not borrow until the fine is reduced. Fines for undergraduate and graduate students are 25 cents per day, \$1 per hour for reserves, and \$1 per day for recalled books and audiovisual materials. The fee for a lost book is \$105. It will be used for replacement and processing. Any unpaid amounts are subject to collection by an outside agency. Fines and fees totaling more than \$20 will result in a registration block at NYSID. Students who borrow books from consortium libraries are subject to the borrowing policies, fines, and charges of those institutions. Any destructive act toward books, magazines and other library property such as writing on or removing pages and images is subject to replacement fines and possible disciplinary sanctions, including dismissal from the College.

The Atelier

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

Lighting Lab

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

Computer Facilities

NYSID maintains a wide range of computer technology for student use. The Atelier is equipped with computers designated for student use, and the library provides workstations for research purposes. These computers are available on a first-come, first-served basis. Additionally, when there is no class in session, computers located in classrooms may be used by students. NYSID provides Wi-Fi access for students in both the 70th Street building and at the Graduate Center. Students may access the Wi-Fi using their NYSID email address. NYSID Wi-Fi access is for school-related work only. Downloading music, videos, or other non-school-related information is prohibited. Users will be automatically logged out of the system after a period of inactivity.

At the Graduate Center, there are computer workstations at every dedicated student desk. NYSID is not responsible for personal laptops and/or hardware/software compatibility. Any hardware directly connected to the NYSID network must be approved by the IT department prior to usage.

Printers and plotters and scanners for student use are maintained at both the 70th Street building and the Graduate Center. Students are asked to coordinate printing times with each other especially during high-volume hours. NYSID encourages students to maintain a schedule to reserve printing times. Special paper may be used only on the designated plotters and printers at designated times, which are posted near the output devices.

Academic Computing and IT Policies

NYSID computer facilities are available for use by all currently registered students for course-related work only. The sharing of student accounts is prohibited and may result in disciplinary action. When not scheduled for use by a class, classroom workstations may be used for independent work.

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

Registration and Technology Fee

All students who register for academic courses at NYSID must pay the registration/technology fee at the time of registration. This fee covers the administrative cost of registration and provides students with access to technology at the College.

Printing Credits

Every semester, each student is issued a number of print credits (4,500 print units), from which the cost of individual prints is deducted. To view available print credits and usage, visit prints.nysid.edu. When a student uses more than their allotted printing credit, the student will be charged a fee of \$450.

No refunds for unused printing allowances will be made for any reason, including graduation, withdrawal from the College, leave of absence, or dismissal.

Student Email Accounts

All students enrolled in credit-bearing courses will be assigned a NYSID.edu email address. Your email address will be in the `firstname.lastname@nysid.edu` format. Some characters may be removed from your name and a number may be added if someone with the same name already exists in the system.

Your NYSID.edu email account will remain active for three consecutive major semesters (Fall and Spring) after graduation or the date of your last credit-bearing course with the College. If no credit-bearing courses are taken over three consecutive major semesters (e.g., Fall–Spring–Fall or Spring–Fall–Spring), your mailbox and its data will be permanently deleted.

ICPS students are not assigned NYSID.edu email accounts.

Archiving Student Accounts

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

Model Shop

Both the Graduate Center and the 70th Street building have fully equipped model shops that provide access to technology needed for model construction. Tables with cutting mats are available as well as a laser cutter. Training workshops are provided to assist students in becoming proficient in the use of the laser cutter. The use of spray paints and other aerosols is prohibited.

STUDENT LIFE

We believe it is important to nurture your life both inside and outside the classroom and all NYSID students are encouraged to participate in student life. Activities and events revolve around socializing and fun, exploring New York City as well as enhancing life as a professional designer through group trips, visits behind-the-scenes at designer showrooms and guest lectures.

The Student Events and Activities Calendar is posted on the NYSID website and Canvas. Notices will also be posted throughout the campus and on the student activities bulletin boards in the Atelier and at the Graduate Center.

NYSID has active student organizations that support diverse interests, promote student involvement, and encourage leadership opportunities to explore and develop skills to assist beyond the classroom. These clubs and associations help students connect to each other and the global and local interior design community.

NYSID Students may propose the establishment of a new student group. A formal application and full proposal must be submitted for consideration. The mission of any student group must align with the institutional goals of enhancing NYSID students' personal, professional, and academic learning experiences. For more information, an application and detailed criteria, please contact deanofstudents@nysid.edu.

Student Clubs

American Society of Interior Designers (ASID) is the oldest and largest professional organization devoted to interior design, with a membership of 30,000. The members of NYSID's large and active student chapter take tours of residential design firms, hotels, and showrooms, and participate in activities that complement academics and build professional networks.

International Interior Design Association (IIDA) a professional organization that perpetuates global collaboration among interior designers. Members of this chapter have the opportunity to compete for awards and scholarships and attend networking events.

Green Design Group (GDG), a student organization promoting sustainable initiatives through professional networking and a common goal to educate the community about creating and maintaining a sustainable environment. One of their ongoing projects is developing a "green rooftop" for NYSID's 70 Street location and establishing relationships with industry leaders and organizations such as U.S Green Building Council to promote sustainability.

Graduate Student Association represents the interests and needs of the graduate student body by serving as a liaison between students and the NYSID faculty and administration working towards enhancing the overall student experience. They also organize and sponsor events throughout the academic year.

Undergraduate Student Association functions as the voice of the student body and is the primary forum through which student concerns are brought to the attention of the College's administration. They also organize and sponsor events throughout the academic year.

Personal/Professional Development Programs

Lunch & Learn series brings prominent designers, architects, and experts in the field to the campus for intimate discussions with students.

Supporting the Whole Designer series, curated by the NYSID Director of Counseling, teaches the life skills designers need to thrive, from time-management to public speaking.

Health & Wellness Festival is a week of offerings to stimulate visual creativity and relieve stress. Take yoga or meditation, get a massage, or attend a lecture on health-related topics.

Community Service

NYSID's relationships with area nonprofits enable students to share their design skills with those in need and assist with rebuilding struggling communities. NYSID is involved with such organizations as Design Industries Foundation Fighting AIDS (DIFFA), Holiday House, Ronald McDonald House, and New York Cares.

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

Housing

NYSID Student Housing has successfully been managed through student housing service organizations in the New York City area. As one of the many colleges with students residing in their facilities, we have depended on their expertise to provide a safe and secure living environment for student residents.

For information on housing options contact the Dean of Students Office deanofstudents@nysid.edu.

Student Health Insurance

NYSID requires all undergraduate and graduate students taking nine or more credits to be covered by a health insurance plan. Students in Distance Learning programs (BIDD, AASD, BFAD, MPSD, MPSLD—no no courses on campus), with 9 credits or more, are not eligible for the plan. Any student who does not already have a health insurance plan will be automatically enrolled in the Consolidated Health Plan Program, a program arranged by the College and administered through University Health Plans, Inc. The waiver must be completed by the published deadline. Any student who does not complete the waiver will be charged for the full cost of the plan. If a student's number of credits drops below 9 after the waiver deadline, they will still be responsible for the full cost of the premium. If any student enrolled in the plan submits a claim prior to the deadline date and submits a waiver, the waiver will be cancelled, and the student will be responsible for the premium. A student who drops below 9 credits after the waiver deadline will still be responsible for the full cost of the plan. A student who drops below 9 credits prior to the waiver deadline will no longer be eligible and any claims paid will be retracted. For details pertaining to the plan visit universityhealthplans.com and navigate to the New York School of Interior Design Link. For billing questions, contact bursaroffice@nysid.edu. Other questions can be directed to deanofstudents@nysid.edu.

This is an annual plan; students will be enrolled for both the fall and spring semesters. Any student who already has a health insurance plan that is comparable to the health insurance program offered by the

College may choose to waive this coverage. Please be sure that services covered by your current health insurance plan are reasonably accessible in the NYSID area and include lab work, prescription drugs, outpatient hospital services, emergency room care, and hospitalization.

In order to waive coverage, you must login to the NYSID Portal. A new waiver form must be submitted at the beginning of each academic year.

Any student who does not submit a waiver form by the deadline will automatically be enrolled and charged for the full cost of the academic year. Waivers will not be accepted after the deadline. No exceptions or refunds will be granted. If a student's number of credits drops below nine after the deadline, he/she will still be responsible for the full cost of the academic year. Questions regarding health insurance plan may be directed to the Dean of Students Office at deanofstudentsoffice@nysid.edu.

International Students

It is important that international students remain informed of policies and procedures affecting their F1 student visa status. Please consult the International Student Services Specialist at internationalstudentadvisor@nysid.edu for specific guidelines, policies, and procedures to maintain F1 student status. NYSID abides by U.S. government regulations set forth for international students, and information is subject to change without notice.

Student Support Services

Academic Advising

Students can arrange an appointment with their academic advisor Monday–Friday, 9am–5pm, by calling the Office of Academic Affairs at extension 304 or contacting their advisor directly via email or phone. Students are encouraged to schedule appointments in advance, although every effort is made to accommodate walk-ins. Advisors can direct the student to the appropriate support service at the College. The undergraduate students' academic advisors' offices are located on the third floor of the 69th St. building. The graduate students' academic advisor is located in room 313 at the Graduate Center. Every student is assigned an academic advisor upon initial inquiry and prior to matriculation. Academic advisors are available to guide students as they plan their program of study and to discuss academic issues regarding course content and scheduling, although students are responsible themselves for planning their course of study and ensuring prerequisites are met in a timely fashion.

The academic advisor will provide students with an advising checklist and information on how to access their graduation report and course needs list, available on the NYSID Portal, all of which enable the student to track his or her progress through the program. The student should check these reports periodically on the NYSID Portal, especially before each semester's registration period. Appointments may be made with advisors throughout the school year to review progress through the curriculum and to plan course selections for future semesters. Under no circumstances can students register for a class without having satisfied the prerequisite or co-requisite for the course in question. Academic advisors are not responsible for notifying students that they are in jeopardy of academic probation or dismissal; it is the sole responsibility of the individual student to be aware of their progress and academic standing and should schedule a meeting with their advisor to work on a plan for improvement.

Tutoring

For 2023-2024, NYSID will offer tutoring online and on-site.

Tutoring is conducted by advanced students with proven skills and ability in certain subjects to help other students develop related skills. There is no cost to students for tutoring services. Subjects may include drafting and, AutoCAD, Photoshop, SketchUp, and Revit.

The College may not be able to offer tutoring in every course, every semester. Tutoring sessions are held in the Atelier and at the Graduate Center unless otherwise noted in the schedule; times are posted on the NYSID Portal, in the Atelier, in the Office of Academic Affairs, and on bulletin boards around campus. NYSID tutoring services are on a “drop-in” basis. A typical tutoring session is 15 to 30 minutes long. Students who need greater assistance must arrange for private tutoring off college premises. Private tutoring sessions are prohibited on campus.

Writing & Communication Center

For 2023-2024, the Writing and Communication Center will hold sessions online and on-site.

The Writing and Communication Center, with locations in the 70th St. library, The Whiton Student center, the Graduate Center, and online, provides students with the opportunity to improve their writing and communication skills for course work across the curriculum. Students are encouraged to make appointments using the NYSID Portal, but they may drop in at any time during the Center hours and work with a staff member, if available. The Writing and Communications Center services are also available for students enrolled in online programs. Services are offered in general writing skills, grammar, pronunciation, and public speaking. Special emphasis is placed on writing coherent essays and term papers, creating effective concept statements, and giving effective and professional visual and oral presentations. Specific hours for all locations are posted on the NYSID Portal and on bulletin boards around campus.

Disabilities Services

The Disability Services ensures equal access to NYSID’s programs and services for qualified students with disabilities. A qualified student with a disability is a student with a disability who meets the academic and technical standards required for admission or participation in the university’s education program and services. As defined in the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973, a person has a disability if he/she: Has a physical or mental impairment that substantially limits one or more major life activities of such individual; has a record of such an impairment; or is regarded as having such an impairment.

Registering with Disability Services is an interactive process that involves the student self-report, and the Disability Services Consultant’s observation and interaction. Documentation will be requested from external sources (e.g., documentation from a healthcare provider) to support requested accommodations.

To begin the process, the student will email Disability Services at disabilityservices@nysid.edu requesting a meeting to discuss the process and requirements needed to determine appropriate and reasonable accommodations. At this time, it is required that the student submit any current documentation related to the impairment, condition, and/or disability that they may have, and think is appropriate to help support their accommodation request. During the virtual meeting, the student will have the

opportunity to express the functional limitation of their disability, and how it impacts them in the academic setting. Once an agreed upon list of accommodations is completed, the student will receive a letter of accommodation listing the approved accommodations. It is the responsibility of the student to send the letter of accommodation to each of their faculty members.

Documentation: Disability Services collaborates with students to provide reasonable accommodations that are individualized and based on current documentation, current functional limitations, and a collaborative assessment of needs. Criteria for the source, scope, and content of documentation varies with each individual situation. Helpful information may include medical documentation, evaluations (e.g., psychological, psychoeducational, neuropsychological, educational), or a detailed assessment from a diagnosing/treating healthcare provider.

Time length: Accommodations are valid for one semester at a time, and it is the responsibility of the student to reach out to the Disability Consultant to request accommodations for the following semester. A virtual appointment will be made to discuss the letter of accommodation, make amendments to it, or leave it as previously written. It is important that students understand that accommodations are not retroactive and will be implemented by faculty on the day that they are received from the student.

Incomplete Policy: All students are required to follow NYSID's incomplete policy. With that, accommodations are put in to place in a proactive manner to allow the student with disabilities full access to their academic program. Disability Services will not offer an incomplete, as an accommodation. Should a student request an incomplete, this must be processed through their academic advisor.

Service Animal Policy

A service animal is defined as a dog (an animal) individually and specifically trained to do work or perform tasks for the benefit of an individual with a disability. Examples of the functions of service animals include, but are not limited to, guiding individuals with impaired vision, alerting, and protecting a person who is having a seizure or calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack. Service animals are working animals, not pets.

The work or task a service animal has been trained to provide must be directly related to the person's disability. Requests for service animals must be processed by the disability coordinator in the Office of Academic Affairs. The request must be in writing to Office of Academic Affairs, Disabilities Coordinator, 170 E 70 St, NY, NY 10021 and include:

- Affirmation that the service animal is required due to a disability
- A description of the specific tasks or work the animal has been trained to perform
- Documentation that the service animal is in compliance with all required NY State and NY City requirements associated with licensing, vaccinations, and other health regulations

Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Career and Internship Services

The College employs a full-time career services and internship coordinator, who provides career services to current matriculated students in good standing who have taken a minimum of 12 credits at NYSID and to graduates for up to five years post-graduation. Students must enroll in Handshake to access job postings. The Office of Career and Internship Services is located on the 70th Street building mezzanine

and may be reached directly at ext. 308 or at careers@nysid.edu. Students enrolled in the BID, or any degree program can make an appointment to have their résumé, cover letter, and portfolio reviewed, as well as obtain assistance in preparing for interviews.

The Office of Career and Internship Services maintains an online job board utilizing the Handshake app and offers guidance to students and recent graduates as they seek employment. In addition, the Office of Career and Internship Services presents programs of interest throughout the fall and spring semesters at both the Graduate Center and the 70th Street location. Information on the professional NCIDQ (National Council of Interior Design Qualification) certification exam is also available.

A wide variety of internships and full-time and part-time paid positions are available that reflect the broad spectrum of opportunities in the interior design profession. A student is granted access to the NYSID Job Board if they are matriculated and have completed 12 credits at NYSID. (This does not include transfer credits from another college). Students who have completed the 12-credit minimum at NYSID can email the career services coordinator at careers@nysid.edu to review their application materials prior to accessing the job board.

The career services and internship coordinator also organizes an annual Speed Portfolio Review event, in which graduating students from professional programs meet with several professional designers in one evening, to receive feedback on their work and portfolio, and to network for potential employment.

Student Design Competition Coordination

Students who are interested in submitting a project to a student design competition or scholarship competition should check for regular email announcements, sent to their NYSID email addresses, notifying students of current or upcoming design and scholarship competition opportunities. Please note that any scholarship competitions announced here are different from institutional scholarships that are offered through the Office of Admissions. All email announcements for design and scholarship competitions include a link to an external organization, firm, or party. Students should read and follow all submission entry rules and guidelines to ensure their projects are in compliance with each individual competition. Some scholarship competitions are by school nomination only; in these cases, the VP for academic affairs/ dean will request project samples and images for evaluation, prior to nomination. The design competition coordinator and the VPAA/dean will work individually with the nominees as they prepare their submittals. For additional information on competitions, contact the student design competition coordinator at x310 in the Office of Academic Affairs.

Counseling

The New York School of Interior Design Counseling Center mission is to promote and support student emotional health and well-being. The goal is to foster a caring community that acknowledges each student, considering their uniqueness and personal circumstances.

Services include individual therapy, psychoeducation, workshops, assistance with time management and study skills.

NYSID Counseling Center services will continue to be offered via telehealth, or in person for Fall 2023. This approach is guided by the importance of protecting the health and safety of our community while simultaneously supporting and responding to the mental and emotional health needs of our students.

Over the past years, we have experienced important and stressful events related to health, diversity, equity, equality and social justice across the country. NYSID Counseling Center services are dedicated to providing support for emotional responses to these current societal events.

Location:

Counseling Center Office
170 East 70th St., Lower Level, Seminar Room C
New York, NY 10021
212-452-4180
counselingcenter@nysid.edu

Hours 2023-2024:

Monday, Tuesday and Thursday 9am-4:30pm
Wednesday and Friday Closed
Saturday and Sunday Closed

For assistance outside of operating hours, or in an emergency, please call 911

Suicide & Crisis Lifeline: 988

NYC Well is 24/7, free, confidential, and available for all New Yorkers. If you are in crisis or would like emotional support now, please call 1-888-NYC-WELL, or text WELL to 65173

Appointments at the Counseling Center

To schedule an initial consultation or appointment, or for assistance with finding mental health resources in your local community, please email counselingcenter@nysid.edu.

Rebecca Yu, LMHC, CASAC-AC, CCTP
Director of Counseling Services

Counseling Center Office
170 East 70th St., Lower Level, Seminar Room C
New York, NY 10021
212-452-4180
rebecca.yu@nysid.edu
counselingcenter@nysid.edu

Additional Support Services:

Samaritans Suicide Prevention Hotline 212-673-3000

USA National Suicide Hotlines toll-free, 24 hours, 7 days a week, 1-800-suicide (1-800-784-2433); 1-800-273-talk (1-1800-273-8255)

Hearing Impaired Hotline, 1-800-799-4TTY (4889)

LIFENET

1-800-LIFENET (1-800-543-3638)

A confidential, toll-free help line for New York City residents is operated by the Mental Health Association of New York City (mhaofnyc.org) in partnership with the New York City Department of Health and Mental Services. LIFENET is multilingual and multicultural. 1-877-298-3373 for Spanish speaking callers, 1-877-990-8585 for Korean and Chinese (Mandarin and Cantonese) speaking callers, 1-212-982-5284 for hearing impaired callers.

Safe Horizon

1-800-621-HOPE (1-800-621-4673)

This organization’s mission is to provide support, prevent violence, and promote justice for victims of crime and abuse, their families, and communities. For more than a quarter of a century Safe Horizon has helped victims of crime and abuse through crises. 1-866-604-5350 For Hearing Impaired callers.

Suicide Prevention

SUICIDE HOTLINES

Who to call if you, a friend, or relative is having thoughts of suicide, or of hurting themselves.

National Suicide Prevention Lifeline

Talk to Someone Now: Lifeline (988lifeline.org)

Suicide Hotline

suicidehotlines.com

800-273-8255 (talk)

800-784-2433 (suicide)

NYC Well

888-NYC-WELL (888-692-9355) (24 hour – free, confidential, multi-lingual)

nycwell.cityofnewyork.us/en/

Suicide Prevention - NYC Health

SAVE Suicide Hotline

800-273-8255

LGBT Youth Hotline

800-347-TEEN (800-347-8338) (Mon – Fri, 5:00 pm – 9:00 pm)

National Crisis Hotline

888-784-2433 (English), 888-SUICIDE/800-SUICIDE

877-784-2432 (Spanish), 877-SUICIDA

National Suicide Prevention Lifeline

1-800-273-TALK (1-800-273-8255)

LGBT National Youth Talkline

888-246-PRIDE (888-246-7743)

youthtalkline.org

ONLINE SUICIDE PREVENTION RESOURCES

Talk To Someone Now : Lifeline (988lifeline.org)

Suicide Prevention - NYC Health

NIMH » Suicide Prevention (nih.gov)

Mental Health Resources

If you need emergency mental health assistance, please use one or more of the following resources:

- Call 911
- In a situation of imminent harm, call or have a family member or friend call your local Hospital Emergency Department.

DISCLAIMER

The information provided here is not intended to reflect the only medical facilities available, nor should it be regarded as a recommendation or endorsement of the providers, clinics, or services by the New York School of Interior Design.

Mental Health Treatment Search Engines

NYC Well

Suicide Prevention Lifeline Database

HITE – Health Information Tool for Empowerment

Community Mental Health providers

Postgraduate Center for Mental Health

71 West 23rd St., 7th Fl., NYC

212-576-4195

The Training Institute for Mental Health

115 West 27th St, 4th Fl., NYC

212-627-8181

Specialty Helplines (some organizations also provide text or online chat features):

- Call the Centers Against Abuse and Sexual Assault (CAASA) at 1-877-362-4612
- Call the National Domestic Violence Hotline at 1-800-799-SAFE (7233)
- Call the Rape, Abuse, and Incest National Network (RAINN) hotline at 1-800-656-HOPE (4673)
- Call the Trevor Project LGBTQ Crisis Hotline at 1-866-488-7386
- Call the Trans Lifeline at 1-877-565-8860
- Call the National Drug Helpline at 1-844-289-0879 (drug or alcohol addiction)
- Call the Substance Abuse and Mental Health Services Administration (SAMHSA) at 1-800-662-HELP (4357)

Urgent Care Clinics

East 70th Street neighborhood

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

Graduate Center neighborhood

City MD Walk-in Clinic
37 West 23rd Street
New York, NY 10010
citymd.net
877-311-0550

Hospitals

East 70th Street neighborhood

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

Mount Sinai Hospital
1 Gustave L. Levy Place (between 5th Ave and Madison Ave)
mountsinai.org
212-241-6500

Lenox Hill Hospital
100 East 77th Street
lenoxhillhospital.org
212-434-2000

Graduate Center neighborhood

Mount Sinai Beth Israel Hospital
317 East 17th Street
wehealny.org

SAFETY & SECURITY

Medical Emergencies

In the event of any medical emergency, NYSID personnel will call 911 for an ambulance. The nearest lobby receptionist should be notified in case of an emergency so that they can direct EMS to the appropriate location. A student can refuse to be examined by EMS personnel when those personnel arrive on campus.

If a student has an existing condition or is on particular medication of which responders should be aware of, it is the student's responsibility to carry an explanatory medical card with them at all times. In addition, the student may give permission for a copy of this information to be kept on file at the reception desks.

Campus Security

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

Reporting Criminal Actions or Emergencies

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

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

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

New York School of Interior Design does not have an on-campus residential facility. Students reside at an off-campus facility (1760 Third Avenue) managed by Educational Housing Services (EHS), an

independent student housing organization. For the 1760 Residence Hall, any incident of assault should be reported to the resident assistant (RA) on duty or the EHS Residence Life Office at the facility.

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

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

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

Policies on Security & Access to Campus Facilities

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

Photography of the College facilities is not permitted. Anyone wishing to photograph the College must contact the Office of Marketing Communications and Engagement.

Enforcement Authority of NYSID / Public Safety

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

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

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

Weapons on Campus

In the state of New York, persons 18 years of age and older who have not been convicted of a felony or a crime of assault are permitted to purchase and possess a self-defense spray that only contains oleoresin

capsicum, has a maximum net weight of .75 ounces, and is not disguised to be something other than a self-defense spray. Individuals in the NYSID community may only carry a self-defense spray in NYSID's facilities if they have first registered with the Dean of Students and such registration has been approved by the Dean of Students. While such approval will not be unreasonably withheld, the Dean of Students reserves the right to deny registration. Individuals who carry a self-defense spray in NYSID's facilities without an approved registration are subject to disciplinary action, including, but not limited to, restriction from NYSID facilities. Self-defense spray registration forms can be obtained from the Dean of Students at deanofstudents@nysid.edu.

Emergency & Evacuation Procedures

Be aware of all marked exits from your area and building and know the routes out of the building. If necessary or directed to do so, activate the building alarms. The 69 Street and 70 Street buildings should be evacuated immediately when any fire alarm or smoke/carbon monoxide alarm sounds continuously and/or upon notification by the Campus Safety Office or Emergency Responders.

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

- **Meeting Location for 170 East 70th St.:** 3rd Ave between 70th St. and 71st St.
- **Meeting Location for 161 East 69th St.:** 3rd Ave between 68th St. and 69st St.

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

- **Meeting Location:** Park Avenue between 28th St. and 29th St.

When evacuating the buildings, move quickly to the nearest exit. Once outside the building keep sidewalks and building entrances clear for emergency responders and do not reenter the buildings until cleared by the fire department.

Notify emergency personnel regarding any persons believed to still be in the building.

NYSID Emergency Procedure Plan: 2021EmergencyProcedurePlan.pdf

Fire Drills

Fire drills are conducted throughout the year in accordance with New York City Fire Department codes. All students, faculty, and staff are required to participate. If a fire alarm is sounded in the 69th or 70th Street buildings calmly proceed to the nearest exit in an orderly manner, using only the staircases, and leave the building or follow the directions of the floor warden. At 401 Park Avenue South, please listen carefully for instructions through the public address system for detailed instructions.

Elevators are not to be used when exiting the school while the fire alarm is sounding.

Electronic Transportation and Charging Devices

The use, storage, and charging of electronic bikes, scooters, hoverboards and all similar devices are prohibited inside all NYSID buildings.

Use of Artists' Toxic Materials

Many commonly used artists' materials contain toxic or highly flammable substances that can be injurious if they are not used with caution. Utmost care must be taken when using these materials. Labels should be carefully read and strict adherence with manufacturers' handling instructions must be observed. Toxic and flammable substances should not be left in lockers. The use of spray paint anywhere in the NYSID facilities is expressly forbidden.

Crime Statistics

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act, the New York School of Interior Design reports statistics for the three previous calendar years. They can be found at nysid.edu/campus-safety-security.

Advisory Committee on Campus Safety and Security

The Advisory Committee on Campus Security (NY State Education Department Article 129-A of the Education Law) reviews current policies and procedures on campus security issues and make recommendations for their improvement. The committee will report these findings in writing to the College president and the report will be available upon request.

The Advisory Committee on Campus Safety and the Campus Safety Officer will provide upon request all campus crime statistics as reported to the United States Department of Education. These statistics are available at www.ope.ed.gov/security and on the NYSID website. Requests for a hard copy of the Annual Security Report can be directed to:

Advisory Committee on Campus Security Dean of Students Office

170 East 70 St, NY, NY 10021
212-472-1500, ext. 202

Campus Safety Officer, 170 East 70 St, NY, NY 10021
212-472-1500, ext. 420

Title IX

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that: Defines the meaning of "sexual harassment" (including forms of sex-based violence); Addresses how this institution must respond to reports of misconduct falling within that definition of sexual harassment; and Mandates a grievance process. Based on the Final Rule, the New

York School of Interior Design will implement the following Title IX Grievance Policy, effective August 14, 2020.

You may read the policy here: [NYSID Title IX—Grievance Policy for Addressing Formal Complaints Under the Title IX Regulations \(August 2020\)](#)

The policy can also be found on the [nysid.edu](https://www.nysid.edu/campus-safety-security) campus safety and security page: [nysid.edu/campus-safety-security](https://www.nysid.edu/campus-safety-security).

Non-Title IX Student Sexual Misconduct Policy & Procedures for Students

Sexual misconduct is not tolerated in NYSID’s education programs or activities. NYSID strictly prohibits sexual harassment and sexual violence, including the offenses of sexual assault, sexual coercion, sexual exploitation, dating violence, domestic violence, and stalking. Sexual misconduct can occur between strangers, acquaintances, or people who know each other well, including those who are involved in an intimate or sexual relationship, and can be committed by anyone regardless of sex, gender, or gender identity.

NYSID adopts the standard of Affirmative Consent to sexual activity set forth in the NY Law.

Questions regarding Title IX, the Clery Act, the Campus SaVE Act and the NY Law may be referred to NYSID’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights.

This policy will address conduct falling outside the jurisdiction and scope of the Title IX Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations August 2020.

You may read the policy here: [NYSID Non-Title IX Student Sexual Misconduct Policy & Procedures for Students \(August 2020\)](#)

The policy can also be found on the [nysid.edu](https://www.nysid.edu/campus-safety-security) campus safety and security page: <https://www.nysid.edu/campus-safety-security>.

Discrimination and Harassment, Including Sexual Discrimination, and Harassment

NYSID does not discriminate on the basis of gender, race, color, creed, disability, age, sexual orientation, marital status, national origin, or other legally protected status, and is firmly committed to the rights of all members of its community – students, faculty, and staff – who must interact through mutual respect and trust. 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.

NYSID’s designated Title IX Coordinator is Karen Higginbotham, Dean of Students, 170 East 70th Street, New York, NY 10021 (212) 472-1500, ext. 202.

NYSID’s designated Deputy Title IX Coordinator is Yvonne Moray, Director of Human Resources, 401 Park Avenue South, New York, NY 10016 (212) 472-1500 ext. 461.

Anyone who feels he or she may be the victim of harassment or discrimination by a member of the NYSID community should take immediate action. Every effort will be made to preserve confidentiality and to protect the rights of all involved.

Student complaints regarding discrimination or harassment should be submitted, preferably in writing to: Title IX Coordinator. The complaint should clearly state the nature of the grievance, the person(s) involved and provide as much detailed information as possible (e.g., witnesses to the conduct in question, similar incidents, etc.). Establishing a formal complaint sets in motion other procedures designed to resolve the issues through the most effective and discreet process available.

Any attempt to penalize or retaliate against anyone for filing a complaint will be treated as a separate violation and should be reported to either the Title IX coordinator or the Deputy Title IX Coordinator.

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

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

Formal complaints will be reviewed on an individual basis. Disciplinary proceedings and sanctions are detailed in this handbook under Judicial Procedures (Non-Academic).

Bias Crime

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

If you are the victim of or witness to a hate/ bias crime on campus, contact the Campus Safety Office at ext 410 or a Campus Security Authority (CSA). If the incident is off campus dial 911 for the New York City Police Department.

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

The College conducts workshops each semester to include bias/hate crime prevention. Public safety services include routine transmittal of crime information and emergency phone numbers.

Violations of this policy will result in disciplinary procedures and school sanctions.

Investigation of Violent Felony Offenses

In the event the local precinct of the New York City Police Department has been contacted as a result of violent felony offenses (New York State penal code Article 70) all College personnel will cooperate fully with police authorities with the investigation process.

Missing Resident Student

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

Drug-Free Schools Amendment

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

This policy is reviewed regularly and amended or revised in accordance with changes in local, state, and federal laws and regulations.

Health Risks of Alcohol Abuse/ Illicit Drug Use

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

Educational programming regarding drug and alcohol abuse is conducted each semester through workshops and presentations. Resources for support and rehabilitation services are available through NYSID Counseling Services. (Refer to handbook section on Counseling Services for further information).

Standards of Conduct in Relation to Drugs and Alcohol

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

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

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

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

- Persons under age 21 are prohibited from possessing any alcoholic beverage at the College or at any event sponsored by the College or by any school organization. Accordingly, no person shall be served an alcoholic beverage if that person is under the legal drinking age of 21 or seems to be intoxicated.
- No person under age 21 shall use fraudulent proof of his or her age to gain possession of alcoholic beverages being served.
- No person shall misrepresent one's age or that of another person under 21 to purchase or attempt to gain possession of alcoholic beverages being served at a school-sponsored event.
- At all events or activities at which any alcoholic beverage is to be served, the individual or group sponsoring the event shall be responsible for compliance with all laws and regulations as well as NYSID policies regarding alcoholic beverages. Any action or situation that recklessly or intentionally endangers the mental or physical health of or involves the forced consumption of alcohol or drugs (hazing) for the purpose of invitation into or affiliation with any organization is prohibited.

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

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

Criminal Sanctions

The unlawful possession, use or distribution of illicit drugs and alcohol are punishable to the full extent of the laws of the U.S. government and the state of New York. Where illicit drugs are involved, the seriousness of the offense and the penalty imposed upon conviction usually depends on the individual drug and the amount of the drug held or sold. For example, in New York State the criminal possession of four or more ounces of cocaine is a class A-1 felony, punishable by a minimum of 15-25 years and a

maximum of life in prison. The sale of two ounces of cocaine will be similarly treated. The criminal possession of more than eight ounces of marijuana is a class E felony, punishable by up to four years in prison, as is the sale of more than 25 grams of marijuana. It is important to be aware that, in New York, if one gives or offers drugs, including marijuana, it is treated as a sale. Federal penalties are similar to those imposed by the state.

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

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

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

STUDENT CODE OF CONDUCT

Violations

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

- Refusal to comply with the safety protocols and procedures.
- Disorderly, disruptive, or aggressive behavior that interferes with the general comfort, safety, security, health, or welfare of a member of the NYSID community or the regular operation of the College.
- Disorderly, disruptive, aggressive, threatening, or behavior deemed unprofessional, creating a classroom climate that is not conducive to learning.
- Disrespect to any member of the NYSID community and/or failure to comply with the lawful directions of College faculty or staff.
- Physical violence, actual or threatened, against any individual or group of persons.
- Violation of the College policy on discrimination and harassment not otherwise subject to student Sexual Misconduct Policy.
- Unauthorized entry or misuse of College property, or contributing to such unauthorized entry of another individual.
- Plagiarism and/or any violation of the Academic Honesty Code (refer to Student Handbook section: Academic Honesty Code and Academic Judicial Procedures)
- Intentionally and/or knowingly providing false information, testimony, or evidence.
- Damage, destruction, or removal of another student's work or property.
- Vandalism or damage to personal or NYSID property.
- Use of spray paint, spray adhesive, or spray glue in any NYSID building, including but not limited to classrooms, studios, offices, roof terrace, residence hall, common spaces, and stairwells.
- Use, possession, or storage of any weapon, dangerous chemical, fireworks, or explosives, regardless of the presence of a state or federal license to possess same. This does not pertain to individuals who have registered and been approved by the Dean of Students to carry a self-defense spray in NYSID facilities.
- Theft of services or property, including failure to report knowledge of possession of stolen property, including but not limited to the theft of another student's creative work.
- No form of cyber-bullying will be tolerated at NYSID. Cyber-bullying has been defined as "the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others."
- Engaging in, or threatening to engage in, any other behavior that endangers the health or safety of another person, property, or oneself.
- Attempting to commit an act that violates the Student Code of Conduct.
- Assisting another student to commit an act that violates the Code of Conduct.

Judicial Procedures (Non-Academic)

The New York School of Interior Design is committed to providing you with opportunities to pursue your creative and academic interests in an atmosphere that is conducive to teaching and learning. The principal responsibility for conduct rests with each student and it is expected that social and academic standards are valued and upheld. Expected standards of behavior are defined in the Student Handbook and made public through the NYSID Portal. When a student violates these standards, appropriate sanction must be imposed by way of a judicial process with due regard to the person's rights as an individual.

Sexual misconduct violation proceedings are defined in the Student Sexual Misconduct Policy & Procedures which can be found on our website: nysid.edu/campus-safety-security.

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

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

Due to COVID-19, violation or disregard of protocols and guidelines of the Return to Campus Plan will be considered as a violation of the Student Code of Conduct. Due to the importance of this plan to ensure the safety health and well-being of the NYSID community, NYSID reserves the right to resolve the case and sanction a student without a hearing where such action is deemed necessary by the Coronavirus Response Team and/or President. Sanctions may be immediately imposed and include but are not limited to access to campus or suspension.

Filing of Allegations/Incident (Non-Academic)

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

Preliminary Review of Complaint (Non-Academic)

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

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

If it is determined that there is insufficient information or basis to support the complaint, or to warrant judicial procedures, the dean is authorized to dismiss the complaint or issue a disciplinary sanction to the student (s) involved in the incident report. Decision to dismiss a complaint is final.

Review of Complaint (Non-Academic)

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

Hearing Notification & Scheduling (Non-Academic)

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

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

The Hearing Process (Non-Academic)

The disciplinary hearing for alleged infractions of the Student Code of Conduct will be conducted by the Disciplinary Committee (established for the initial review process). The student may not be accompanied by any other person to the hearing (including family member, friend or attorney).

Electronic recordings of any kind, transmissions of the hearing proceeding and mobile phones or other recording devices are not permitted in the hearing. One of the hearing administrators will take notes during the hearing and produce a summary of those notes soon after the conclusion of the hearing. These records will be retained in the Dean of Students Office. The accused may request, in writing access to view these records.

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

A student will be notified in writing within 10 business days of the outcome of the hearing and advised of any sanctions to be imposed. Sanctions imposed by the Committee are effective immediately unless

specifically stated otherwise in the written notification. Decisions made by the Disciplinary Committee shall be final, pending the normal appeal process.

Appeals (Non-Academic)

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

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

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

The dean will review the appeal and do one of the following:

Accept the appeal. Designate a new Disciplinary Committee to reevaluate the hearing proceeding records and sanctions to determine if the outcome of the original decision is warranted. This Committee may change the sanction making it less or more severe. Additionally, they may request a new hearing if sufficient cause is determined.

Deny the appeal due to insufficient reason for appeal.

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

As per Article 129B New York State Education Law—at least one level of appeal equally to both parties will be granted for sexual misconduct proceedings.

Sanctions (Non-Academic)

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

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

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

Verbal warning

Oral warning to student that action is a violation and continued wrongful conduct may result in more severe disciplinary sanctions.

Written warning

Written notification to student that action is a violation and continued wrongful conduct may result in more severe disciplinary sanctions.

Restitution (nonacademic only)

Reimbursement for damage or loss to either NYSID or individual property. Failure to do so may result in further sanctions or denial of enrollment, graduation, and/or withholding student transcript.

Disciplinary probation

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

Restriction

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

Course credit denial and/or failure

No credit earned for course(s) in question and/or receive a permanent grade of WF on transcript for that course.

Suspension

Exclusion from classes, exams, and all functions of the College for a specified period of time. Tuition and fees are not refundable for suspension or expulsion.

Expulsion

Dismissal from the College. The student may not attend classes, exams, or functions and will not be able to access his or her NYSID accounts and must vacate College property by the effective date of expulsion. Readmission will not be considered. Tuition and fees are not refundable for suspension or expulsion.

Records and Transcripts

Non-academic disciplinary records will be maintained in the Dean of Students Office. These records do not become a part of the students' permanent record and are confidential. They may however be referred to if the student becomes involved in another disciplinary action. Records are retained for one year after graduation or withdrawal from the College.

As detailed in NYSID's Student Sexual Misconduct Policy & Procedures for Students, for crimes of violence, including but not limited to sexual violence, a notation shall be made on the transcripts of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of

conduct violation.” For the respondent who withdraws from the institution while such conduct charges are pending and declines to complete the disciplinary process. In each of this kind of case, a notation of WF will be entered as the final grade in each course in which the student was enrolled prior to suspension or expulsion/dismissal. NYSID shall make a notation on the transcript of such students that they “withdrew with conduct charges pending.” Students may seek removal of a transcript notation for a suspension, but the notation shall not be removed prior to one year after the conclusion of the suspension. Expulsion notations shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

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

ADMINISTRATIVE STUDENT SERVICES

Office of the Registrar

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

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

Upon matriculation, students plan their programs of study with an academic advisor. Academic advisors are assigned to each student at the time that they first request information about the College, and more formally, at the time at which the student begins to take classes. Undergraduate students are assigned an academic advisor based on the first letter of their last name; graduate students all have the same academic advisor. Each semester, students register during the registration period and according to procedures specified by the registrar. Some graduate students may be pre-registered for core courses. Students should register during regular registration periods in order to ensure having their desired schedule. Schedules are published in course bulletins, which are posted on the NYSID website and Portal. Returning students are responsible for knowing the registration schedules and will be charged a late fee for registering after the regular registration period. This late fee is not negotiable.

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

Student Identification Cards

Student stickers for new students and lanyards can be obtained in the Office of the Registrar during the first week of the semester for new students. Hours for obtaining a student ID card are posted on the NYSID Portal and throughout both campuses. Replacement ID cards can be obtained throughout the school year. A fee of \$25 will be charged to issue a replacement ID card, and a fee of \$5 will be charged to replace a lost lanyard.

Semester validation stickers for continuing students' ID cards are available in the Office of the Registrar, the 70th Street reception desk, and the Graduate Center reception desk.

Student ID cards and lanyards are issued to all students registered for credit-bearing courses and must be worn whenever on campus. Student ID cards are needed to check out books from the NYSID Library and for entry to New York University's Bobst Library, the Cooper Union Library, and the Gimbel Library at Parsons School of Design. Many art supply stores and museums accept the student ID card as basis for student discounts. In addition, a student ID card must be scanned for attendance to all large lecture classes, such as Historical Styles. Students must present their ID cards to their instructors at the first class session, if requested, and upon request by any NYSID authorized personnel thereafter.

ID cards for graduate students and all faculty members are identified with a “G.” This card is required to access the Graduate Center, hours for which are posted on the NYSID Portal. No one without a Graduate student ID card will be allowed to enter the Graduate Center without prior approval.

Enrollment Verification

Students can obtain enrollment verification from the Office of the Registrar by submitting a written request. Enrollment verification provides details on whether the student is enrolled full-time, part-time, or less than part-time for the current semester or for all of the semesters that the student has been enrolled. If verification needs to be sent prior to the start of the term, the College can indicate “anticipated enrollment” for future terms.

NYSID Portal

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

Access to the NYSID Portal

Students receive log-in information for the NYSID Portal after they submit their enrollment deposit or when they enroll as non-matriculated students.

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

Non-matriculated Status

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

Proof of Immunization

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

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

Veterans

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

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Change of Student Information

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

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

Confirmation of Schedule

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

Prerequisites & Co-Requisites

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

Courses Canceled Due to Low Enrollment

The College reserves the right to cancel classes due to low enrollment. Classes with insufficient enrollment will be canceled in advance of the beginning of a semester to allow students time to reschedule their classes. Notice of canceled courses will show on the student's schedule as posted on the NYSID Portal. Students are responsible for periodically checking their schedules for changes and registration information prior to the start of each semester. If a course is canceled entirely, no drop fee will be charged. At times, students may be enrolled by their advisor in alternative sections of a course if the original section was canceled. The College makes every effort to notify students of such changes in a timely fashion.

Maintaining Academic Records

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

Items that are not considered academic or education records are recorded as the following: personal observations, alumni records, peer graded papers and exams prior to the grade being recorded in the instructor's grade book, university law enforcement records, and "sole possession" records made by faculty and staff of their own use as reference or memory aids and not shared with others.

There are limitations on a student's right to inspect and review their education records. NYSID is not required to allow students to review the following:

Confidential letters of recommendations or documents pertaining to parents' financial records whether those letters were collected in a confidential manner, or if the student waived his/her rights to inspect and review said letters and are related to the students' admission.

Grades

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

The Family Educational Rights & Privacy Act (FERPA)

NYSID has adopted in accordance with provisions of the Family Educational Rights and Privacy Act (FERPA). A copy of the law can be found at: www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

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

The right to inspect and review your education records. Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. New York School of Interior Design will make arrangements for access and notify the student of the time and place where the records may be inspected within a reasonable time.

The right to request the amendment of your education records to ensure that they are accurate and not in violation of your privacy rights. Students should write to the NYSID official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the New York School of Interior Design decides not to amend the record as requested by the student, NYSID will notify the student of the decision and advise the student of his or her right to a hearing. Additional information regarding the hearing procedures will be provided to the student at that time.

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

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

The Office of the Registrar is the main contact for all purposes of the FERPA Policy.

Record Amendment Requests

Students that wish to challenge their records must submit a request in writing to the appropriate office maintaining said record, for example, the Office of the Registrar, or the Office of Admissions. Students must list the specific information they wish to question and a reason for the challenge.

All hearings will be conducted by a school official who has no direct interest in the outcome of the hearing. Students will be granted a full and fair opportunity to present their evidence that is relevant to their question. Once a decision is made by the hearing officer, a written decision will be made detailing the outcome of the decision and a brief summary of the evidence presented. If the outcome of the hearing is in favor of the student, the record in question will be amended accordingly. If the student's request is denied, the student may appeal, in writing, to the school's registrar within 10 days of the student receiving the denial. This appeal will be heard by an appeals board of three disinterested senior college officials and a decision will be made within a reasonable amount of time in writing. If the appeal is in favor of the student, the record will be amended accordingly. If the request is denied, the student has the right to place a statement with the record in question with a comment on the accuracy of the information.

Directory Information

Directory information includes address, telephone, dates of attendance, degrees awarded, and email address which can be shared with third parties without consent of the students. NYSID offers students the opportunity to request that this information is not provided to outside interests. This request should be made in writing and submitted to the registrar.

Personal Identifiable Information

It is a violation of NYSID policy to release personally identifiable information, except in the limited circumstances described below.

Personally identifiable information is data or information which includes, but is not limited to:

- The student's name
- The name of the student's parent or other family members
- A personal identifier, such as the student's social security number, student number, or biometric record
- Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
- Other information that, alone or in combination, is linked or linkable to a specific student and that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty
- Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates

A student's personal identifiable information can be disclosed to their parents if they are claimed as a dependent for tax purposes.

Some instances in which student consent is not needed for disclosure are as follows:

- To NYSID college officials and staff who have a legitimate educational interest
- To federal, state and local authorities involving an audit or evaluation of compliance with educational programs
- In connection with financial aid; this includes veteran’s benefits
- To organizations conducting studies for or on behalf of educational institutions
- To accrediting organizations
- To parents of dependent students
- To comply with judicial orders of subpoenas (see #2)
- In a health or safety emergency (see #3)
- Releasing directory information (see #4)
- Releasing the results of a disciplinary hearing to an alleged victim of a crime of violence
- Deceased students (see #5)

Conducting Studies

FERPA allows an institution to disclose personally identifiable information from education records, without consent, to organizations conducting studies “for, or on behalf of” the institution so long as the information is destroyed by the organization when the information is no longer needed for the study.

Subpoenas

Non-directory, personally identifiable information from education records can be released “to comply with a judicial order or lawfully issued subpoena” provided that the “institution makes a reasonable effort to notify the student of the order or subpoena in advance of compliance.” FERPA exempts institutions from the notification requirements in the case of a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, that specifically orders that notification not be made in the subpoena.

Health or Safety Emergency

If non-directory information is needed to resolve an emergency situation, an educational institution may release that information if the institution determines that it is “necessary to protect the health or safety of the students or other individuals.”

Factors to be considered or questions to be asked in making a decision to release student information in these situations are: (1) the severity of the threat or health or safety of those involved; (2) the need for the information; (3) the time required to deal with the emergency; and (4) the ability of the parties whom the information will be given to deal with the emergency.

Directory Information

Defined as information that would not generally be considered harmful or an invasion of privacy if disclosed.

Student identification numbers (except under very specific circumstances), social security numbers, race/ethnicity, gender, citizenship, nationality or religion may not be designated as directory information.

Deceased Students

Under common law regarding privacy rights, the privacy interests of an individual expire with that individual's death. Disposition of records held by an institution pertaining to a deceased eligible student is not a FERPA issue but a matter of institutional policy and/or state law.

Former Student's Rights

NYSID students who have discontinued their studies for less than one academic year, have taken an official Leave of Absence, or who have completed their program requirements but not yet graduated, have the same FERPA rights as currently enrolled students. These students have the right to inspect their educational records, have a hearing to amend an education record, and have their education record privacy protected.

However, NYSID has adopted the policy that once a student has withdrawn, stopped attending or graduated from NYSID, they can no longer request non-disclosure of their directory information.

Office of the Bursar

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

Payment of Tuition and Fees

In general, tuition and all applicable fees must be paid no later than 15 calendar days after course reservations are approved by an academic advisor. Beginning 30 days prior to the beginning of the semester, tuition and all applicable fees are due at the time of course reservation and approval. Students may pay applicable fees and tuition online with credit cards and electronic ACH payments. Fees may also be paid by money order or check payable to NYSID. Students may choose to enroll in the Nelnet Campus Commerce plan. Nelnet Campus Commerce is the only payment plan option recognized by NYSID. Payment options are not available to any student who was delinquent in payments in the previous semester or whose payment plan was canceled for nonpayment. Students must check the academic calendar and in the course bulletin for important registration and payment deadlines. Students are expected to review their student account periodically and to notify the Bursar's Office for any discrepancies.

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

Students are expected to remain in good financial standing with NYSID and should pay any balance due by the date specified in their Tuition Payment Balance reminder email sent from their advisor. **Failure to maintain good financial standing with NYSID may result in a hold that could block access to future registration.**

Refund Schedules

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

Financial Aid Office

Federal financial assistance is available to U.S. citizens and permanent residents who are matriculated and in good academic standing. There are financial aid programs for both full-time and part-time study, as well as a number of merit-based scholarships offered through NYSID.

An applicant is considered for financial assistance upon completion of the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed at www.fafsa.ed.gov. Students must apply for financial aid annually. The FAFSA for the following school year is available after October 1. The 2024-2025 FAFSA release date may be delayed until late December.

Priority Processing Deadlines for Submitting a FAFSA and/or Verification Documents

Students attending Summer.....April 1

Students attending Fall & Spring.....July 1

Students attending Spring only.....Nov 1

Award Eligibility

Initial award letters are based on full time enrollment (12+ credits each semester). Student must take a minimum of 6 credits to be eligible for Financial Aid. All awards are subject to change. Awards may be amended due to factors such as part-time enrollment, December graduation, lack of academic progress, changes needed due to verification, incomplete files, additional resources, etc. Students are expected to log on to the NYSID Portal regularly to view updates to their financial aid.

It is the student's responsibility to be aware of credit hours and cumulative GPA requirements for each program and/ or scholarship. Students may not receive federal financial aid for classes that do not count towards their degree or certificate. If a student is enrolled for ancillary courses, those courses cannot be factored into enrollment status for financial aid purposes. It is also the student's responsibility to inform the Financial Aid Office of any change in credit hours that may differ from the awarded letter provided and signed.

Professional Judgement

Sometimes, special circumstances not reflected on your Free Application for Federal Student Aid (FAFSA) can affect your ability to pay for your education. In these situations, federal regulations allow financial aid administrators to use professional judgment on a case by case basis, with documentation, to make adjustments to the data elements on your FAFSA that may impact your Expected Family Contribution (EFC). These adjustments can help to more accurately assess your financial need and may increase your eligibility for federal need-based financial aid. Need-based federal financial aid includes Pell Grant, Subsidized Loan, and Federal Work Study. Whether any adjustments are made is at the sole discretion of the Student Financial Aid and cannot be appealed beyond Financial Aid.

Note: Since a professional judgment review's purpose is to determine whether you may qualify for additional need-based federal aid, students who already have a \$0 Expected Family Contribution (EFC) on their FAFSA do not need to submit the form below as a professional judgment review will not impact your financial aid eligibility. To view your Expected Family Contribution (EFC), log in to the FAFSA website and click "View or Print your Student Aid Report (SAR)" from the "My FAFSA" page. If your EFC is already \$0, please reach out to a financial aid counselor so that we may determine any other options that may apply to your specific situation.

Federal Satisfactory Academic Progress (SAP) Policy

Federal regulations require that all students make Satisfactory Academic Progress (SAP) in a program of study to maintain eligibility for financial aid. SAP is reviewed each semester. According to federal regulations, students who fail to make SAP towards their degree or certificate will lose their ability to receive federal student aid. Students will be notified via electronic mail sent to their NYSID email account of a warning, probation or suspension based on their academic progress and the process and timeline for submitting an appeal.

Federal Financial Aid Includes:

- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- Federal Work Study (FWS)
- Subsidized Direct Loans
- Unsubsidized Direct Loan
- Direct Parent Loan for Undergraduate Students (PLUS).
- Direct Graduate PLUS for Graduate Students

There Are Three SAP Standards:

- GPA
- Pace
- Timeframe

GPA Standard: Students must maintain a minimum GPA based on the number of credits attempted. The GPA for an undergraduate student is 2.0. For graduate students the minimum GPA is 3.0.

Pace Standard: Pace is defined as the cumulative earned credits with passing grade divided by total cumulative attempted credits. Student must complete 70% of their attempted credits.

- All course withdrawals, incompletes, repeated courses, course audits, concurrent

enrollment courses, and transfer credits applicable to a student's program, and all credits attempted by students who change their programs of study are counted as attempted credits, whether or not the student received financial aid at the time of the course attempt.

- Developmental courses are excluded from the calculation of attempted credits. Students may receive federal financial aid for a maximum of 30 semester hours (one full academic year) of developmental coursework.
- All students must progress at a pace that allows the student to complete their program within the maximum allotted timeframe.
- We encourage students to be mindful of how many units they are attempting throughout their career. Students can work with their academic advisor to create plans to complete their courses at a steady, but manageable pace.

Timeframe Standard

Students have up to 150% of their program length to complete their degree before they become ineligible to receive financial aid (including federal Direct and PLUS loans). For example, A two-year program requiring 60 credits must be completed with no more than 90 credits attempted for federal financial aid eligibility to continue throughout the course of study.

SAP Statuses

1. **Financial Aid Satisfactory Status** – Student is meeting the three SAP standards.
2. **Financial Aid Warning** – The first semester that a student does not meet one or more of the SAP standards, they will be placed on Financial Aid Warning. During this semester the student is still eligible for financial aid; however, they are one term away from losing their financial aid eligibility if they do not re-establish SAP standards during the Warning term.
3. **Suspension** – Students who are not meeting SAP standards at the end of the warning semester will be placed in Suspension status and are no longer eligible for financial aid. However, students may submit a SAP appeal to regain eligibility. If a student has extenuating circumstances that prevent them from making academic progress, eligibility might be regained if the student submits an SAP Appeal with supporting documentation. Types of supporting documentation include letters from advisors, professors, medical documentation, etc. Financial aid will review and consider appeals for extenuating circumstances such as a death in the family, a serious medical illness (personal or immediate family), accident, house fire, or other special circumstances.
4. **Appeal** – A SAP appeal could result in the placement into an Academic Plan status. If the student's academic history and demonstrated extenuating circumstances meet criteria for approval, but they are not expected to meet SAP standards by the end of the next term, the student is placed on Financial Aid Probation with an Academic Plan. An Academic Plan will be developed in conjunction with the student and their Advisor to allow them to meet the SAP standards while completing their degree requirements. Students are eligible to receive financial aid while in this status but must successfully follow their SAP Academic Plan. Students in this status will be monitored at the end of each semester. Students that meet SAP standards at the end of their Academic Plan term will be placed back into a Satisfactory status for the next semester and will be eligible to receive financial aid. Students that do not meet SAP standards at the end of their Academic Plan term will be placed back in the Financial Aid Suspension status and will not be eligible for financial aid.

Reestablishing of Financial Aid Eligibility

Besides the appeal process, a student can also regain financial aid eligibility by regaining a 2.0 GPA (C grade) or higher in each class without the benefit of financial aid. The credits can include retaking a class previously failed and retaking a class where the grade received was below a 2.0 (C grade) when the program requires a minimum of a C grade. Pace must also be met which means the student must still achieve the required 70% successful completion rate of progression.

Appeal Decision

Each appeal will be reviewed by a committee consisting of a Financial Aid Counselor, Academic Advisor and Dean of Students. If the appeal is approved, the student will be placed on probation and will be eligible to receive financial aid for a period of one term and will be issued an academic plan by email. The academic plan will provide conditions the student is required to meet for that term.

1. If the student is not meeting SAP standards at the end of their probationary semester, but they are meeting the terms of their academic plan, their academic plan is rolled over to the next semester and the student will continue to be eligible for financial aid.
2. If the student is on probation and does not meet the SAP standards or the terms of their academic plan, they will be suspended from receiving financial aid in future semesters.
3. If an appeal is denied or suspended after probation, the student may request a second review by the committee if the student can provide new information and documentation that may have been omitted from the initial appeal. Decisions on second appeals are final. Third appeals are not accepted.
4. A student can regain financial aid eligibility by meeting the SAP standards or the conditions set forth in their academic plan.

Withdrawal Policy

Federal aid funds are awarded under the assumption that you will attend the institution for the entire period in which federal assistance was awarded. If you withdraw from school, you may no longer be eligible for the full amount of Title IV funds that you have received or were scheduled to receive. Therefore, a withdrawal may not only affect you academically but financially as well.

During a semester, a student may decide to withdraw from all of their classes. For purposes of this section a withdrawal will refer to a full withdrawal from all classes prior to the completion of any one class in the semester. The withdrawal may be:

1. An official withdrawal whereby the student initiates the withdrawal process as outlined by the Office of The Registrar.
2. An unofficial withdrawal whereby the student may simply cease attendance and the Office of Financial Aid is only made aware of the unofficial withdrawal at the end of the semester.

When a student withdraws during the payment period, the amount of Title IV program assistance that the student earned to that point (Withdrawal Date) is determined by a specific federal formula. If the student received less assistance than the amount that was earned, the student may be able to receive those additional funds as a Post-Withdrawal disbursement. If the student received more assistance than the amount that was earned, the excess funds must be returned by the school and/or the student. The Title IV program funds that must be returned by the institution are processed no later than 45 days after determining the student has withdrawn.

At the time that the Office of Financial Aid is informed that a student has withdrawn, a review of the student's financial aid account is performed and, if necessary, a Return of Title IV (R2T4) Funds Calculation is initiated. The process is outlined below:

1. The first thing to be determined is if the student attended at least one class. If so, the financial aid record is reviewed to determine if any federal aid has been disbursed or could have been disbursed for the student.
2. Having determined that the student has attended at least one class and that federal aid has been or could have been disbursed; the R2T4 calculation is performed. When a student withdraws and if they are a financial aid recipient, the institution has to determine what percentage of their aid has to be returned to the Federal Government. This is done through a process called R2T4 (Return calculation). Federal Regulations state that a student begins earning Federal (Title IV) funds on his or her first day of attendance for the given period of enrollment. The earned aid is therefore calculated by dividing the number of days attended by the total number of days in the given term to determine the percent of aid earned.

$$\text{The Percent of Title IV Aid Earned} = \frac{\text{Number of days attended}}{\text{Number of days in term}}$$

3. Based on the results of this calculation, the Financial Aid Office is required to notify the student of his or her eligibility, if any, for a Post-Withdrawal disbursement within 30 days of the date the student withdraws from NYSID. If the student is eligible for a Post-Withdrawal disbursement of any grant funds, these will be disbursed within 45 days after determining the withdrawal date. Loans must be offered within 30 days after the withdrawal date to allow students at least 14 days to respond. The Post-Withdrawal disbursements are applied to the student account first and any resulting credit balance is refunded to the student within 14 days after the calculation.
4. The amount of assistance that a student has earned and is therefore, eligible to keep, is determined on a pro rata basis. For example, if the student completed 30% of the payment period or period of enrollment, the student has earned 30% of the federal financial aid that he or she received or was scheduled to receive. This also means that the student did not earn 70% of the scheduled federal financial aid and this amount must be returned to the federal financial aid program. Once a student has completed more than 60% of the payment period, the student has earned all the federal financial aid received or scheduled to be received for that period.
5. The net amounts of all federal aid disbursed are entered in the appropriate fields on the R2T4 Worksheet (or automated system on CPS). Net amounts of aid that could have been disbursed are also entered in the appropriate field.
6. The dates of the enrollment period and the date of withdrawal (if official withdrawal) are used to determine the percentage of the semester that has been completed by the student which in turn provides the percentage of aid that has been earned by the student.
 - a. If the percentage of the semester completed is greater than 60%, no further action is required. If the percentage completed is 60% or less, the percentage is used to calculate the amount of aid earned.
 - i. If a student is thinking about withdrawing from all classes prior to completing 60% of the term, the student should contact their Academic Advisor, the Registrar and Financial Aid to determine how a withdrawal will affect financial aid.
 1. It is recommended that the student try to complete the term or complete at least 60% of the term to avoid having to repay any money

that was already disbursed. If a student does not owe any money prior to withdrawal, the student may have a balance due to NYSID and/or the government after completion of the government required calculation.

- b. If there is any unearned aid, the R2T4 Worksheet will be completed to determine the amounts and type of aid to be returned. The Office of the Bursar is then informed as to the amount to be returned within 45 days from the date of withdrawal.
 - i. Be aware that you might have a balance due to NYSID based on this Federal calculation. Make sure to check your account accordingly.

In the case of an Unofficial Withdrawal, the same process as outlined above is initiated with the exception that, since there is no official withdrawal date, a default date, reflective of the 50% point of the semester, is used resulting in the student earning 50% of the aid disbursed (or that could have been disbursed.). If the withdrawn student did not receive all of the funds that he or she earned, they may be eligible for a post-withdrawal disbursement. If Post-withdrawal disbursement includes loan funds, NYSID Financial Aid Office must get their permission before it can disburse them. The student has 14 days to respond to the Post-withdrawal notification. Students may choose to decline some or all of the loan funds so that they do not incur additional debt. If the student does not give permission (some schools ask for this when students enroll), they will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce their debt at the school.

If the withdrawn student received more Title IV program funds than they earned, the school's financial aid office must return this unearned excess amount to the appropriate aid program. As required under regulation 34 CFR 668.22 and determined by the Return Calculation, unearned aid is returned in the following order as applicable:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Direct PLUS Graduate Loan
- Federal Direct PLUS Parent Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

You must repay the required amount during the term in which you withdraw. Students failing to repay the required amount will have a hold placed on their records and will not be eligible to re-enroll at any NYSID until repayment occurs.

Financial Aid Disbursement

Disbursement or "pay out" of financial aid will take place on or after the dates listed below. No funds will be disbursed in advance. No exceptions will be made. The Financial Aid Office does not have access to a student's billing statement.

Fall 2023.....October 17,2023
Spring 2024 February 18, 2024

When financial aid disburses, the funds are automatically applied to the student's outstanding bill. Any excess aid will be mailed to the student in the form of a reimbursement check to be used for educational

expenses (i.e., books, rent, transportation, etc.). Per Department of Education’s regulations, the Bursar’s Office has 14 days to refund excess funds from the date the federal student aid was disbursed to the student’s account.

Loan Information & Borrowing History

Students can track their borrowing history, loan amounts owed, interest rates, and loan servicer contact information at nslds.ed.gov under “Financial Aid Review.” The Financial Aid Office urges all students to be cognizant of their debt. Federal student loans are real loans and must be repaid even if your financial circumstances become difficult.

Entrance Counseling and Master Promissory Note (MPN)

Loan borrowers must complete electronic entrance counseling and a Master Promissory Note (MPN) before disbursement of any funds at studentloans.gov.

Exit Interview for Loan Borrowers

Loan borrowers must complete an exit interview upon graduation, or at any time their enrollment status drops below part-time (under six credits) for a semester. The exit interview provides important information regarding the proper repayment of a loan. Students can complete the exit interview online at studentloans.gov.

New York State Tuition Assistance Program (TAP)

TAP is handled by the Office of the Registrar registration@nysid.edu at NYSID.

The New York State Higher Education Services Corporation (HESC) administers the Tuition Assistance Program (TAP) to help pay the tuition for eligible full-time and part-time students.

For more information regarding TAP visit:

nysid.edu/financial-aid/financial-aid-programs

hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-tap.html

GI BILL® STUDENTS

As required by Title 38 UCS 3679(e): Once the Veteran Student has submitted a copy of his/her Certificate of Eligibility (COE) for VA Funding, the college will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

Office of Admissions

Change of Academic Program

Students accepted into a NYSID program (e.g., Basic Interior Design Certificate) wishing to transfer to another program (e.g., Associates in Applied Science) must go through the Change of Program (COP) process. This process includes completing a Change of Program application form and submitting a portfolio. Portfolio requirements per program are listed on the Change of Program form. The application, portfolio, and a copy of the student's NYSID transcript (obtained by the Office of Admissions) will be reviewed. Only upon acceptance into the desired program may students register for courses in that program.

A student who wishes to receive the certificate or degree in their current program before moving to a higher-level program may do so as long as the student will complete the total number of credits of their current degree within the semester prior to when the new degree program takes effect. To receive the certificate or degree of the current program, the student must submit a complete Graduation Candidacy and Diploma form. The certificate or degree of the lower-level program will not be granted until after the student has moved to a higher-level program.

Students may request a change to a lower-level program only if they have not met all the requirements of the lower-level program. For instance, a student matriculated in the AAS who has completed all the courses required for the BID may not receive the BID. A portfolio submission is not required in this case. A student who changes to a lower-level program, including changing to that program in order to graduate at the lower level, will be assessed a one-time fee of \$500. All students should contact their Academic Advisor, Financial Aid Counselor and International Student Advisor (if applicable) to discuss any implications to changing programs, prior to submitting this request.

Students enrolled in an undergraduate program (e.g., Associate in Applied Science) wishing to transfer to another undergraduate program (e.g., Bachelor of Fine Arts) must go through the Change of Academic Program process. This process includes completing a Change of Program application form and submitting a portfolio. Portfolio requirements will be provided once an application form is submitted. The application, portfolio, and a copy of the student's NYSID transcript (obtained by the Office of Admissions) will be reviewed.

Students who change into a new degree program normally do not acquire a certificate or degree from a lower-level program as part of their new program (For example, BFA students are not automatically awarded an Associate's degree or a Basic Interior Design certificate). A student who wishes to receive the certificate or degree in their current program before moving to a higher-level program may do so as long as the student is in the final semester of their current degree and will complete the total number of credits within the semester prior to when the new degree program takes effect. To receive the certificate or degree of the current program, the student must submit a complete Graduation Candidacy and Diploma form with the Registrar's Office before completing the Change of Program form. The certificate or degree of the lower-level program will not be granted until after the student has moved to a higher-level program.

Additionally, students changing programs enter the new program under the Academic Catalog "year" in which the change will go into effect. COP students must complete all the requirements of the relevant Catalog year in which they enter the new program. Only upon acceptance into the desired program may students register for courses in that program. If you have any questions about your advising

requirements, please ask your academic advisor. For all other questions, contact the Admissions Office before submitting this form.

International (F-1) students will need to provide updated funding in order to receive an updated I-20 form reflecting your new program. Contact NYSID's international student services advisor with any questions.

Readmission

Matriculated students (those previously accepted into a program and have completed courses) who leave NYSID for more than one year or who have not completed their current program within 10 years are required to apply for readmission. Students who have attended other schools during an absence from NYSID must have official transcripts sent directly to the Office of Admissions. A published course description, syllabus, and samples of work generated in the course(s) may be requested for the course(s) to be considered for transfer credit.

Readmitted students are required to satisfy all degree requirements current at the time of readmission as described in the Academic Catalog, regardless of when they were originally admitted. Previous NYSID students who are readmitted will have their credits reevaluated because graduation requirements could have changed. If a student requests to be considered for a program different from the program into which they were originally admitted, a portfolio or other materials may be required for the application to be reviewed. Students who have been dismissed from the College for lack of academic progress may apply for readmission to any program after not less than one year, and any other requirements set forth by the Office of Academic Affairs at the time of dismissal.

Office of Diversity, Equity, and Inclusion

The Office of Diversity, Equity, and Inclusion (DEI) is committed to campus-wide intentional efforts and initiatives that continue to create and maintain an inclusive community deliberately tethered to sustaining a culture of belonging. Furthermore, the primary objective of the Office of DEI is to support and incentivize all our NYSID students to promote and uphold an inclusive campus environment in which all voices and experiences are valued, embraced, and supported.

NYSID is dedicated to ensuring a sense of belonging by creating safe spaces for all NYSID students through the broadest definition of diversity to include race, assigned sex, gender identity and expression, ethnicity, color, geographical diversity, academic and professional backgrounds, differing opinions, differing political views, lived experiences, social experiences, religious and spiritual beliefs, sexual orientation, heritage, neurodiversity, physical/mental ability, socioeconomic status, and age. The Office of DEI works collectively with every departmental leader to align our campus-wide commitment to utilize best practices for empowering all faculty and staff to advocate for our students. Our mission and goal is to continue moving from intent to action, emphasizing the importance of valuing our NYSID students by being accountable and culturally competent.

We will continue to work to advance NYSID's commitment to developing and enhancing diverse perspectives by:

- Ensuring Safe Spaces that welcome all groups and all members of the New York School of Interior Design that serve as a safe space for conversations, exploration, and collaboration.

- Facilitating diversity and social justice education by creating networks and partnerships with campus and community groups to create opportunities that help expand diversity knowledge and skills and provide resources that support student-centered success.
- Supporting student success through advocacy, DEI programming and education, campus and community-based support groups, and additional resources focused on supporting and encouraging all our NYSID students to embrace their authentic selves.
- Cultivating and maintaining the community by sponsoring social events and cultural educational programs that promote inclusion within marginalized identities and across societies and supporting students working to build communities oriented towards inclusivity and belonging.

The Office of Diversity, Equity, and Inclusion welcomes all our students to join us in our efforts to maintain and create additional inclusive pathways for a campus-wide culture of belonging. Along with working with faculty and staff, the roles, opinions, and recommendations of student organizations and students are fundamental to the success of our DEI office and campus culture. We encourage all students to contact and share any ideas or concerns about effective DEI-related programs and cultural efforts with our DEI Director, Mackenzie Carr at mackenzie.carr@nysid.edu.

OFFICE OF ACADEMIC AFFAIRS

The mission of the Office of Academic Affairs is to create interior design professionals through a comprehensive, focused and rigorous curriculum, based on a core knowledge of the field, including a study of aesthetics, technology, the interaction of people and their environments, design history, and current professional practice and design thinking.

The Office of Academic Affairs, including the offices of the Vice President for Academic Affairs/Dean of the College, is located on the third floor of the 69th Street building. Students are always welcome, and appointments can be made with the dean by calling ext. 304, or emailing academicaffairs@nysid.edu.

The Office of Academic Affairs convenes an Academic Council approximately six times per year. The Academic Council is a standing committee of the College that addresses matters related to the academic affairs of the College such as curriculum, and advises the Vice President for Academic Affairs/Dean. Along with faculty and administrative members, designated members of the student associations may serve as ad hoc members of the committee. Administrative faculty, faculty members-at-large, and the director of the library are members of the Academic Council.

Responsibilities of the Office of Academic Affairs:

- All Academic Programs
- Undergraduate certificate
- Graduate programs
- Online Learning
- Continuing Education (Institute for Continuing and Professional Studies)
- Pre-College programs
- Faculty
- The Library
- Office of the Registrar
- Academic Advising
- Disability Services
- Academic Tutoring
- Writing and Communications Center
- Student Academic Support Services
- Career and Internship Services
- Student Design Scholarship Competitions & Opportunities

The academic programs offered at the New York School of Interior Design include the following:

- Basic Interior Design Certificate (BID, BIDD/Online Learning)
- Associate in Applied Science (AAS, AASD/Online Learning) in Interior Design
- Bachelor of Fine Arts (BFA, BFAD/Online Learning) in Interior Design
- Master of Fine Arts in Interior Design, professional level (MFA1)
- Master of Fine Arts in Interior Design, post–professional level (MFA2)
- Master of Professional Studies in Sustainable Interior Environments (MPSS), Lighting Design (MPSL), and Design of Healthcare Environments (MPSH)

Online Learning

Many courses and programs are offered in an online learning format at NYSID, at the non-credit, undergraduate, and graduate levels. Courses may be held as self-paced (asynchronous) DL, or in real-time (synchronous) DR. The individual classes and Basic Interior Design certificate are self-paced, although progress is required in sync with the semester schedule of classes. A self-paced course is defined as a class in which a student can sign in whenever it is convenient, to watch pre-recorded lectures and get weekly assignments. Weekly log-in participation is required. A course held online, in real-time is one in which the onsite students and distance learners join their instructor and classmates via videoconferencing for lectures and discussions at the same time, as the class session is being offered.

Academic policies are consistently maintained across learning platforms, although policies such as attendance are modified appropriately.

Institute for Continuing and Professional Studies (ICPS)

The Institute for Continuing and Professional Studies offers courses for professionals interested in learning new skills or advancing their knowledge, and at an introductory level for those who would like to take a course to see if interior design is the right career for them.

Accreditation

Chartered by the Board of Regents of the University of the State of New York in 1924, NYSID is authorized by the Board of Regents to confer the Basic Interior Design certificate and Basic Interior Design Online certificate (BID/BIDD), and the degrees of Associate in Applied Science in Interior Design (AAS, AASD), Bachelor of Fine Arts in Interior Design (BFA, BFAD), Bachelor of Arts in the History of the Interior and the Decorative Arts (BA) (not offered at this time), Master of Fine Arts in Interior Design (MFA1 and MFA2), Master of Professional Studies in Sustainable Interior Environments (MPSS/ MPSD), Master of Professional Studies in Interior Lighting Design (MPSL/MPSLD), and Master of Professional Studies in Design of Healthcare Environments (MPSH/MPSHD). All three MPS programs are STEM-identified, and as such, international student graduates may apply to stay in the U.S. for up to three years in Occupational Practical Training (OPT).

New York School of Interior Design is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104, (267) 284-5000. Accreditation is a status of affiliation with a regional accrediting commission that indicates that an institution has provided evidence of sound planning, has the resources to implement the plans, and has proven that it maintains an on-going culture of assessment.

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NYSID is also accredited institutionally by National Association of Schools of Art and Design (NASAD). The professional MFA1 and BFA programs are accredited at the program level by the Council for Interior Design Accreditation (CIDA).

Consumer Information

Information about NYSID's enrollment data, retention rates, graduation rates, and more can be found at nysid.edu/consumerinfo.

ACADEMIC POLICIES

Attendance

At NYSID, punctuality and attendance are considered very important and contribute to a professional classroom atmosphere. Regular and punctual attendance at all classes is mandatory. Attendance and punctuality are taken by instructors at every class session and entered into the NYSID Portal or Canvas course page. Attendance is regularly monitored by the registrar, the financial aid office, and the international student services specialist.

No absences are considered “excused” at NYSID. Absences, regardless of reason, will apply toward the maximum permitted before failure of a course. A student's first absence will not carry any penalty, but all absences after that may affect the final grade for Attendance. A student who is ill and not able to attend an in-person class may ask the instructor to allow attendance via videoconferencing. However, it is the instructor's decision whether to allow this. A remote attendance will not count as an absence if approved by the instructor. The maximum number of absences in a semester is equal to 20% of the total number of class sessions: for instance, three absences are the maximum number in a course which meets once per week for the 15-week semester; six absences for a course that meets twice per week for 15 weeks; one absence for a six-session mini-course.

Absences will affect the grade, regardless, except in instances of absences due to religious observance or other documented and approved accommodation. Acceptance of any absences over the 20% maximum is at the discretion of the instructor. Absences due to religious observance count toward the overall 20% possible. For example, if a student must miss three classes for religious observance, their grade will not be affected. However, if they then miss a fourth class due to any other reason, they will have exceeded the “allowable” absences in a 15-session course, and the instructor may decide to issue a grade of FE.

For asynchronous online courses, attendance is noted as logging into each class module or session, and participating in the Discussion Forum in a timely and substantive manner as stated in the course syllabus. For synchronous online courses, a student is marked “Present” if they are present in the class session for the entire time, and actively interact with the other members of the class.

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

Excessive Absences

Excessive absences are defined as absences exceeding the maximum amount of allotted absences for a class in a given semester. Any absences of two or more will affect the final grade. Punctuality is valued at NYSID as part of professionalism. Students are required to arrive at their classes on time. “Lateness” is defined as any arrival after the beginning of the class session. A “lateness” will also be entered if the

student leaves the class session prior to its end without permission of the instructor. Students are required to attend classes for the entire time period and remain in the classroom unless explicitly given permission by the instructor to work elsewhere. Students who are absent from the classroom without permission of the instructor during class time may be counted either as absent or late. This applies as well to DR online classes held in real time, in Zoom. Three instances of lateness are recorded as one absence. No refunds will be made to students who receive a failing grade due to excessive absence. Instructors will issue an Academic Warning Notice to students for excessive absences from class.

Attendance, preparedness, and participation are required at all pin-ups, process critiques, final presentations, and field trips. Students must be present for the entire time of a class presentation and for the presentations of their classmates, unless given specific permission by the instructor to leave the room or during breaks. Students must arrive on time for presentations and critiques, and field trips, and must be present for the entire time. Printing of projects should be done in advance, and in no case are technical difficulties or technology issues considered acceptable excuses for missing any part of any presentation.

Students may be excused from review sessions and presentations only in the case of an unanticipated emergency, such as a serious accident, illness, or family event, which must be documented or else a grade of zero will be entered and a student will be in danger of academic probation. Documentation must be provided to the academic advisor (not to the instructor), who will let the instructor(s) know that the student has a valid reason for missing a presentation. Students should refer to course syllabi for policies regarding such absences. If a student is absent from a scheduled presentation of a final course project without evidence of a documented emergency, the student will receive an F for the final project. Unless a valid excuse with documentation is provided to the student's academic advisor, an instructor is not obligated to give a student a critique of work that is not presented during the final review session. If the student has a valid excuse, the instructor may allow the student to present the project at another time, but is not obligated to do so.

FERPA and Attendance at Presentations: FERPA: The U.S. Family Educational Rights and Privacy Act, known as FERPA, protects a student's rights to privacy of academic records and other information, such as class schedule and classroom locations. If an educational institution distributes federal financial aid, as does NYSID, then it must comply with FERPA. This includes protecting students from having their course schedule made known to anyone outside of the school community – including invited guests, lecturers, critics, and jurors. However, outside visitors and guests are an integral part of a NYSID design education, from lecturers to guest critics. Therefore, students should be aware of the following:

- Students in a course acknowledge by continued attendance that they are aware that guests may attend the class at a future date, and that the instructor will notify the students of the guest's name(s) in advance or on the date, and prior to the start of the particular class session.
- Students have the right to be absent from class during the entire time that a particular guest is present, and if applicable, to present to their instructor and/or classmates privately. This absence is not an "Excused" absence and will count toward the attendance records.
- Students have the right to remain in the classroom, but may opt out of making an individual presentation to the guest. Students must present to their instructor at another time, if applicable.

- Students have the right to remain in the classroom, but may request that they not be acknowledged by name while the guest is present.

Additionally, students will be identified by first name only, including on publicly presented projects, unless they choose to include their full name.

Anticipated Absences

In the situation in which a student knows in advance that he/she will be missing one or more class sessions, the student is responsible for notifying the instructor in the first week of the semester of the schedule of anticipated absences. The student is also responsible for all class work due on the day of an anticipated absence and for making alternative arrangements with the instructor for submittal of work due, generally in advance of the “due date” listed on the course schedule. Instructors are not obligated to offer makeup exams, alternate exam dates, or to reschedule a project presentation to a student who will be missing class due to an anticipated absence, although they may be willing to do so.

Absence due to Religious Observance

NYSID recognizes and respects the diversity of its students and their respective religious obligations and practices and offers many courses in a variety of times and days of the week. However, it is the student’s responsibility in registering for a course to verify that the schedule selected will allow the student to meet NYSID’s course attendance requirements. It is the student’s responsibility to notify instructors in advance of anticipated absences in writing, and to follow through in making up or submitting work. Students who are absent due to religious observance must give notice of anticipated absences to the instructor in the first class session and must complete all coursework as agreed upon by the instructor and student. Absences due to religious observance are not considered “excused” and do contribute to the total number of absences a student accumulates for a course. However, absences due to religious observance are not treated the same as other absences: instructors are advised in the Faculty Handbook that they may not penalize the grades of students who must miss class due to religious observance. Days on which a student is absent for religious observance are simply left blank and not noted in any way in Canvas, and result in no penalty for absence in the final grade calculation. Questions or concerns about this policy are taken seriously and should be directed to the VP for Academic Affairs/Dean or the Office of Academic Affairs.

Registration and Enrollment

Full-Time/Part-Time Status

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

Matriculation Time Limitation

Students must graduate from NYSID within 10 years of their date of matriculation into their most recent program. If they have not completed the requirements for graduation within 10 years, they will be dismissed from the College for lack of academic progress, or may be given the opportunity to reapply. If reapplication does not occur within 30 days of the end of their matriculated period, the student will be academically dismissed. Students who elect to take a Leave of Absence must submit the form in a timely

manner. International students must contact the international student advisor immediately. All rules governing the time allowed for a leave of absence will apply. In special circumstances, exceptions may be made with the permission of the VP for academic affairs/dean.

Academic Sequence & Progress

Prerequisites

It is the sole responsibility of the student to ensure that all courses are taken in the sequence outlined in the Academic Catalog of the year in which they matriculated into their degree program. In no case will a student be allowed to register for a course without having successfully completed the required prerequisite. It is solely the student's responsibility to ensure that a course designated as a "co-requisite" is taken prior to or during the same semester. Students who register for courses out of sequence are subject to being withdrawn from the course at any time during the semester and will be reimbursed for the course according to the College's published refund policy.

Add/Drop: Change of Registered Courses

A student who wishes to change classes or switch course sections (Add/Drop) before or at the beginning of a course may drop or add using the NYSID Portal until the Add/ Drop period is over; thereafter, the student can drop a course until the end of the Drop period (last day for a refund) by completing the Add/Drop form available on the NYSID Portal or from the Office of the Registrar and returning it, signed by the student's academic advisor, to the Office of the Registrar. Refunds are calculated according to the date recorded as receipt of the Add/ Drop form in the Office of the Registrar and the current refund schedule. Telephone or email notification is not acceptable. All fees are nontransferable. Tuition deposits and registration/technology fees are nonrefundable except in the case that a program is cancelled.

The refund schedule is published in the bulletin for each semester or session, and online. Refunds resulting from dropping a course during the late registration period will not be processed until after the Add/Drop period is over. Courses which have been dropped during the Add/Drop period do not appear on a student's transcript.

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

For one-credit mini-courses and all continuing education courses taken through the NYSID Institute for Continuing and Professional Studies (ICPS), refunds must be requested in writing no later than one week prior to the first session or no refund is possible.

Course Withdrawals

Students may withdraw voluntarily from classes in which they are enrolled up to the voluntary withdrawal deadline (within approximately the first half of the semester or summer session, as identified in the published Academic Calendar). Students must officially withdraw from a class by submitting a completed and signed Add/Drop form to the Office of the Registrar; if they do not officially withdraw, then a final grade of F or FE be issued by the instructor. The deadline for voluntary withdrawal is published in the Academic Calendar for each term. Students who withdraw from a course due to medical reasons must provide a doctor's note to their academic advisor prior to registering for the next semester authorizing the student to resume studies. Courses from which a student has officially

withdrawn are noted on the student's transcript with a "W", "WA", or "WF". If a previously dropped course is successfully retaken for a grade, the "W", "WA", or "WF" remains on the transcript and has no effect on the GPA. Students may be withdrawn from a course for other reasons and receive other designations: WA for Administrative Withdrawal or WF Withdrawal/Failure.

Repeated Courses

After the successful completion of a repeated course, the initial grade is re-recorded as "R" (Repeat), and only the grade earned by retaking the course is averaged into the GPA. In most cases, financial aid cannot be used to cover the expense of repeating a course; it is the student's responsibility to verify their status with the financial aid office.

Auditing a Course for No Credit

Matriculated students may desire to audit certain lecture courses for no credit with the permission of an academic advisor. Students auditing a course will pay the regular tuition and receive the designation AUD on their transcript if they attend 80% of the scheduled classes. Students auditing a course do not participate in any quizzes, exams, papers, or projects and may not participate in in-class discussions. The decision to audit a course must be made before registration, and with the assistance and permission of the academic advisor. Studio courses may not be audited, with the exception of digital drawing courses.

Withdrawal from the College

Withdrawal from the college is a serious decision. Students who need to leave their studies may also consider taking a Leave of Absence. Students who decide to withdraw from the college or take a Leave of Absence from the college must complete the Leave of Absence/Withdrawal form, a link to which may be obtained by requesting it via email from the Office of the Registrar. Students would choose to formally withdraw from NYSID if they anticipate being away from the college for more than one year for an undetermined length of time or permanently. A Leave of Absence, on the other hand, is limited to one year or less. In either case, the student must withdraw themselves from any current courses by dropping the courses using the NYSID Portal or providing a signed Add/Drop form to the Office of the Registrar. Refunds will not be made if courses are not dropped appropriately; grades of F entered due to withdrawal but not dropping cannot be changed to a W if made after the last day to withdraw. Students are then referred to the financial aid administrator and the international student advisor, if applicable, for an exit interview. All international students must notify the international student advisor immediately if they are withdrawing from the College. Students who withdraw from classes or from the College for medical reasons may be asked to provide a note from a doctor to their academic advisor certifying their readiness to resume classes before they will be allowed to return their studies. Notes are confidential and should be given to the student's academic advisor.

Students who withdraw from the College must apply for readmission to a program if they wish to re-matriculate, however re-admittance is not guaranteed.

Leave of Absence

What is a Leave of Absence?

A Leave of Absence from NYSID is an approved temporary break from academic studies for up to two semesters (fall and spring or spring and fall; summer sessions are not included) for personal, medical, or psychological reasons. Taking a leave for compulsory national service is an exception and may entail a lengthier absence and has special guidelines. A Leave of Absence is temporary — a student plans to

return to NYSID to complete their studies in the near future. Some reasons for taking a Leave of Absence may include family or personal obligations, medical leave, or change of circumstances. Students who formally request a Leave of Absence and return to their program within one year remain matriculated, do not need to re-apply, and their program requirements remain those of the Academic Catalog of the year in which they are matriculated.

The Leave of Absence process is required of any graduate student who needs to "stop out" of their program.

What is a Withdrawal?

A Withdrawal from NYSID is permanent and means that a student has decided to leave the College before completing their program and does not intend to return in the future. Students who withdraw from the College must apply for readmission to a program if they wish to rematriculate, however re-admittance is not guaranteed.

Withdrawal from courses is substantially different from Withdrawal from the College, and these two actions should not be confused.

Things to Know Before Making a Request for either a Leave of Absence or a Withdrawal from the College:

Process of requesting a Leave of Absence or Withdrawal: All students considering a Leave of Absence or Withdrawal must begin the process by discussing their plans with their academic advisor. Academic advisors will offer guidance regarding the steps student must take to complete this process.

- *Effective Date:* A student making a request for either a Leave of Absence or a Withdrawal must specify a date on which the absence will go into effect.
- *Tuition Refunds:* Students who withdraw after a semester or summer session has begun will receive a tuition refund under the refund schedule then in effect. In Leaves or Withdrawals due to documented medical reasons, an appeal may be made to the bursar for consideration outside of the refund schedule. The bursar will determine on an individual basis if any fees will be refunded.
- *Dropping courses:* It is the student's responsibility to drop all their courses quickly and efficiently to avoid incurring additional tuition and charges, but it is strongly suggested that the student talk to their academic advisor before dropping any courses. Graduate students who are pre-registered for an upcoming semester are responsible for dropping these courses and all electives, or they may be charged tuition and fees.
- *Financial Responsibility:* When requesting a Leave of Absence or Withdrawal, a student accepts financial responsibility for all charges, including collection of fees associated with their request, according to the College's Refund Policy.
- *Financial Aid:* When requesting a Leave of Absence or Withdrawal there may be an impact on a student's financial aid, including eligibility for federal student aid refunds or other funding. Financial aid recipients should contact the Financial Aid officer with questions regarding the potential impact of their decision. This policy does not exempt students from student loan repayments. Before taking a leave of absence, students should contact their lender/bank regarding repayment obligations that may arise during their leave.

- *Scholarships and Awards:* If a student is the recipient of any scholarship or award, it is the student's responsibility to notify the Dean of Students of a change in their enrollment.
- *International Students:* For international students in F-1 status requesting a Leave of Absence or Withdrawal, there may be an impact on their F-1 status. International students should meet with the International Student Services Specialist prior to dropping their classes and requesting a Leave of Absence or Withdrawal. Students will also need to complete a separate F-1 student Leave of Absence or Withdrawal form.

Depending on the length of the Leave of Absence students may need a new I-20 to reenter the US and again pay the I-901 SEVIS fee. Upon resuming their course of study, they will need to be enrolled as a full-time on-site student for a minimum of one academic year with the new I-20 in order to be eligible for CPT or OPT.

- *Military Service:* If called for involuntarily to active military duty, training for active duty, or full-time National Guard duty or reserve activation, students enrolled at New York School of Interior Design who provide advanced notice of such are entitled to either complete their courses at a later time with stipulations and without penalty or withdraw from their courses with a full refund of tuition and fees paid. If the student chooses to withdraw, the student's record shall reflect that the withdrawal is due to active military service. Students will receive a grade designation of WM (Withdrawal for Military Service) for the courses that were in progress at the time of their request. A student's academic advisor will have complete instructions for student's called to military duty.
- *Leave for Medical or Psychological reasons:* A Leave of Absence for medical reasons requires submittal to the academic advisor of a letter from the treating physician that states that the student is physically unable to return to their studies in all capacities.

A Leave of Absence for psychological reasons requires prior approval of the Director of the Counseling Center and the submittal of a letter from the treating mental health professional or doctor that states that the student is psychologically unable to return to their studies in all capacities.

Access to Canvas, other student services, and the NYSID facilities: Students on a Leave of Absence will be able to access past Canvas courses. Their ID cards remain activated; however, since they are not currently registered, they will not be permitted to enter NYSID facilities without a prior appointment, nor will they be allowed access to library borrowing privileges or Career Services and Handshake.

Students who have formally withdrawn from the college will not have access to Canvas, the library, or career services. Their ID cards will be deactivated on the effective date.

No students who have unpaid tuition, fees, or library fees will be granted a Leave of Absence or Withdrawal until the monies owed are paid. Students with such outstanding charges must contact the bursar before leaving.

Returning to NYSID after a Leave of Absence

No student who has unpaid tuition, fees, or library fees will be allowed to re-enroll in courses until such debts are resolved.

Undergraduate students who have been absent from NYSID on an approved Leave will have an Advising Hold placed on their account and will be unable to register without first meeting with their academic advisor.

Graduate students who have been absent from NYSID on an approved Leave will have an Advising Hold placed on their account and will be unable to register without first meeting with their academic advisor.

International students who want to study in F1 status on an I-20 should contact the International Student Advisor as soon as they decide that they want to return to NYSID. They will need to complete the I-20 application again and provide updated documents.

Student who are returning from national service

Military students returning to their studies from national service must coordinate with their academic advisor to return to classes in progress, or to determine their best plan for returning to their studies.

If a student is returning from a Leave for medical reasons, the student must submit a letter from an attending physician stating that the student is able to return to their studies.

If a student is returning from a Leave of Absence for psychological reasons, the student can return only after the Director of Counseling Services has indicated that the psychological condition has been addressed and the student is capable of resuming their studies. The student will be required to submit a written progress assessment from a treating health professional attesting to the student's readiness to resume studies at the College. This documentation must address the diagnosis, prognosis and treatment plan for the semester of return. The Director of Counseling Services may also require a release from the student to discuss current treatment and follow-up needs with the treating health professional, in order to assess whether the student is qualified and ready to return to the College. The Director of Counseling Services approves the return of all students who have been granted a leave of absence for psychological reasons.

How to Request a Leave of Absence:

There are several steps to requesting a Leave of Absence. If possible, a student should request a Leave of Absence in the semester before the Leave is necessary. The form requires that the student decide the date that the Leave will begin, which in turn determines the first semester of the leave period.

Students who want to take an absence for up to two semesters (fall and spring or spring and fall; summer sessions are not included) from their programs must do the following:

1. As soon as possible, make an appointment to meet with their academic advisor to discuss the reason for wishing to take a Leave of Absence. If the situation calls for an emergency Leave of Absence and the academic advisor is not available, the student should call the Office of Academic Affairs 212-472-1500 ext. 304. The academic advisor will inform the student how to complete the process of taking a Leave and will also discuss the student's return to the College.
2. If applicable, provide a written explanation, documentation from a doctor, or other documentation, explaining the reason for the request for a Leave of Absence. Documentation must be appended to the Request form.
3. After meeting with their academic advisor, the advisor will request the Leave of Absence form from the Registrar, and send it to the student to complete. Once the student has completed the entire process and returned the form, they will receive a confirmation from the Office of the

Registrar stating that they are permitted to take a Leave of Absence for up to two semesters, noting the start date chosen by the student. If a confirmation is not received within five days, the students should contact their academic advisor for help.

Students who take an approved Leave of Absence from the College for up to two semesters may continue in their program/degree when they return. The students will have the same requirements for completing their program/degree that were applicable when they went on the Leave of Absence. For example: a student matriculated at NYSID in the BFA in 2020 but had to take a two-semester Leave of Absence in 2022. While the student was away, changes were made to the BFA completion requirements. When the student returned from leave, they continued their studies under the same degree requirements as when they entered NYSID in 2020. The changes to the BFA did not affect the student's progress or requirements for graduation.

Students with an approved Leave of Absence will be permitted to continue their studies once they return without being required to apply for readmission to the College. All students who have been away for more than two semesters will be considered to no longer be matriculated in a program and a Registration Hold will be placed on their account. In such a case, the student must apply for readmission and will be considered under the policies and requirements of the Academic Catalog in effect at the time of their start date of their readmission, which may differ from previous academic years. Readmission is not guaranteed.

How to Request a Withdrawal

A student who withdraws from the College is no longer considered matriculated and must reapply if they wish to resume their studies in any NYSID program. Students who have decided to withdraw must do the following:

1. As soon as possible, the student must make an appointment to meet with their academic advisor to discuss the reason for the Withdrawal. The academic advisor will inform the student how to complete the process of taking a Withdrawal.
2. Complete and print out the Notice of Withdrawal form, which will be provided by the academic advisor. If applicable, the student should provide a written explanation, documentation from a doctor, or other documentation, explaining the reason for the Withdrawal from the College.
3. The student must submit the Notice of Withdrawal form to the Registrar. Once the student has completed the entire process, they will receive a confirmation from the Office of the Registrar stating that they are taking a Withdrawal from the College. If confirmation is not received within five days, the student should contact the registrar.

Independent Study

A student who has completed at least 60 credits in the BFA or MFA programs may petition to create an individual independent study program with a faculty member under the following conditions only:

- The student has a cumulative GPA of 3.0 or higher for undergraduate programs and 3.3 or higher for graduate programs.
- Prior to registering, the student presents a written proposal, outlining the learning objectives (content, scope, and reason for the study), plan of study, and schedule for the independent study

along with the number of credits to be taken, first to the instructor for signed approval and then to the VP for Academic Affairs/Dean for signed approval prior to registration. Students should identify a faculty member or mentor with whom they will work during the independent study. Such mentors will be compensated by the College.

A student may earn no more than six credits in independent study toward the degree.

Residency Requirements, and Transfer Credit Process, and Placement Tests

The academic advisors evaluate students' official records for applicable transfer credit. The Office of Academic Affairs also administers placement tests for math and English skill levels.

Transfer Credit

NYSID accepts transfer credits into its undergraduate programs for liberal arts and professional courses taken at other accredited colleges and universities. An accredited institution is one that is accredited by an accrediting body recognized by the U.S. Department of Education. These courses must have been taken for credit and awarded a grade of C or better for liberal arts courses and B or better for professional courses (in some cases P or S may be accepted, if noted in writing as the equivalent of an acceptable letter grade). Life experience, precollege courses taken at another institution, or remedial courses, or courses not taken for credit or a grade are not accepted for transfer credit. With prior approval of an academic advisor, remedial courses in math and English taken at another accredited college or university may fulfill prerequisites equal to the NYSID placement tests required for 171 Basic Mathematics or 150 English Composition I. A student's academic advisor will evaluate evidence of skill in technical or support courses and determine if a required course may be waived. The College may accept some liberal arts credit earned through College-Level Examination Program (CLEP) proficiency examinations. Advanced Placement test scores of 3 or better in subject tests may be applicable as transfer credit; an official AP transcript must be requested from the College Board and sent directly to the academic advisor. Transfer credits from high school level International Baccalaureate courses will be accepted if they are HL courses with an earned grade of 4, 5, or 6; a scanned copy of the diploma or other official IB documentation must be submitted.

Regardless of professional or life experience, students must earn the number of credits required by their program of study. Official transcripts and catalog course descriptions must be submitted to a student's academic advisor, who will determine whether credits may transfer. A portfolio containing representative work from classes taken at other institutions may be requested of the applicant. Final approval of transfer credit is made by the academic advisor. NYSID residency requirements for each program may in no case be waived.

Courses taken in graduate programs may not be applied as transfer credits to undergraduate course requirements, with the exception of NYSID graduate-level courses taken previously. For instance, graduate level English, Math or other liberal arts courses/credits will not satisfy the related undergraduate level program. Students must either take the NYSID placement tests and place out of 150 English Composition I or 171 Basic Math; or they may demonstrate their command of these subjects (or others) by successfully taking the relevant CLEP test.

Transfer credits cannot be formally applied until all official documents are received and the student has been accepted into a program. Every time that a student applies to a new program, their file is re-

evaluated for applicable transfer credits. It is the responsibility of students to ensure that all applicable transfer credits have been applied by periodically viewing their academic information via the NYSID portal under Course history in the Advising Tab. They may consult with their academic advisor concerning the evaluation of transfer credit.

Students already matriculated in a NYSID program must receive written permission from an academic advisor before taking courses at another college in anticipation of earning transfer credits to be applied to his or her NYSID record. These courses must meet NYSID's minimum grade requirement to be eligible for transfer credit.

Under extraordinary circumstances, a student may decide to transfer from the MFA1 to an undergraduate program. In this case, it is possible that some MFA1 courses, but not all, may satisfy undergraduate degree requirements.

In order for a NYSID MFA1 course to satisfy an undergraduate course requirement, the student must have earned a grade of C or better in lecture courses and B or better in studio and professional courses. Only co-numbered courses are eligible for transfer. NOTE: Students who had been previously approved for transfer credits during Spring 2018, to move from the MFA1 program to an undergraduate program are not bound by this policy. A maximum of 11 graduate credits may transfer towards the BID and 30 NYSID graduate credits may transfer towards the AAS or BFA degree requirements. Once a student has made a change of program from the graduate level to an undergraduate level program, they may not be readmitted to their original graduate program at NYSID.

Of the 90 credits required for the first professional MFA1, up to 30 credits may be transfer credits from graduate course work taken at another institution or from related undergraduate course work taken at NYSID. The course from an accredited institution must have been taken for academic credit and the student must have earned a grade of B or better. Application of transfer credits in no way changes the requirement for full time enrollment or payment of the flat semester tuition. Official transcripts and catalog course descriptions must be submitted to the student's academic advisor, who will determine whether credits may transfer, and to what courses they may apply. No transfer credits are awarded for 600 level courses.

Placement Tests

Prior to registering for math or English all students are required to take the appropriate NYSID placement test. Students may take a math or English placement test only once. Contact the Office of Academic Affairs or refer to the NYSID Portal to obtain instructions for accessing NYSID's online placement tests. All placement tests are administered online through ProctorU, for which students will pay a fee directly to ProctorU.

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

- The student demonstrates sufficient proficiency to meet the NYSID math requirement. The math requirement is considered satisfied, and the student must take two credits of free electives to satisfy the degree credit requirements.

- The student demonstrates sufficient basic mathematical skills to register for 171 Basic Mathematics.
- The student does not demonstrate sufficient basic mathematical skills to register for 171 Basic Mathematics and is required to complete a two-semester-hour noncredit remedial or developmental course in basic mathematics, which may be taken at a regionally accredited college.

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

- The student demonstrates sufficient proficiency to place out of 150 English Composition I and into 160 English Composition II. AAS and BFA students are required to complete the three remaining credits in advanced English composition or literature courses that are designated as satisfying the College writing requirement.
- The student demonstrates sufficient basic writing skills to register for 150 English Composition I or 151 English Composition I/ ESL (English as a Second Language).
- The student does not demonstrate sufficient basic writing skills to register for 150 English Composition I or 151 English Composition I/ESL and is required to complete a three-semester-hour noncredit remedial or developmental course in grammar and writing, which must be taken before the student is permitted to take 150 or 151, and which may be taken at NYSID, if offered, or any accredited college.

Transcripts

Student records are confidential and are the property of the College.

An official transcript of a student's record is issued by the Office of the Registrar only upon receipt of the student's written request and authorization and payment of a fee. Unofficial transcripts are available to the student on the NYSID Portal for viewing and printing at no cost. To have an official copy of a NYSID transcript sent to another school, college or agency, a student must complete and submit the NYSID transcript request form which is available on the NYSID student portal and on the NYSID website. If a student or alumni request for their transcript to be sent to themselves, they must follow the guidelines listed on the request page.

Telephone requests will not be accepted. Partial transcripts cannot be issued. Each transcript includes the student's complete academic record from NYSID. Requests for transcripts are fulfilled as soon as possible. Please allow three to seven business days for processing.

When official transcripts are sent to colleges, universities, state or federal agencies, etc., they bear the NYSID seal. Unofficial transcripts, for a student's personal use, do not bear the seal. Copies of transcripts from other schools are part of a student's file and may not be released or copied. If a student wants a

copy of his or her transcript from another school, it must be requested directly from that school by the student.

Minimum Residency

Of the 132 credits required for the BFA degree, a minimum of 66 credits must be taken at NYSID of which 60 credits must be in professional/design history courses. The residency requirement includes, but is not limited to, courses 328 Professional Practice II, 334 Residential Design III, 386 Contract Design II, 486 Contract Design III, 418 Thesis Prep, and 487 Thesis. Courses are to be taken in the proper sequence. The last 26 credits prior to receiving the BFA degree must be taken at NYSID.

Of the 66 credits required for an AAS degree, a minimum of 36 credits must be taken at NYSID; the last 16 credits prior to receiving an AAS degree must be taken at NYSID. The residency requirement includes, but is not limited to, 234 Residential Design II and 286 Contract Design I.

Of the 24 credits required for the Basic Interior Design certificate, 18 must be taken at NYSID. The last 12 credits prior to receiving the certificate must be completed at NYSID.

Minimum residency for the MFA-1 is 60 credits.

All 60 credits of the MFA-2, and 30 credits of the MPS programs must be taken at NYSID.

The transfer credit and residency requirement apply to onsite and online programs.

Internships for Credit

The NYSID internship courses offer variable elective academic credit for college-monitored work experience. Internships for credit are available to students matriculated in the AAS, BFA, and Masters degree programs.

Internship experiences are designed to help students build on skills already learned in the classroom and to acquire new ones. Students have an opportunity to integrate theory and practice and in so doing gain professional experience. Students are also able to make valuable contacts and explore opportunities for permanent employment. The purpose of an internship is to expose the student to a variety of work settings and practice types.

An internship for credit can be used to fulfill required professional electives and can be completed in spring, summer or fall terms. Students may work with their academic advisor and career services and internship coordinator prior to registration to identify a suitable placement. A detailed learning contract is developed by the student and advisor in collaboration with the placement mentor. and is submitted to the Academic Advisor prior to registering for the internship course. A detailed learning contract is developed by the student and advisor in collaboration with the placement mentor. The student keeps a journal of the experience, documenting the fulfillment of the learning contract objectives. The placement mentor signs off on the journal and submits an evaluation of the student midway and at the conclusion of the placement. The student is assigned a grade of P or F by the VP for Academic Affairs/Dean based on the recommendation of the mentor and the academic advisor. Students may not use a current job or internship as the placement site for an internship for credit.

International Students: F1 international students must follow all rules, guidelines, and policies of the college and the U.S. government Department of Homeland Security, and may not work without prior authorization from the NYSID International Student Services Specialist and from their academic advisor. If you are an international student considering taking these courses, you should speak with the International Student Services Specialist prior to enrolling in the course to make sure you are eligible. Failure to obtain work authorization prior to the start of an internship/job (paid or unpaid) is a serious violation of F-1 student status.

Courses

Undergraduate Programs:

(291) Intro to Professional Experience allows undergraduate students to gain introductory practical experience working as an intern in a professional design office. This experience is directly applicable to the study of interior design. Students must have completed 24 credits at the New York School of Interior Design to enroll in this course and be matriculated in the AAS or BFA. This course may be taken three times.

Credits (1): 1 Credit / 80 hours (maximum 20 hours/week) of contact time at the internship placement site

(490) Advanced Internship allows advanced BFA students to gain practical training working in a professional design office. This experience is directly applicable to the study of interior design. Students must have completed 90 credits or more and have a minimum GPA of 3.0 to be eligible for this course.

Credits (2 or 3): 2 Credits / 160 hours of contact time at the job placement site
3 Credits / 240 hours of contact time at the job placement site

Graduate Programs:

(591) Intro to Professional Experience allows graduate students to gain practical training working as an intern in a professional design office. This experience is directly applicable to the study of interior design. Students must have completed 24 credits at the New York School of Interior Design to enroll in this course.

Credits (1): 1 Credit / 80 hours (maximum 20 hours/week) of contact time at the internship placement site

(690) Advanced Internship allows advanced graduate students to gain practical experience working in a professional design office. This experience is directly applicable to the study of interior design. Students in the MFA 1 Program must have completed 60 credits or more and have a minimum GPA of 3.0 to enroll in this course. Students in the MFA 2 Program must have completed 12 credits or more and have a minimum GPA of 3.0 to enroll in this course. This course is not open to MPS students.

Credits (2 or 3): 2 Credits / 160 hours of contact time at the job placement site
3 Credits / 240 hours of contact time at the job placement

Photocopying Copyrighted Material

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

Retention of Student Work

The College retains student projects or other work completed in courses on a regular basis. Student work completed for courses taken at NYSID remains the property of NYSID until the College releases it to the student. NYSID reserves the right to retain any student work for purposes of documenting the programs of study or curriculum to accrediting bodies such as, but not limited to, the Council for Interior Design Accreditation, the National Association of Schools of Art and Design, or Middle States Commission on Higher Education. In order for physical work to be returned, students should complete the project log upon submittal, providing their name, student ID number, name of course and instructor, and semester for each project. Names should be on the back of all project models and boards/sheets that the student would like returned. Additional contact information is useful.

NYSID frequently reproduces student work and photographs of campus activities in its publications and promotional materials. Students who do not want their work, their names, or their likenesses published in these materials should notify the Marketing Communications & Engagement department in writing (proffice@nysid.edu) during each registration period; otherwise, permission will be assumed.

NYSID does not take responsibility for student projects stored on school property. Students are expected to claim their work at the end of each semester in a timely fashion. NYSID will not be responsible for any work remaining for more than six months.

Student Evaluations of Courses & Faculty

Prior to the end of each semester, course evaluations are made available to all students in each course electronically and may be completed on any computer or mobile device. While an instructor may allow students to complete the online evaluation during a class break, the instructor is not permitted to be in the classroom at that time. Course evaluations are reviewed and maintained by program directors, academic staff, and the VP for academic affairs/dean. Evaluations are confidential and are available for faculty review only after final grades have been submitted and recorded. All evaluations are and remain anonymous. Students in online courses are also asked to complete a non-confidential technology evaluation early in the course, in order to improve the quality of course delivery.

Faculty Absences

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

Fraternization

Faculty members are not permitted to hire or offer an internship to any student currently in a course he or she is teaching, or whom he or she is mentoring as part of an academic program. Students are discouraged in working in the same office or professional setting as any of their current instructors, and in no case, may be supervised at work by their instructor. If students are employed or offered

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internships by faculty members, they must be paid appropriately or be enrolled in a NYSID internship or experiential learning course for credit. Staff and faculty members are not permitted to fraternize with students and risk termination if they do.

Grading Descriptions and Standards

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

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

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

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

F: “Inadequate” or “unacceptable” evaluation; work does not meet minimum standards or requirements. Little or no effort made by student to understand or complete work; excessive absences; failure to participate in class discussions or to accept criticism. No originality or creativity; deadlines not met; major flaws in all aspects of work. A grade of F is also given in the case of voluntary withdrawal after the last date to drop or withdraw from courses, as noted on the academic calendar. In cases where an F has been assigned, students are expected to retake the course with a different instructor, if possible. MPS students earning a grade of F may be dismissed from the college.

P: P Indicates work at a B level or higher

NOTE: MPS students who have earned the degree have achieved the equivalent of a GPA of 3.0 or higher. No GPA appears on MPS transcripts. The Office of Academic Affairs will certify this in writing to a third party at the written request of a graduate of an MPS program.

LP: “Low Pass”: issued in MPS graduate courses only. LP indicates work passing work below a B level, and carries the GPA numerical equivalent of a 2.50-2.99. MPS students are allowed a maximum of two LP grades, and no more than one per semester, or they face academic dismissal.

FE: Failure due to Excessive Absences/ Non-attendance; this grade factored into the GPA until the course is retaken; at that time, the original “FE” becomes a notation of “R” (for, “Repeated”) and no longer affects the GPA. The new grade, either higher or lower, replaces).

WA: Administrative Withdrawal: initiated by a student, to withdraw from a course for documented medical or personal circumstances after the midpoint of the semester. Must be submitted in writing to the Office of Academic Affairs for approval by the VP for Academic Affairs/Dean and Office of Academic Affairs. A grade of WA has no impact on GPA; No refunds are made for administrative withdrawals.

FD: Failure due to Academic Dishonesty; issued to indicate withdrawal of a student from a course or courses by the Office of Academic Affairs due to a determination of a violation of NYSID’s Student Code of Conduct. This grade becomes part of a student’s permanent record and official transcript; it is factored into the GPA. No refunds are made for instances of FD/Failure due to Academic Dishonesty.

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

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

A grade of Incomplete is only issued for a student who is experiencing a serious emergency that prevents his or her attendance at the final class session. It is not issued for students who are unable, by reason of illness or lack of time management skills, or other non-emergency event, to successfully complete the final project in time to present their work at the final presentation. During the pandemic, extended opportunities were offered to affected students, but this no longer is in effect.

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

Has attended more than 80% of the course.

Has completed all but the final project or assignment.

- Has made a specific request for an Incomplete to the instructor in writing before the last class session or has notified their academic advisor immediately or as soon as possible, of the serious emergency situation.
- Provides documentation of personal illness or injury; or illness or death in her or his immediate family.

All reasons must be submitted in writing using the Request for Incomplete form, be reviewed and approved by the instructor, the academic advisor, and the vice president for academic affairs and dean before the Incomplete can be recorded.

R: “Repeated”; indicates that the course was later repeated. The original grade is replaced with an R and is removed from the GPA calculation; the grade awarded for the re- taken course is used in the GPA calculation. This holds even if the original grade is higher than the grade awarded when the course is retaken.

W: “Withdrawal”; withdrawal from a course by the student before the last day to withdraw from courses, as noted on the Academic Calendar.

Course credit will not be granted unless a student completes and passes the course with the required grade. A grade of C- is the minimum passing grade for a required studio course; D- is the minimum passing grade for lecture or seminar courses.

In order to satisfy program requirements, students must retake all required professional studio courses in which the grade received is lower than a C-, since a lower grade does not satisfy the prerequisites of ensuing classes. Students must retake any required professional/ lecture course or liberal arts course in which the grade received is lower than a D-, since a lower grade does not satisfy the prerequisites of ensuing classes. A repeated course must be the same course as the one for which an unsatisfactory grade was awarded. An undergraduate student may only repeat a course two times. A graduate student may only repeat a course once.

If a student fails a prerequisite course because of any reason, including insufficient progress, excessive absences, poor work, or grades of INC that are not resolved in the required timely manner, the next level course may not be taken until the prerequisite is satisfied. Any student without a passing grade or with an outstanding INC is ineligible for graduation from any program in which the course is required.

Academic Warning Notice

Students whose academic performance in a class is considered unsatisfactory may receive an Academic Warning notice from their instructor at any time during the semester. Students who receive an Academic Warning notice should take this communication very seriously, and contact the instructor and academic advisor at once. The reason(s) for the unsatisfactory performance is noted on the form, and may include insufficient progress, excessive absences, missed presentations or deadlines, poor performance on exams, or poor work. A copy of the form is forwarded to the student’s academic advisor. Please refer to the section on Grade Appeals.

Grade Appeals

If a student feels that a final course grade received for a course is an error, or wishes to contest a final course grade, then the student must follow the procedures below. Only final course grades may be appealed.

Note: Grades for individual projects may not be appealed to the Office of Academic Affairs, but must be handled directly by student and instructor.

Grade Appeal Procedure:

1. Time is of the essence. The student should immediately contact the instructor to discuss his/her concerns. At the same time, the student must inform his/her academic advisor in writing or via email that he/she is initiating the grade appeal process by speaking with his/her instructor.
2. If after speaking with the instructor the matter has not been resolved, and within two weeks of the grade report being issued, the student should contact his or her academic advisor again, in writing, stating the intention to pursue a formal grade appeal.
3. After meeting with his/her advisor, a student who wishes to pursue a formal grievance must put his or her concerns into a written letter of complaint addressed to the VP for Academic Affairs/ Dean. In addition to the letter, all relevant student work and documents must be delivered by the student to the Office of Academic Affairs along with the written statement.
4. A Grade Appeals Committee consisting of the VP for Academic Affairs/Dean, one of the associate or assistant deans or other academic administrator, and the student's academic advisor will meet to review the student's statement and submitted materials, and will then meet with the instructor to discuss the grievance and resolve the matter. The committee may confer with another member of the faculty, and may ask to meet with the student.

The decision to change a grade is solely that of the instructor. The Grade Appeals Committee reserves the right, under exceptional circumstances in which they have determined that compelling evidence has been presented that the grade was issued in error and in a manner not consistent with the College's academic policies, to recommend to the VP for Academic Affairs/Dean that the final grade as issued should be reversed. It is at the sole discretion of the VP for Academic Affairs/Dean to change a final grade without the consent of the instructor. In no case will a grade be changed following graduation.

Academic Suspension or Dismissal

Academic Suspension, Dismissal, or other penalties may result from a series of two or more consecutive semesters of Academic Probation, in which a student's academic performance is below the college's standards for good standing. If a student earns a GPA below the required level for two consecutive semesters, then they enter a state of Academic Dismissal, and risk dismissal unless their grades improve and they show academic progress. The VP for Academic Affairs/Dean reserves the right to determine the penalty to be applied.

Alternatively, a student will be placed on Academic Suspension for six months to one year and will be asked to complete course work at another accredited institution, and earn a specific grade, before being readmitted. This is in order to demonstrate academic readiness and commitment. Other conditions for readmission may be set by the VP for Academic Affairs/Dean and stated in writing at the time of suspension.

Academic Dismissal of Undergraduate Students

Undergraduate students are expected to maintain a minimum semester GPA of 2.0, and must earn a cumulative or career GPA of 2.0 in order to earn the diploma.

First Academic Suspension

Undergraduate students who have been suspended once due to lack of academic progress must remain away from the College for a minimum of one semester, not including summer session, unless otherwise advised by the VP for Academic Affairs/Dean. During this time, the student is expected to complete a minimum of six semester credits of academic coursework with at least a 3.0 cumulative GPA from an accredited institution(s) of higher education. A suspended student must submit an official transcript(s) to the Office of Academic Affairs as evidence of successful completion of the coursework, and may be readmitted only when the student presents evidence that he or she is capable of performing at the level required to meet the college academic standards.

Note: A student who has been away from the College for one year is no longer matriculated at the College, and must apply for readmission. A readmitted student matriculates under the degree requirements of the academic catalog current at the time of readmission. Courses previously taken may or may not apply to new or revised degree requirements, since the curricula of each program are frequently modified or revised to reflect changes in practice and theory.

Academic Dismissal of Graduate Students

Graduate students in the MFA programs are expected to maintain a minimum semester GPA of 3.0, and must have a cumulative or career GPA of 3.0 in order to earn the degree. In some cases, a low GPA may not be foreseeable until the final semester of the program. It is the responsibility of the individual student to monitor his or her academic progress, to remain in good standing, and to maintain a minimum cumulative GPA of 3.0 throughout their academic career at NYSID.

Students in an MPS/Master of Professional Studies program may receive no more than one two “LP” Low Pass grades during their course of study, and no more than one in any given semester. MPS students who receive on grade of “F” in any semester may be suspended from the program and will be required to return to retake the failed course and earn a passing grade the next time the course is offered, in order to earn the degree. It may take a full academic year before the course is offered and the degree earned.

Any graduate student who has been dismissed for lack of academic progress may not apply for re-admittance to the same graduate program in which they were enrolled. Such graduate students may apply for admittance to an undergraduate program and all transfer credit policies will apply.

Dismissal Appeal

Any student who is dismissed from the college may file an appeal with the VP for Academic Affairs/Dean outlined in the academic judicial procedures appeal process.

Commencement

The College holds an annual commencement ceremony in May for graduates of the MFA, MPS, BA, BFA, and AAS degree programs. All degree candidates must have completed the total number of credits required for the degree at the time of graduation. Exceptions to this policy will be considered on a case-by-case basis by the Office of Academic Affairs. No student with more than one course outstanding will be permitted to participate in the ceremony, and no student with their core studio outstanding will participate in Commencement until that course has been satisfactorily completed. When exceptions are

granted, the course must be taken in the summer immediately following commencement or no later than fall, and the student should register for the outstanding course at NYSID in time to have it approved by the academic advisor and paid in full in advance of the commencement ceremony. In no case will a diploma be released prior to the satisfactory completion of all degree requirements and the settlement of all accounts.

Graduation Procedures

To graduate, a student must have a minimum cumulative GPA of 2.0 in all undergraduate programs or a 3.0 in all MFA programs. Candidates in the MPS programs must be students in good academic standing with no more than two grades of LP. Students are responsible for being familiar with all academic policies of the College and for tracking their progress in meeting degree requirements.

Students must meet with their academic advisor at the time of registration for the semester prior to the semester in which graduation is anticipated, for a transcript review to determine eligibility for graduation. This meeting will allow a student to take any missed classes, some of which are offered only in specific fall or spring semesters. Students are encouraged to review this same information by accessing their account on the NYSID Portal, Student Course Needs under the Advising Tab. Students anticipating graduation within two semesters or at the time of registration for their final semester of classes should submit the Graduation Candidacy Form online. Students can find the form on the NYSID portal under the resources tab. Once completed, the registrar will forward the form to your advisor for approval.

All applicable transfer credits, incomplete work, and financial obligations must be resolved in order to receive a diploma or certificate. Financial obligations include tuition, fees, library fines, or collection fees as applicable. The diploma or certificate is held pending clearance of the candidate's financial account.

Any student wishing to graduate must complete the Graduation Candidacy and Diploma form, available online under the Resources tab on the NYSID Portal by the designated date in their final semester. This form is required to officially initiate a graduation candidacy, regardless of whether the student intends to attend the commencement ceremony. Students completing the Basic Interior Design non-degree certificate program do not participate in the commencement ceremony. Students in the BID program should use the Graduation Candidacy form to request the BID certificate by submitting it online with payment by the designated date in their final semester. Diplomas will be mailed to the address listed on the form unless otherwise noted.

Dean's List

Any matriculated BFA, AAS, or MFA student who has completed 12 or more credits during any semester, does not carry an INC (Incomplete) for that semester, and has a term GPA of 3.5 or higher is named to the Dean's List. MPS and BID students are not eligible for inclusion on the Dean's List.

Conferral with Honors

The MFA, BFA, and AAS degrees are conferred with Honors (cumulative GPA of 3.5–3.79) or High Honors (3.8–4.0). In MPS degrees, honors are not conferred.

ACADEMIC INTEGRITY CODE

NYSID encourages a collegial learning environment in which students dedicate themselves to creating and presenting work that is solely their own. In the college setting and later, in professional or academic practice, designers must act with integrity, and thereby safeguard their reputation for honesty. By submitting work for academic credit, including but not limited to papers, presentations, projects, homework assignments, and take-home exams, the student makes an implicit claim that the work is the student's own, done without the assistance of any person or source not explicitly noted, and that the work has not previously been submitted for academic credit for any other course or institution. Students are free to study together unless specifically asked not to by the instructor. Students are expected to complete take-home tests and homework assignments on their own with no outside help or collaboration with classmates. In the case of examinations (tests, quizzes, etc.), the student also implicitly claims to have obtained no unauthorized information about the examination and has neither given nor obtained any assistance during the examination. Moreover, a student shall not prevent others from completing their work. In the case of projects, students shall not avail themselves of the student work from previous semesters.

Any use of another's creative work, written work, digital or hand drawing or drafting, or research—and the sharing of one's own work with another—without acknowledgment or citation is dishonest, unprofessional, and unacceptable.

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

Supplying or receiving assistance in the completion of any course project, paper, test, or assignment in which the expectation of the instructor is that each student is to complete said assignment or task independently.

Supplying or receiving completed papers, projects, outlines, or research for submission by another person or entity, including providing original papers or essays for sale through "term paper" services or websites. This includes work created by or based on work created by ChatGPT or other large-language model digital applications.

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

Copying another student's work, either entirely or partially, to incorporate into one's own work, or to use as the basis of one's own, and misrepresenting that a submittal is wholly one's own original work. This includes every kind of course work or assignment required of NYSID students, including but not limited to digital and hand drawing, drafting, or rendering; design project components; presentation materials; and papers or research documents compiled for lecture or seminar courses.

Submission of the same or essentially the same project, paper, or report created by another person and claiming it as one's own original work.

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

Cheating during exams, including open-book and take-home exams, viewing other students' exams, conversations with other students about the contents of an exam,, and use of materials other than those approved by the instructor for use during the exam are violations of the Academic Integrity Code.. This includes soliciting or sharing in any form and to any extent, answers to a proctored or other exam with another student. Personally observing or knowing that another student is cheating or violating the Academic Integrity Code, and not reporting such violation in a timely way to the instructor, academic advisor, or Office of Academic Affairs.

Alteration of any materials or apparatus that would interfere with another student's work.

Copying or allowing copying of assigned work or falsification of information.

Assisting another student in the completion of his/her course work, or soliciting or receiving such assistance. Use or hiring of outside services, computer applications, or persons to complete one's work and claiming it as one's own. This includes but is not limited to the preparation of drawings, renderings, printing, or presentation services.

Unauthorized removal or desecration of study or research materials or equipment intended for common use in assigned work.

Stealing another student's property, including pilfering of sample materials assembled for presentation.

Use of another student's NYSID ID for any purpose, such as, but not limited to, scanning for attendance or accessing the Portal or academic network via another student's ID number and password.

Allowing another person to access the NYSID academic network or the Portal using one's own ID number and password.

Plagiarism

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

In formal papers the source is acknowledged in a footnote; in informal papers, it may be put in parentheses, or made part of the text: "Robert Sherwood says..." This first type of plagiarism, using without knowledge the language of someone, is easy to understand and avoid: When a writer uses the exact words of another writer, or speaker, she/he must put those words in quotation marks and cite or credit the source.

A second type of plagiarism is more complex. It occurs when a writer presents as his or her own, the sequence of ideas, the arrangement of material, or the pattern of thought of someone else, even though he/she expresses it in his or her own words. The language may be his or hers, but he/she is taking credit for the work of another. He/she is guilty of plagiarism if the original author is not given credit for the pattern of ideas. An example of this kind of plagiarism is when a writer paraphrases the ideas or statements of other writers, without acknowledging the original author.

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

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

Am I consulting any source as I write this paper or do this project?

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

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

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It should be noted that copying the work of any designer or using photographs of another designer’s work as part of one’s studio work without attribution or citation is considered a form of plagiarism.

Students must include or affix an attribution for any image of a designer’s work used as part of a presentation or “inspiration” board.

Use of Generative AI in College Assignments

This policy establishes guidelines for the use of generative artificial intelligence (AI) in college assignments. Generative AI refers to computer systems that can generate original content, such as text, images, or code, based on patterns and data provided to them. While generative AI can offer various benefits and opportunities of innovation in academic settings, it is essential to ensure its responsible use. By providing clear guidelines and fostering a culture of responsible use, the college aims to empower students to harness the potential of generative AI tools while ensuring the authenticity and originality of their work.

Academic Integrity

Academic Integrity is of utmost importance in all college assignments and processes. Students shall adhere to the highest standards of honesty, transparency, and originality when completing their assignments. The use of generative AI tools to create content that misrepresents one’s own knowledge or capabilities is strictly prohibited. Students must acknowledge which parts of the work they are presenting are AI generated, in the manner required by the course instructor, and any generated content from AI tools, just as they would for any other external source.

Disclosure and Declaration

In cases where the use of generative AI tools is permitted, students must disclose the use of such tools in their assignments. This disclosure should clearly indicate the specific sections or components that were generated using AI. AI ChatBot generated information should be treated as a personal interview and cited as such. Failure to disclose the use of generative AI tools may be considered a violation of the NYSID Academic Integrity Code and subject to appropriate disciplinary actions. Students are responsible for the information they submit based on an AI query; for instance, if the resulting text contains verifiable misinformation, dated/inappropriate terminology, or other inaccuracies. To reiterate, any use of AI tools must be documented and acknowledged in order to stay within NYSID policies on academic honesty.

Instructor's Discretion

The use of generative AI in college assignments shall be at the instructor's discretion. Instructors have the authority to permit or prohibit the use of generative AI tools based on the specific requirements and learning objectives of the course. The instructor's decision shall be communicated clearly to the students at the beginning of the course or assignment; instructors will provide clear instructions and guidance regarding the use of generative AI tools, including any specific limitations, requirements, or expectations. They should outline the appropriate and acceptable ways in which generative AI can be utilized to enhance students' learning. Instructors should facilitate conversations and critical thinking on topics such as intellectual property, privacy, bias, fairness, and the responsible use of AI. experiences and outcomes.

Ethical Considerations

Students are encouraged to reflect on the potential impact of generative AI in their assignments and consider the ethical ramifications and/or personal responsibilities associated with its use.

ACADEMIC PROGRESS

It is the student's responsibility to monitor his progress toward the degree in terms of overall College and individual program requirements. Students should review their unofficial transcript at the completion of each semester, paying careful attention as well to the total number of credits successfully completed as well as the actual grades received, and the cumulative or career GPA.

Academic advisors are available to help with any problems. Students may view their academic history or course needs at any time on the NYSID Portal.

To be in good standing, an undergraduate student must maintain a cumulative grade point average (GPA) of at least 2.0. MFA students must maintain a cumulative GPA of at least 3.0 to be in good standing. MPS students are expected to earn a grade of "P" in each of the required courses in order to be in good standing. The cumulative GPA is the student's overall career GPA averaged from every term at the College; term GPA is the average of grades of an individual semester, or term, and is noted separately in the transcript. MPS students do not earn a GPA, and none is noted on their transcript, although MPS graduates have earned an equivalent to a GPA of 3.0 or higher.

Graduate students will be allowed to repeat a required course one time. It is very important that graduate students closely monitor their academic progress. It is expected that graduate students earn a minimum grade of B or Pass in all their courses, and seek academic support for course content and skills in courses in which their grades fall below an acceptable level.

Undergraduate students will be allowed to repeat any required undergraduate course twice.

Failure to remain in good standing means that the student's tenure at NYSID is in jeopardy. Cumulative and term GPAs are calculated each semester and include all courses which have grades A through F. Incomplete (INC) is not included. Undergraduate students whose cumulative GPA is lower than a 2.0 and graduate students whose cumulative GPA is lower than 3.0 will not be awarded the diploma or graduate.

ACADEMIC PROBATION

Students on Academic Probation are not considered to be in good standing or making satisfactory academic progress.

In the undergraduate programs, a student whose term GPA falls below 2.0 in any single semester is placed on Academic Probation. Students on academic probation are not permitted to register for an internship for credit, etc. Undergraduate students with two consecutive semesters of a GPA below 2.0 may be suspended or dismissed from the College.

In the MFA programs, a student whose term GPA falls below 3.0 at any time is placed on Academic Probation. The students performance and attendance are reviewed, and if the GPA falls below 3.0 for two consecutive semesters, the student may be dismissed from the College.

ACADEMIC JUDICIAL PROCEDURES

The NYSID Office of Academic Affairs is committed to providing a creative learning environment founded on integrity and academic honesty. The principal responsibility for conduct rests with each student and it is expected that academic standards are valued and upheld. When a student violates these standards, known as the Academic Integrity Code, appropriate sanctions will be imposed by way of a judicial process with due regard to the person's rights as an individual. Judicial/ disciplinary procedures do not follow the rules of procedure used in court proceedings and legal representation is not permitted in any hearing. (For non-academic violations, refer to the Student Code of Conduct and Judicial Procedures (Non-Academic).

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

Filing of Allegations/Incident/Violation of the Academic Integrity Code

Any member of the NYSID community may initiate the judicial process against any student for alleged violation (s) of the Academic Integrity Code by submitting a complaint or report to the VP for Academic Affairs/Dean or the Office of Academic Affairs. A complaint or report is a detailed, written description of the alleged violation, addressed to the VP for Academic Affairs/ Dean, and may not be anonymous.

Complaints must be filed within 30 days of the incident that precipitated the complaint.

Review of Complaint

After the Office of Academic Affairs has received the complaint of the alleged violation, the VP for Academic Affairs/Dean will review the complaint and conduct a preliminary investigation to determine if the judicial process should commence. The VP for Academic Affairs/Dean may determine that there is insufficient merit to continue and may dismiss the complaint, may refer it elsewhere, may choose to render a decision individually, or will recommend commencement of the judicial disciplinary process. The VP for Academic Affairs/Dean is authorized to issue a disciplinary warning to the student(s) involved in the written report. Decision to dismiss a complaint is final.

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

The judicial procedures commence when the VP for Academic Affairs/ Dean convenes an Academic Disciplinary Committee consisting of the VP for Academic Affairs/Dean, one or two members of the faculty and two members of the NYSID administrative staff will convene to review the complaint. The committee may hold a review meeting with the person submitting the complaint or report and any witnesses identified to determine all the facts surrounding the alleged violation. The committee may ask to meet with the accused student. Additionally, the student's academic record will be reviewed, and the

academic advisor and faculty may be consulted. The Academic Disciplinary Committee will meet with all parties on a one-on-one basis. If the Committee determines that there is insufficient information or basis to support the complaint, the Committee will advise the VP for Academic Affairs/Dean to dismiss the complaint. Decision by the VP for Academic Affairs/Dean to dismiss a complaint is final.

Hearing Notification & Scheduling

A student will be notified in writing of the time and location of the hearing. Prior to the hearing, the student(s) will be permitted to submit a written statement of response to the allegation and present information on his / her behalf.

The alleged violator may waive the disciplinary hearing if he/she chooses to take responsibility for violating the Academic Integrity Code. The student must meet with the VP for Academic Affairs/Dean to sign a statement acknowledging that he/ she understands and accepts the charges of violation(s) of the Academic Integrity Code; appropriate sanctions will be imposed.

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

The Hearing Process

The disciplinary hearing for alleged infractions of the Academic Integrity Code will be conducted by the Disciplinary Committee that has been convened. The student may not be accompanied by any other person to the hearing (including family member, friend or attorney).

Electronic recordings of any kind, transmissions of the hearing proceedings, and mobile phones or other recording devices are not permitted in the hearing. One of the hearing administrators will take notes during the hearing and produce a summary of those notes soon after the conclusion of the hearing. These records will be retained in the Office of Academic Affairs. The accused may request, in writing access to view these records.

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

A student will be notified in writing within 10 business days of the outcome of the hearing and advised of any sanctions to be imposed. Sanctions are recommended by the Disciplinary Committee, but the decision regarding sanctions remains solely that of the VP for Academic Affairs/Dean; sanctions are effective immediately unless specifically stated otherwise in the written notification. Decisions made by the VP for Academic Affairs/Dean shall be final, pending the normal appeal process.

Appeals

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

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

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

The Vice President for Academic Affairs/ Dean will review the appeal and do one of the following:

- Accept the appeal, and designate a new disciplinary committee to reevaluate the hearing proceeding records and sanctions to determine if the outcome of the original decision is warranted. This committee may change the sanction making it less or more severe. Additionally, they may request a new hearing if sufficient cause is determined.
- Deny the appeal due to insufficient basis for appeal.
- The student will be notified in writing of the final decision, within 10 business days of the receipt of the appeal. No further appeal will be granted.

Records and Transcripts

Academic disciplinary records will be maintained in the Office of Academic Affairs. Records of academic violations become a part of the students' permanent record. Per FERPA, it is NYSID's policy to inform parents when appropriate of the disciplinary status of students who have been suspended or academically dismissed from the college if the student is under 18 or claimed as a dependent on parents' tax return. FERPA guidelines will be followed in regard to disclosure of violations and/or sanctions.

The transcripts of students dismissed from the College for violations of the Academic Integrity Code will carry a notation of the same in the relevant semester.

Sanctions

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

appropriate counseling or rehabilitation program, or the student may be required to take the one-credit course, "Applied Ethics."

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

Violation of Academic Integrity Code may result in, but is not limited to, the following sanctions:

Verbal warning

Oral warning to student that action is a violation and continued wrongful conduct may result in more severe disciplinary sanctions. This warning may be administered by the student's instructor or other NYSID Office of Academic Affairs administrative faculty.

Written warning

Written notification to student that action is a violation and continued wrongful conduct may result in more severe disciplinary sanctions. This warning may be administered by the student's instructor or other NYSID Office of Academic Affairs administrative faculty.

Project/exam/assignment failure

Zero points will be awarded for a plagiarized project, exam, or assignment; the instructor may require resubmittal, even for no credit, as a requirement of passing the course. This decision may be administered by the student's instructor or other NYSID Office of Academic Affairs administrative faculty.

Applied Ethics Requirement

Requirement to enroll in and successfully complete the course, "Applied Ethics."

Course credit denial and/or failure

No credit earned for course(s) in question and/ or receive a permanent grade of FA on transcript for that course.

Suspension

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

Expulsion/Dismissal

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

GENERAL POLICIES & RESOURCES

The COVID-19 Policies & Procedures provides detailed rules and policies regarding use of the facilities, cleaning and disinfection protocols, and requirements for all students, staff, and faculty for safe entry to the school. Please refer to nysid.edu/covid-19-policies-procedures for the full plan. All students are expected to be familiar with the plan and to comply. If they don't, they will be considered in violation of the Student Code of Conduct and risk suspension, dismissal, or other penalties.

Solicitation, Distribution, & Posting of Literature

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

Credit Card Marketing Policy

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

Reproduction of Student Work & Images

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

Personal Property

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

Personal Appliances and Electronic Transportation and Charging Devices

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

The use, storage, and charging of electronic bikes, scooters, hoverboards and all similar devices are prohibited inside all NYSID buildings.

School Property

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

Lockers & Storage Pedestals

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

Lockers in 70 Street Building

Matriculated students may sign up for student lockers on a semester-by-semester basis in the Office of the Registrar during the first week of classes on a first come first served basis. Student work and supplies should not be stored on top of the lockers. Any items left on top of the lockers will be discarded at the end of the semester. The College is not responsible for any items stored outside of the student lockers. The 4th floor lockers nearest to the Lighting Lab are reserved specifically for MPS program students and/or students with documented injuries or capabilities who require accommodations.

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

A limited number of lockers are available to matriculated students and are issued on a first-come, first-served basis. Arrangements can be made for students with disabilities or injuries, with the accompaniment of a physician's note or a letter of accommodation from Disability Services, which must be presented at the Office of the Registrar at the time of sign-up.

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

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

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

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

NYSID may in its sole discretion carry out or authorize searches/inspections for any reason. The following is a partial listing of examples of when NYSID will exercise its discretion without notice:

- Locker abandonment
- Suspected contents that may be illegal, illicit, or deemed by the College to be harmful, offensive, or inappropriate
- At the request of or generally in cooperation with law enforcement authorities
- Investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities
- Risk to the general good of the College
- Risk to the general good of the student or student population
- Unregistered locker
- Physical damage to or defacing of the locker
- Odors (spoiled/rancid food, garbage, or smelly contents)
- Locker maintenance

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

Lost & Found

Personal articles found at the 170 East 70th Street building or the Graduate Center should be taken to the nearest reception desk. The College is not responsible for items left unclaimed for more than 30 days. Lost & Found forms are located at the front desk and school ID is required to obtain a lost item.

Food & Beverages

Food and beverages are prohibited in all classrooms, computer labs, the Atelier, lighting labs, library, and the lecture halls. Students should use the café, student lounges, and roof terrace for the consumption of food and beverages.

Recycling

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

Smoking

NYSID is a smoke free facility. Smoking is prohibited throughout all NYSID buildings, the roof terrace and within 25 feet in front of all building entrances. As per the amendment to the NYC Smoke-Free Air Act, the use of electronic cigarettes and smokeless tobacco products are prohibited.

COMMUNITY RESOURCES

POLICE STATIONS

Emergency 911

East 70 Street neighborhood

19th Precinct

153 East 67 Street

212-452-0600

Graduate Center neighborhood

13th Precinct

230 East 21 Street

1760 Third Avenue neighborhood (student housing)

23rd Precinct

162 East 102 Street

212-860-6411

HOSPITALS AND CLINICS

Clinics

East 70th Street neighborhood

City MD Walk-in Clinic

1150 Third Avenue

New York, NY 10065

www.citymd.net

888-714-5086

Graduate Center neighborhood

City MD Walk-in Clinic

37 West 23rd Street

New York, NY 10010

www.citymd.net

877-311-0550

Hospitals

New York Presbyterian Hospital

525 East 68th Street

www.nyp.org

212-746-5405

Mount Sinai Hospital

1 Gustave L. Levy Place

www.mountsinai.org

212-241-6500

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Beth Israel Hospital
317 East 17th Street
www.wehealny.org

Lenox Hill Hospital
100 East 77th Street
www.lenoxhillhospital.org
212-434-2000

HEALTH & SAFETY

NYP Victim Intervention
nypvip@nyp.org
212-746-9414

Cancer Care
www.cancercare.org
800-813-4673

Karen Horney Clinic
karenhorneyclinic.org
212-838-4333

Callen-Lorde
callen-lorde.org
212-271-7200

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

Crime Victims Hotline
212-577-7777

Crisis Textline
Text HOME to 741741
Crisistextline.org

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

Emergency Contraceptive Hotline
888-NOT2LATE

AIDS Testing (David Geffen Center)
212-367-1100

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

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

National Suicide Prevention Lifeline
Suidcidepreventionlifeline.org
1-800-273-8255

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

NY State Sexually Transmitted Diseases information
1-866-637-2342

NYS Smoker's Quitline
www.nysmokefree.com
1-866-697-8487

Suicide Hotline
www.suicidehotlines.com
800-273-8255 (talk)
800-784-2433 (suicide)

Pharmacies

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

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

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

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