Sotheby's
INSTITUTE OF ART

STUDENT HANDBOOK 2023-2024
MASTER'S DEGREES | GRADUATE CERTIFICATE PROGRAMS
SOTHEBYSINSTITUTE.COM

Table of Contents

Table of Contents 2

About the Student Handbook 3

About the Institute 4

Academic Calendar 5

Campus Facilities 6

Campus Safety 8

Student Code of Conduct 10

Academic Programs 19

Academic Policies and Procedures 20

Student and Academic Services 33

Library Services 40

Information Technology 42

Career Services 45

Graduation 47

Institutional Policies 48

Emergency and Non-Emergency Medical Resources 58

Terms and Conditions of Enrollment 61

Disclaimer

The information published herein represents the policies and procedures of Sotheby's Institute of Art (here after referred to as "the Institute") at the time of publication. The Institute reserves the right to change without notice any matter contained in this publication. Payment of tuition for or attendance in any classes shall constitute a student's acceptance of the Institute's policies and procedures as well as the Institute's right to change the same.

About the Student Handbook

The Student Services team created this handbook to provide a general overview of the Institute, including its programs, policies, and procedures as well as resources and services available to students. The handbook is meant to guide students in becoming informed members of the Institute community and to advise them of their responsibility to know what is available to them and expected from them. Students should familiarize themselves with all the information in this handbook to make their educational experience as rewarding as it can be.

Our highest priority of keeping students, faculty, and staff safe remains as steadfast as ever. Any changes to policies concerning course delivery, facilities, or required student information will be updated to reflect current events.

Students must submit a Student Handbook Receipt Form, as part of the New MA Student Required Forms, via SchoolDoc. SchoolDoc is an external, HIPAA-compliant site where students upload required forms and documentation. All students receive an invitation to SchoolDoc as part of the onboarding experience. Any enrolled student who has not received access should contact the Student Services team at studentservices@sia.edu.

About the Institute

Since 1969, Sotheby's Institute of Art has prepared students for careers in the art world. Students receive a rare inside look at the business of art while exploring both the scholarly and practical sides of the art world, including the skills and professional connections necessary for successful entry into many art-world fields. We have over 8,000 alumni worldwide, many of whom are working across the art industry in auctions, galleries, museums, marketing, finance, and more.

MISSION

Sotheby's Institute of Art is the pioneer in the study of art and its markets. Our academically innovative and professionally focused curriculum enables students to acquire specialized knowledge of art's objects, histories, and markets to impact art and related industries. The Institute is committed to fostering future generations of art business leaders and cultural stewards.

DIVERSITY & INCLUSION

Sotheby's Institute of Art welcomes and strives for diversity—including but not limited to race, class, gender, sexual orientation, socio-economic background—in our student body, faculty, and staff to foster an inclusive educational community with a wealth of perspectives and experiences, and to cultivate a multi-faceted, global professional network that will better serve our students and alumni as cultural stewards and international art market leaders.

ACCREDITATION & AUTHORIZATION

Sotheby's Institute of Art - New York is accredited by the National Association of Schools of Art and Design (NASAD) and is authorized to grant degrees by the New York State Education Department.

Academic Calendar

Fall 2023	
August 30	New Student Drop-in Day on campus (Required for International Students)
August 31	New Student Orientation (In-Person, Required)
August 31	New Student Orientation (Hybrid, Required via Zoom)
September 4	Labor Day Holiday
September 5	**Fall Semester Begins**
September 12	Last day to Add/Drop
September 25	Yom Kippur Holiday (No courses this day)
October 3	Last day to withdraw with a 'W' grade
October 16-20	Midterm Week
November 22-24	**Thanksgiving Break (SIA-NY Offices Closed Nov.23-24)**
December 6-10	Field Study Week
December 11-15	Finals Week
December 25 - January 1	Office closed (Winter Break Holiday)

Spring 2024	
January 22	**Spring Semester Begins**
January 29	Last day to Add/Drop courses
February 19	Presidents' Day Holiday [SIA-NY Closed]
February 20	Last day to withdraw with a 'W' grade
March 11-15	Midterm Week
April 1-5	Spring Break
Field Study	TBA
May 3	Last day of Spring lectures
May 6-10	Finals Week
May 10	Last Day of Spring Semester (Summer Break Begins!)

Religious Holidays will be recognized without prejudice. *This calendar is subject to change.*

Campus Facilities

HOURS OF OPERATION

Administrative hours are from 9 AM to 5 PM, Monday through Friday (EDT / EST), except for specified holidays or as otherwise indicated. Students should check the library website to remain informed about library hours.

FACILITIES

The Institute's main facilities (including administrative and faculty offices, classrooms, and library) are located on the 6th floor of 570 Lexington Avenue, in the historic General Electric building. There are two shared spaces for students: the common area (lounge) and the library. All facilities to which students have access have wireless internet access.

Students who do not comply with building and campus policies will have their access to campus revoked which could put their academic and/or visa status in jeopardy.

STUDENT ID CARDS & BUILDING ACCESS

All students are required to upload a photo for a student ID card to MySIA. Students will receive their student ID, which also serves as an access card for the building, at orientation.

The student ID card is required to enter 570 Lexington Avenue and must be "swiped" in the elevators and at doors to gain access to the 6th floor and to the library. Students must return access cards upon graduation, withdrawal, suspension, or expulsion.

Lost or stolen student ID cards must be reported to the Institute immediately. The replacement fee for a lost card is $30.

LOSS/THEFT OF PERSONAL ITEMS

The Institute cannot be held responsible for the loss/theft of personal items either on Institute property or on off-site visits.

SUSTAINABILITY

SIA-NY strives to be a green campus and we are committed to sustainability, environmentally friendly practices, and educating our community about sustainability. We follow the New York City Department of Education guidelines of sustainability for schools. Our goals include:

- Making our buildings eco-friendly and energy and water efficient.
- Promoting everyday practices that benefit the environment.
- Inspiring students, faculty, staff, and communities to take part in environmental programs.

WASTE REDUCTION AND RECYCLING / ZERO WASTE SCHOOLS

For the city to have zero waste go to landfills by 2030, we all must do our part. Zero Waste Schools is a program designed to do just that. Instead of sending waste to landfills:

- Recycle paper, cardboard, metal, glass, plastic, and cartons.
- Compost to keep food scraps from going to landfills.
- Reduce or eliminate single-use plastic.
- Reduce paper usage, requiring shared printers, and encouraging double-sided printing.
- Offer reusable tote bags; discourage use of plastic bags.
- Offer reusable dish towels and plastic-free cleaning supplies.
- Properly dispose of old computers, batteries, paint, etc.
- Buy secondhand.

ENERGY CONSERVATION

The city has a goal of cutting greenhouse gas emissions 80% by 2050. To be part of this effort, we have brought energy efficiency programs to our schools:

- Automatic lights; turn off lights when not in use.
- Reduce elevator service.
- Turn off HVAC and A/C when campus is not in use.
- Turn off appliances and machinery that require excessive energy.
- Limit airplane travel only to essential business; conduct meetings by video conference and telephone whenever possible.
- Encourage use of public transportation, bicycles, and walking instead of taxis.
- Delete old digital files, digital accounts, and reduce digital waste.

Campus Safety

EMERGENCY PROCEDURES ON CAMPUS

The Institute has the responsibility to provide a safe environment for students. The campus has an Emergency Action Plan in place which is available on Canvas. The Student Services team and other members of staff have been trained in CPR, Emergency First Aid and Fire and Disaster Emergency Procedures.

An emergency is a situation which poses an immediate risk to health, life, property, or the environment. The Institute's senior staff is well equipped to handle most emergency situations. In the event of an emergency at the 570 Lexington campus, initial contact should be made with the front desk. In case of a life-threatening emergency dial 9-1-1.

Students should familiarize themselves with all emergency procedures as they remain in effect when the campus is open. Students should subscribe to the emergency text system by texting, "SIA emergency FirstName LastName" to 332 238 1020. This system is utilized regardless of which semester you are in while on campus and sends a text notification of closures or delays due to inclement weather and other emergent situations.

SECURITY OFFICERS

The private security guards employed by the building management of 570 Lexington Avenue, where the Institute's NY campus is located, provide essential security services. The campus of Sotheby's Institute of Art is one block away from the NYPD 17th Precinct located at 167 East 51st Street.

EMERGENCY CLOSINGS

The Institute ensures every effort to remain open as scheduled unless hazardous conditions arise. On rare occasions, events such as inclement weather or other emergencies may disrupt normal Institute operations and information about closings and/or changes to Institute operations are posted to Canvas and sent to the Institute community via text alert. To receive emergency text alerts, students must subscribe to the system by texting, "SIA emergency FirstName LastName" to 332 238 1020. In cases of severe weather, the Institute follows the procedures issued by the New York City Department of Education.

MEDICAL EMERGENCIES

A medical emergency is an injury or illness that is acute and poses an immediate risk to a person's life or long-term health. Should a medical emergency occur during regular working hours, follow the instructions above to notify Institute staff, who will contact emergency responders. Staff trained to perform first aid will intervene while waiting for emergency services to arrive. It is very important to remain calm and to make room for staff to assist the injured or ill individual.

When on campus, medical emergency information stated here applies. If you are on an off-site visit or are a hybrid student, please call 911 (US only) or whichever local emergency number is applicable to your location in the event of a medical emergency. Should you encounter medical

issues that would prohibit you from attending class or require accommodation, contact Student Services (studentservices@sia.edu).

FIRES

If the fire alarm sounds, stop what you are doing and listen for instructions by the Fire Safety Director over the building's public address system.

EVACUATION PROCEDURES

If instructed by Institute staff or the Fire Safety Director of the building to evacuate, please follow these procedures:

- Stay calm and walk to the nearest fire exit. There is a stairwell in the Commons (behind the IT desk) and a stairway near the individual stall restrooms near the library entrance.
- Before entering or exiting any stairway or room, feel the door with the back of your hand. If it is hot, move away from this location and exit the building via another stairway.
- Never use the elevators to evacuate a building during a fire as it might stop on the floor with the fire.
- If at 570 Lexington Avenue, proceed to the designated off-site relocation area. Once off-site, check-in with a staff or faculty member and await further instruction.
- Be sure to check the Announcements on Canvas or opt-in for the emergency text service for emergency updates.

Student Code of Conduct

NON-ACADEMIC CODE OF CONDUCT

Sotheby's Institute of Art is a professional graduate school environment and students must always act accordingly. If students exhibit unacceptable conduct or behavior that is disruptive and/or detrimental to the Institute, faculty, staff, or other students while at the Institute or at an off-site location used for Institute purposes (field study visits, trips abroad, etc.), students may be issued formal written warnings. Students who continue to exhibit unacceptable behavior may face dismissal. Dismissed students will not be refunded any tuition or travel fees and may not be eligible for readmission.

The Institute's online database systems and online academic access system (Canvas operating system) are all integral to the student and academic experience. All users of these resources are expected to behave in an ethical, responsible, and legal manner. Electronic communications or any websites accessed by a student should not contain anything that would reasonably be considered offensive or disruptive. Offensive content includes, but is not limited to, racial slurs, sexual content or images, or any comments that would offend someone based on age, sexual orientation, gender identity, religious beliefs, political beliefs, race, national origin, or ability status.

Authorized Institute staff members monitor computing access to ensure security. Internal communication systems, electronic messages, files and data, and all hardware and software are and shall always remain the property of the Institute. The Institute has the right to retrieve and review any messages or file composed, sent, or received, utilizing its technologies or equipment. Although access to Institute networks allows for the usage of passwords for security, confidentiality should not be assumed, and ultimate privacy should not be expected. Accounts are issued for the sole usage of students and each user is responsible for all actions on the account issued. A violation of the Institute's internet policies may result in disciplinary action, including dismissal.

The technology and online environments at large are dynamic and constantly evolving. Therefore, the abovementioned policies may change accordingly at any time, with or without notice. It is the responsibility of each student to remain informed of current policies.

Harassment

The Institute is committed to creating an academic environment that is free of harassment and in which the dignity of students, faculty, and staff, irrespective of their sexual orientation, gender identity, racial or ethnic background, religion, or ability status is acknowledged. Harassment is indicative of a lack of respect for the person harassed, undermines the person's position, and may have a negative impact on health, job performance, course work, examinations, and a sense of personal security. The Institute regards any form of harassment as an extremely serious matter. Formal complaints will be thoroughly investigated in such a way as to protect (to the maximum extent possible) both the complainant and the accused. In cases where the complaint is substantiated the individual responsible may be subject to disciplinary action.

Any students who experience harassment, in any form, should immediately inform a member of the Student Services staff, who will be able to offer help and support.

Maintaining a Safe and Healthy Environment

The Institute strives to create an environment which promotes the safety and well-being of all members of the community. In accordance with New York State and New York City law, smoking/vaping is not permitted in the Institute's facilities, in the 570 Lexington Avenue building, or directly in front of 570 Lexington Avenue.

The Institute strictly prohibits the illicit use, possession, or dispensation of controlled substances whether on the Institute's premises or on Institute-sponsored visits and travel. In addition, for the safety and comfort of the community, the Institute strictly prohibits the use or possession of weapons or incendiary items on the premises or on Institute sponsored visits. The Institute does not tolerate damage to property on campus and/or to property on site visits. Violation of these policies will result in automatic dismissal from the Institute.

Interference with the Institute's normal operations is not tolerated. Students who are deemed harmful to themselves or others and/or are hindering the activities of students, faculty or staff will be suspended or dismissed from the Institute immediately.

POLICIES & PROCEDURES CONCERNING SEXUAL ASSAULT, STALKING AND DOMESTIC & INTIMATE PARTNER VIOLENCE

The Institute seeks to create and maintain a safe environment in which all members of the community—students, faculty, and staff—can learn and work free from the fear of sexual assault and other forms of violence. This policy is specifically directed towards sexual assault, domestic and intimate partner violence and stalking committed against students on and/or off-campus.

The Institute provides victims of sexual assault, stalking and domestic and intimate partner violence with access to professionals, medical care, and law enforcement officers who are trained in the field to assist in obtaining help, including immediate medical care, counseling, and other essential services.

The Institute urges all victims to seek immediate help in accordance with the guidelines set forth in this policy with the assurance that all information received from a complaint will be handled as confidentially as possible. In accordance with Title IX law, even Institute employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for investigation and/or to seek a resolution. Students should review the Institute's complete Sexual Misconduct Policy (accessible on sothebysinstitute.com and under the "129-B/Sexual Misconduct Policy" tab on the New York Campus home page on Canvas) and complete the Sexual Misconduct Policy Receipt Form as part of their MA New Student Forms to be completed on SchoolDoc.

The health and safety of every student at Sotheby's Institute of Art is of utmost importance. The Institute recognizes that students who have been drinking and/or using drugs (whether

such use is voluntary or involuntary) at the time that violence (including but not limited to domestic violence, dating violence, stalking or sexual assault) occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The Institute strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses the incident of domestic violence, dating violence, stalking or sexual assault to Sotheby's Institute of Art officials or law enforcement will not be subject to the Sotheby's Institute of Art Code of Conduct for violation of alcohol and/or drug use policies occurring at the time of the commission of domestic violence, dating violence, stalking or sexual assault. In cases where the accused is also a member of the Institute community, the Institute will take prompt action to investigate, and, where appropriate, take disciplinary action.

The Institute provides all students with an online training on Sexual Assault Awareness and Prevention which students must complete each academic year, before the fall semester. Those who do not complete the online course may not be permitted on-campus or at Institute events until training is complete. In conjunction with the online training course, the Institute will also send out a campus climate survey to all students at least every other academic year. The information provided in the survey is kept anonymous and used only for New York State reporting purposes as part of New York State Education Law Article 129B.

GUIDELINES FOR OFF-CAMPUS VISITS

The Institute's programs afford students the opportunity to attend on-site lectures at several of the world's most prominent collections, galleries, museums, and institutions. All such visits are strictly for academic purposes and are directly related to coursework. During these visits, students are considered representatives of the Institute and as such, are expected to conduct themselves accordingly.

The actions below are not permitted under any circumstances:

- Usage of mobile phones or other devices, except for notetaking purposes, for the duration of all visits.
- No gum chewing or food/drink of any kind in restricted areas.
- No smoking or vaping.
- No side conversations while lectures or tours are in progress.

Students may not:

- Utilize visits for personal business dealings or contacts.
- Write about the visits for publication (including public social media/blog postings).
- Interview subjects for any purpose other than scholarly research for work produced at or for the Institute.

• Discuss any site visit with a member of the press or media. Students must adhere to the following code of conduct during academic lectures conducted outside the Institute:

• No sound or video recording (unless permission is granted for accessibility purposes).

Students must:

• Always wear appropriate attire.

• Adhere to all rules and restrictions published, posted, or communicated by the host institution.

• Take notes in pencil to avoid any mishaps or accidents with the works being examined and discussed.

All students are required to sign and return a copy of the above guidelines as part of their MA New Student Forms. Violations of the above guidelines may result in disciplinary action.

GENERAL INTERNET POLICIES

The Institute's computer workstations, wireless internet access, online database systems, online academic access systems (Canvas and the CAMS operating system), and the student email system are all integral to the student and academic experience. All users of these resources are expected to behave in an ethical, responsible, and legal manner. Electronic communications or any websites accessed by a student should not contain anything that would reasonably be considered offensive or disruptive. Offensive content includes, but is not limited to, racial slurs, sexual content or images, or any comments that would offend someone based on age, sexual orientation, gender identity, religious beliefs, political beliefs, race, national origin, or ability status.

Authorized Institute staff members monitor computing access to ensure security. Internal communication systems, electronic messages, files and data, and all hardware and software are and shall always remain the property of the Institute. The Institute has the right to retrieve and review any messages or file composed, sent, or received utilizing its technologies or equipment. Although access to Institute networks allows for the usage of passwords for security, confidentiality should not be assumed, and ultimate privacy should not be expected. Accounts are issued for the sole usage of students and each user is responsible for all actions on the account issued. A violation of the Institute's internet policies may result in disciplinary action, including dismissal.

The computer and online environment at large are dynamic and constantly evolving. Therefore, the abovementioned policies may change accordingly at any time, with or without notice. It is the responsibility of each student to remain informed of current policy.

PROHIBITION ON RECORDING AND DISTRIBUTION OF COURSE CONTENT

The recording or downloading of lectures and other video or audio course materials by students, either digitally or through video or audio recording, is strictly prohibited, except as an approved accommodation from the Director of Student and Academic Services. Publishing digital course content (including but not limited to lectures, transcripts, written materials, and video or audio materials) is also strictly prohibited. Publishing means transmitting, circulating, distributing, sharing on any media platform, or otherwise providing access to the material to another person or persons, including but not limited to other Institute students.

The Institute considers the unauthorized recording, downloading, and/or publishing of course content to be disruptive behavior and a violation of the Non-Academic Code of Conduct. Violation of this provision may subject the student to disciplinary action, including dismissal.

VIOLATIONS OF NON-ACADEMIC CODE OF CONDUCT

Any student, staff or faculty member may bring to the attention of the appropriate Program Director or the Director of Student and Academic Services an allegation of a violation of the Non-Academic Code of Conduct. After a review of/investigation of the claim by the Program Director and the Director of Student and Academic Services, the accused may be subject to suspension and/or dismissal from the Institute when, in their judgment, the student has violated the Institute's Non-Academic Code of Conduct and said violation warrants suspension or dismissal. In other instances, the Program Director or Director of Student and Academic Services may deem other outcomes as more appropriate in rectifying violations of the Non-Academic Code of Conduct.

Suspension and Dismissal

Students are notified of suspension or dismissal in writing via email (and in-person, when possible) by the Director of Student and Academic Services or the Program Director as soon as possible following a determination that suspension or dismissal is warranted. In the event of a suspension, the email will include the terms of the suspension and may outline stipulations for re-entry, if relevant. In either event, the student may request a meeting for further discussion by emailing the Director of Student and Academic Services within two business days of the issuance of the suspension or dismissal notice. Once the Director of Student and Academic Services receives the documented request, they will schedule a time to meet with the student, as soon as possible and not exceeding two weeks after receipt.

Three impartial members of the faculty or staff will also attend the meeting, with one serving as Meeting Chair. The student may bring a peer if they choose. The purpose of the meeting is to afford the suspended or dismissed the opportunity to further explain the behavior for which they were dismissed or suspended. After the meeting, the impartial members of the faculty or staff determine to either uphold or overturn the suspension or dismissal, and/or alter the re-entry requirements. The Meeting Chair will inform the student of their decision within one business day via email.

The student may further appeal in writing, within 5 business days of the issuance of decision, directly to the Director of the Institute. The suspension or dismissal may be upheld or overturned by the Director, who will inform the student via email of their decision within 2 business days of receipt of the appeal. The Director's decision is final.

ACADEMIC MISCONDUCT & ACADEMIC INTEGRITY

Artificial Intelligence (AI) Tools and Text Generation Policy

This policy was developed in response to fundamental concerns regarding the introduction of AI technology into the classroom. The most widely used tool at this time is ChatGPT. However, generative AI is advancing quickly, and this policy will be updated as new developments arise. This policy is intended to maintain fairness, transparency, and clearly outline the requirements for SIA-NY students.

Academic integrity is a cornerstone of SIA-NY's expectations. All students are expected to complete their own work. AI technologies may not be used to complete academic work. This includes (but is not limited to) essays, research, papers, short-answer questions, and multiple-choice exams.

The use of AI tools, ChatGPT or other, will equate to academic misconduct and, therefore, is a violation of SIA-NY's Academic Integrity Policy. **All assignments submitted to the Institute are checked for originality using Turnitin, which now includes an AI detection function**.

While artificial intelligence technologies must not be used to complete academic work, there may be occasions when instructors and students engage with it as part of student learning. If this is the case, instructors will provide clear guidance regarding how students are permitted to engage with the tools. If students are unclear about whether AI tools are allowed in a particular class, they should ask their instructor for clarity and guidance.

Academic Integrity Code

Academic integrity is the cornerstone of any institution of higher education. The Institute endeavors to create an environment in which a commitment to honesty and integrity is fundamental to all members of the Institute community.

While there are numerous violations of academic integrity that are obvious (such as cheating during an exam or copying from the internet), other forms are more subtle but just as serious. For example, aiding another's violation of the code - either deliberately or through willful omission - is also a violation. Students are responsible for knowing and using the proper procedures for writing academic papers, presenting work, sitting for examinations, and conducting independent research. Instructors will inform students of academic expectations, as they relate to the limits within which students may collaborate with or seek assistance from others on specific assignments. Students must understand that there are legal and ethical

restrictions relating to creative and intellectual property and consequences to dishonesty in the professional world. All students are required to sign an Academic Integrity Statement (as part of the New MA Required Forms) declaring that they have read through and agree to comply with the policy and that they understand the penalties for violating the Academic Integrity Code.

Academic dishonesty includes (but is not limited to):

1) Cheating on examinations; copying another student's work or utilizing unauthorized material. Examples of cheating include, but are not limited to:
    a) using notes, books, electronic media, or electronic communications in an exam without prior faculty permission.
    b) talking with peers or looking at another student's work during an examination.
    c) submitting substantially the same work in multiple courses without the explicit prior permission of the instructors.
    d) submitting work previously created for another course without the instructor's knowledge or permission.
    e) fabricating a citation or using a false citation.
2) Any act of plagiarism; the fraudulent presentation of the work of others as original. Examples of plagiarism include, but are not limited to:
    a) including a sequence of words quoted without quotation marks.
    b) including a paraphrased passage from another's work, uncited.
    c) including ideas, sound recordings, computer data, or images composed or created by someone else, uncited.
    d) purchasing a paper or hiring someone else to write a paper.
    e) allowing another student to present one's work as their own.
    f) altering or forging academic documents, including but not limited to admissions materials and medical documentation.
    g) unauthorized collaboration on work that was assigned to be done individually.
3) Theft of another student's work and presenting it as one's own.
4) Submitting the same work for more than one course.
5) Aiding or abetting an act of academic dishonesty.
6) Any attempt to improve academic performance by presenting misleading information and/or making deceptive statements or falsifying documents.

Students must consult with and receive prior permission from their instructors to submit the same or substantially overlapping material for two assignments. Submission of the same work for two different assignments without prior approval of the instructor is plagiarism and will be subject to the relevant penalty.

Procedures for Investigating Alleged Violations of the Academic Integrity Code

Any violation of the Academic Integrity Code is a serious matter and will result in disciplinary action. The Institute will follow the outlined protocol below for cases of suspected violations of the Academic Integrity Code:

Initial Meeting: An instructor who suspects that a student has committed a violation should, as soon as reasonably possible, meet with the student to present evidence of the alleged violation and give the student an opportunity to explain the origin of the work. Written notification of this meeting will be sent to the student's Program Director. The meeting can be held in person, over the phone or via email. If the alleged violation is discovered after the semester has ended, the student will receive a grade of incomplete ("I") until the issue is resolved. The work in question may be run through a plagiarism detection software such as, but not limited to, "TurnItIn."

Follow-Up Meeting: If the issue is not resolved at the initial meeting, the Instructor will schedule a follow-up meeting with the student to discuss the accusation and to fully review the specific violation of the Academic Integrity Code. At the follow-up meeting, the student must present the work in question, along with any supporting drafts, original research, digital files or other documentation and must reconstruct the process by which the assignment was made. This meeting will be scheduled within one week of the initial meeting and will include a member of Student Services, two impartial faculty or staff members, and the instructor and the student.

Based on the results of the follow-up meeting, the instructor, in consultation with the Program Director and other members of the academic staff will assess the case, taking into consideration the student's intent to deceive and the degree of the violation as it relates to the assignment, to determine if a major or minor infraction has occurred.

Penalties: If it is determined that a minor infraction occurred, the instructor may counsel the student about the standards of academic honesty, explain the consequences and require that the student resubmit the assignment in the appropriate format. The instructor may also assign a diminished grade or a failing grade ("F") for the assignment.

If it is determined that a major infraction occurred, the student will fail the assignment in question and the instructor will submit a report to the Program Director, the Director of Student and Academic Services, and the Registrar. The Registrar will place the report in the student's file, and it will become part of the student's permanent academic record. The Director of Student and Academic Services will issue a formal letter, sent by e-mail, to the student, with a copy to the instructor and the Program Director, documenting the case and any

sanctions. Sanctions may include failure (“F”) of the assignment, failure (“F”) of the course and/or suspension or dismissal from the Institute. Students who are dismissed from the Institute will not be refunded any tuition or travel fees and may not be eligible for readmission.

A student found in violation of the Academic Integrity Code may file an appeal following the procedure outlined in this handbook.

Academic Programs

ART BUSINESS

The Art Business program provides the fundamental knowledge and skills needed to succeed in the international art world. The program is designed for students with a visual arts or art history background who seek an alternative to the traditional academic model and desire advanced study in sync with the rapidly evolving global art market.

CONTEMPORARY ART

The Contemporary Art curriculum combines traditional art history and research methodology with professional practice and skills-based learning. The program provides an in-depth analysis of works of art from the post-war period to the present. Emphasis is given to the formal, historical, and critical analysis of art of this period.

FINE AND DECORATIVE ART AND DESIGN

The Fine and Decorative Art and Design program explores the history of fine and decorative arts as an international dialogue that affected both American production and patronage of the arts. Spanning the Baroque period through the mid-twentieth century, the program is taught through an integrated schedule of lectures, seminars, object study, museum and gallery visits and practical work, blending traditional lectures with hands-on, object-based learning. An emphasis is placed on the use of actual art objects for direct study, coupled with regional and local site visits to specialized museums, private collections, and key works of architecture.

THIRD SEMESTER STUDY

Students with satisfactory academic standing are eligible to continue their studies at SIA-NY or may choose to enroll in coursework at the Sotheby's Institute - London campus for their third semester study. Permission will be based on a review of the student's curriculum of choice in the context of coursework completed during the student's first two semesters of study, to ensure that the proposed program adequately fulfills all necessary degree and departmental requirements.

CONTENT WARNING & CLASS ENVIRONMENT

Some course content, including readings, discussions, visual materials, and site visits may necessarily engage with mature, difficult, and potentially challenging subjects. Such instances may trigger strong feelings for students. Faculty make every effort to flag potentially intense or graphic content. Students who encounter course material that is particularly unsettling for them should contact their faculty or Student Services as soon as possible.

STUDY TRIPS AND TRAVEL

Study trips and travel are an essential part of the SIA-NY curriculum. Our faculty have created unique opportunities for you to engage with arts professionals and sites around the world. The 2023 and 2024 semesters will have required travel components should it be able to be done so safely and in accordance with federal and local health regulations.

Academic Policies and Procedures

REGISTRATION

It is the student's responsibility to ensure that tuition is paid by the deadline set by the Finance Office. Students who do not pay tuition fees and/or travel fees in a timely manner are not permitted to register for or attend classes.

Registration Holds

Students who fail to satisfy mandatory non-academic requirements may have a hold placed on their registration and records. Mandatory non-academic requirements include but are not limited to submission of application materials (transcripts, vaccination records, etc.), completion of mandated trainings (Title IX, etc.), student account balance payment, and the return of library books and/or materials. The Registrar will notify students of registration holds, indicating the type of hold, and how to resolve it. The Institute does not extend deadlines because of delays in clearing holds and the student will be liable for any applicable late fees.

Change of Program

Students are typically not allowed to change their academic program after the conclusion of the add/drop period during a student's initial term. Each program has a highly structured and professionally oriented curriculum, and the course offerings and requirements do not necessarily overlap. Thus, those considering a change of program should not proceed under the assumption that the credits earned in one program will be applicable to another.

Students who wish to change programs must meet with their Program Director *before* making the final decision to do so. If the decision is made to proceed, and it is approved, students must submit a completed Change of Program Form to the Registrar. Students may obtain the form from Student Services or the Registrar.

Adding & Dropping Courses

To add or drop a course, students must first submit a request to the Registrar. Once approved, students must submit an Add/Drop Form to the Registrar. No course change is effective until the Program Manager and Registrar approve it, and no course changes will be allowed outside of the deadline published in the academic calendar.

Transcripts and Verification of Enrollment

Currently all transcript and enrollment verifications are being handled digitally and should be requested from the Registrar. All official academic transcripts carry the Institute's seal and document a student's permanent academic record at the Institute. Students may request that a transcript be mailed to the address of their choice (including colleges and universities) by

submitting a Transcript Request Form to the Registrar. Please allow five business days for transcript requests and enrollment verification letters. *Transcripts will not be issued to students with financial or other administrative holds on their account.*

CREDIT HOURS

All courses in the Institute's MA programs are designed to include a combination of lectures and discussions/seminars as well as, in most courses, required site visits and study trips. One hour of credit represents one hour each week of the term in class and 2-3 hours of work outside the classroom.

COURSE SUBSTITUTIONS

Each student must complete the full number of credits and courses required by each program. Students who can provide documentation of advanced competency of the subject matter in any of the required courses may discuss course substitutions with their Program Director prior to registration and no later than the end of the add/drop period. Students must submit a Course Substitution Form to the Registrar. Substitutions are not final until approved by the Program Director and Registrar. Substitutions do not reduce the number of credits required.

TRANSFER OF CREDIT

Due to the unique character and scope of the Institute's MA programs and the intensity of the three-semester format, credits are not accepted for transfer from other institutions with the exception of the Institute's partner institutions including Sotheby's Institute of Art - London, and articulated programs.

Veteran's Credit for Previous Education or Training

Students who are eligible for VA education benefits must report all previous education and training. The Institute may evaluate and grant credit, if appropriate, with the training time shortened, the tuition adjusted proportionately, and the VA and student notified.

RELEASE OF INFORMATION

The Family Education Rights Protection Act (FERPA) mandates that Institute faculty and staff cannot provide information to third parties (including parents/guardians and spouses) without the written consent of the student. To provide consent, students must complete an Information Release Authorization form, in person with the Registrar.

FERPA also applies to requests from employment verification agencies. Such agencies must email requests to the attention of the Registrar or registrarny@sia.edu, include the name of the student and program, and a release signed by the student.

ATTENDANCE

The Institute adheres to an attendance policy. Being present in courses is essential to successful academic performance and completion.

Faculty are responsible for clearly stating their expectations for performance and attendance through the course syllabus, specifying whether any portion of a student's grade is based on attendance and/or class participation. The Institute recognizes that legally protected activities, such as religious holidays, military service, and jury duty, may affect attendance.

Students are responsible for knowing course attendance expectations, and for meeting them, as outlined in the course syllabus, regardless of missed class time. Students are responsible for communicating in a timely manner in written form (e.g., email) with their faculty regarding any missed class time and related class work. Students absent due to illness must submit medical documentation to the Student Services Office to be considered for an excused absence. Students absent for more than five consecutive school days must inform the Student Services Office and will be required to provide documentation ensuring that they can return to their academic program.

It is understood that circumstances may arise outside of a student's control that may affect their attendance. Please be in touch with us should you encounter difficulties which may significantly affect your attendance.

A student who feels circumstances may warrant withdrawal from a single course must contact their Program Director and the Registrar. A student who wishes to request a medical or non-medical leave of absence must contact the Director of Student Services.

IN-PERSON ATTENDANCE

The Institute promotes strict adherence to its attendance policy. Full participation is essential to the successful completion of coursework and program completion. Students are expected to attend, and be on time for, all classes. Faculty will make attendance standards clear at the beginning of the semester. Students may be withdrawn from a course if habitual absenteeism or tardiness creates a negative impact or disruption to the instructor or to other students in the class. Students who experience an extended absence due to medical reasons or illness should contact Student and Academic Services as soon as they are able.

Any student who is absent for more than three class sessions, including mandatory study trips and visits, may receive a failing grade for the course.

Students who miss a class are responsible for making up any missed work and must comply with deadlines as scheduled. Students who anticipate a potentially lengthy absence must contact the Student Services office immediately, in writing, explaining the extenuating circumstances and including any relevant documentation. If an extended absence would compromise the student’s ability to meet course requirements and/or academic standards, the student may be asked to withdraw or take a leave of absence.

Students are expected to attend all site visits and to participate fully in all field study trips. Failure to meet this requirement is a serious matter and will count as an absence which may jeopardize academic standing in the program.

Students are not permitted to attend a class for which they are not registered. Violation of this policy may result in disciplinary action up to and including dismissal.

Attendance is recorded by all faculty members, including seminar leaders and TAs.

Late Arrival and Early Departure

Students are expected to be on time for ALL classes and to remain in the classroom for the entire class period. Repeated or chronic lateness may, at the discretion of the instructor, receive a penalty deduction from the final grade for that class or may be counted as an absence for that class. Latecomers may not be admitted to lectures and if not admitted will be considered absent.

MAAB HYBRID MA IN ART BUSINESS INSTRUCTION ATTENDANCE POLICY

Students enrolled in the Art Business Hybrid Program must abide by the Institute's Remote Instruction Policy.

Hybrid students must participate in courses each week. This can be achieved by:

- Attendance at the weekly live session, for which they will need to register via Zoom to track their attendance.
- Posting on the weekly discussion board, which will show in the gradebook on Canvas.

Students must demonstrate engagement with and comprehension of the course content via live sessions and/or the discussion boards on Canvas. Attendance at the live sessions is strongly encouraged to take full advantage of live session components, such as international guest speakers and virtual site visits.

DIGITAL CITIZENSHIP GUIDELINES FOR HYBRID STUDENTS

Students are held to the highest degree of digital citizenship. Students should use the internet in safe, responsible, and appropriate ways that foster an inclusive community and productive learning environment. Students must follow all Institute rules for using technology, including The Guidelines for Digital Citizenship and Digital Code of Conduct.

1. In a virtual classroom, every visual image and sound contributes to the tone of the class. Students should choose a deliberate space to learn, limiting the number of distractions that may disrupt the class. If possible, students are encouraged to choose a room where they can shut the door to any outside noises or visual distractions. Students are encouraged to forecast potential distractions and how to limit any potential impact on the virtual classroom, including, but not limited to, turning off alarms in their space, removing pets from their learning environment, etc.

2. Webcams should be fixed, **and turned on**, in a location that will prevent the webcam from shaking or moving. All students should position their webcam so that a wall is used as their background, and they are centered within the frame. Students' faces should be well-lit, avoiding large shadows or backlighting.

3. All participants are to keep their microphones muted when they are not speaking or presenting. Students that have a question or wish to speak should wait to be called on before unmuting their microphone. During small groups or breakout sessions, students may leave their microphone unmuted but will need to return to mute when rejoining the full class.

4. Students are strongly encouraged to use a pair of headphones, or another appropriate device, to prevent feedback from occurring in the virtual classroom.

5. The Institute will run tech checks prior to Orientation, as well as assist with immediate technical problems during educational hours. However, it is the student's responsibility to check their personal tech each day before class begins to limit the number of technical problems the class will experience overall. Students are encouraged to build in time to troubleshoot their solutions before contacting technical assistance.

6. Students should not be a bystander to online harassment and follow the proper procedures to inform a staff member or intervene, when necessary.

7. Students must only use accounts that belong to them. All participants are strongly encouraged to protect and create strong passwords for their accounts.

Extended Illness & Health Concerns

If a student experiences an illness or medical condition that requires an extended absence, they must notify Student Services as soon as they are able. Extended absences may be granted by approval only and require supporting documentation that explains why the student is unable to attend in-person instruction. Requests and supporting documentation must be sent to studentservices@sia.edu.

Religious Absences

Any student absent from class because of religious observance will receive the opportunity to make up any examination or course requirements which were missed due to such absence on any specific day or days. Students must inform faculty and their Program Manager at the start of each new semester (or as soon as possible thereafter) of their anticipated absences.

Late Arrival & Early Departure

Students are expected to arrive on time for all classes and to remain in the class for the entire class period. Repeated or chronic lateness may, at the discretion of the instructor, receive a penalty deduction from the final class grade or may be counted as a class absence. Instructors reserve the right to bar latecomers from lectures and, in such cases, the student will be considered absent.

Assignments, Exams & Presentations

Students must be present for all scheduled exams and presentations and must submit assignments when they are due (as scheduled in the syllabi) unless advance permission is granted by the instructor. Failure to sit for scheduled exams or to submit assignments as scheduled will be penalized and may result in a lowered grade or failure of the course, as determined by the instructor.

In rare instances of serious illness or other circumstances beyond the control of the student which, hinder a student's ability to submit an assignment by the deadline, it is at the discretion of the course faculty and Program Director to determine the appropriate course of action. Students may consult with the Student and Academic Services team in cases that involve confidential or sensitive issues.

OUTSIDE EMPLOYMENT

Institute programs are full-time and intensive; attendance and participation are integral, including on-site visits and study trips. While involvement in outside employment or internships may be necessary and are valuable experiences, students are advised that outside employment is not a reason to miss class, fail courses, request extensions, etc.

GRADING & ASSESSMENT CRITERIA

The Institute's grading system, described below, is used to evaluate student work and participation and to compute grade point averages (GPA). No grades other than those listed below will be part of students' permanent records.

Grade point averages are calculated by multiplying the number of credits earned in each course by the numerical value associated with the grade received in that course. The grade points for all courses are totaled and then divided by the total number of graded credits attempted, including failed courses, if any. The cumulative grade point average is computed by dividing the total number of grade points earned by the total number of graded credits attempted.

The Institute awards the following grades:

LETTER	GPA	% Equivalent	DESCRIPTION
A	4.0	93-100	Work of exceptional quality
A-	3.7	90-92	Work of high quality
B+	3.3	87-89	Very good work
B	3.0	83-86	Good work; satisfies course requirements
B-	2.7	80-82	Below average work
C	2.0	70-79	Insufficient work; lowest possible passing grade
P	0.0		Pass (credits count toward degree)
F	0.0	0-69	Failure
WF	0.0		Withdrawal, Failure: assigned administratively for withdrawal after the deadline or for dismissal from the Institute.

A Pass (P) grade does affect a student's overall GPA. However, credit is earned. A Fail (F) grade has a negative effect on a student's overall GPA and NO credit is awarded.

Additional grades not calculated in the grade point average:

(W) Withdrawal: Students may request to withdraw from a course before the withdrawal deadline published in the academic calendar. There is no academic penalty for a (W) grade. Repeated absence does not constitute official withdrawal and may result in a failing grade. Students are eligible to enroll in optional coursework during the third semester of study while completing their thesis or capstone project. Only students taking optional courses during the third semester may withdraw and receive a grade of (W) at any point in the semester. The standard refund policy applies, as stated in this handbook.

(I) Incomplete: Students may receive an Incomplete in unusual or extenuating circumstances that prohibit students from completing coursework. Incompletes are given at the discretion of the instructor. The time allowed for completion must be no later than the add/drop deadline of the following term, unless otherwise noted by the instructor and Program Director. Grades of "I" not revised in the prescribed time will be recorded as a final grade of "WF" by the Registrar.

Failed Courses

Students receive no credit for a failed course. The Institute may permit students to make up an equivalent amount of credit to satisfy requirements for the degree/certificate in a subsequent

or summer semester. The Program Director will determine, in each case, whether the course must be repeated or if an alternative course may be taken in order to earn the missing credit.

Grade Reporting

Faculty determine grades for the students who are registered in their course for credit. Grades are generally posted within two weeks of the midpoint date and at the end of the semester. Students can access and view their grades by logging into CAMS. Midterm grades are not a part of a student's permanent record. Midterm grades are only used as an indicator of a student's progress during the first half of the semester. Only final grades are listed on official transcripts.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students are expected to maintain satisfactory academic progress (SAP); a minimum 2.5 semester and cumulative GPA are required to meet SAP. Student academic progress is first evaluated at mid-term during the Fall semester. If a student does not meet the minimum standard at the time of this initial evaluation, the student receives an academic warning and will be required to attend academic advising and utilize academic support services. Students who have received an academic warning will continue to be eligible for financial assistance. Students that do not meet the minimum quantitative standards by the end of the warning period may be subject to further review, academic probation and/or academic dismissal.

At the end of each semester, a comprehensive review of students' academic progress is conducted by the Program Director, the Director of Student and Academic Services and the Registrar. The review determines the conditions under which students may continue their program of study. Students who fail to demonstrate satisfactory academic progress may be deemed ineligible for continued enrollment.

Satisfactory Academic Progress for the master's degree is defined as:

- Students who achieve a cumulative GPA of 2.5 or higher remain in good academic standing and are eligible to progress toward the MA degree.
- Students with a cumulative GPA below 2.5 but above 2.0 in their first term will be issued an academic warning.
- Students with a cumulative GPA of 2.0 or below in any semester may be dismissed pending a formal Academic Review.
- Students with a cumulative GPA below 2.5 at the end of the second semester will be subject to a formal Academic Review to determine eligibility for continued enrollment and program completion.

Students must meet the attendance requirements of the Institute.

Satisfactory Academic Progress for the Graduate Certificate program is defined as:

- The above criteria apply equally to Certificate students.

- The Graduate Certificate may be awarded, following an Academic Review, if the GPA is above 2.0, if all courses and program requirements have been satisfactorily completed and a total of 30 credits have been earned.

Students that complete their course of study with a cumulative GPA below 2.0 (for Graduate Certificates) or below 2.5 (for Master's Degrees) must file a formal appeal to the Director of Student and Academic Services and Program Director for consideration of degree conferral. A degree or certificate will be awarded to such students at the discretion of the Program Director and/or the Academic Review Committee.

DISMISSAL

Students dismissed for failure to maintain satisfactory academic progress will receive written notice before the subsequent semester classes begin. A dismissal supersedes any Leave of Absence or Withdrawal status unless a formal written appeal is approved.

APPEALS

Students who wish to contest or seek additional information about an assessment, grade or penalty for insufficient academic performance or breach of the academic integrity code, as well as students who are dismissed due to failure to maintain good academic standing or other academic offenses, may initiate a formal appeal in accordance with the following guidelines. The appeals procedure may not be used simply because a student is dissatisfied with the outcome of their assessment, or another decision concerning their academic position or progress.

Grade Appeal Procedure

Students may appeal a grade, for an individual assignment or for an entire course, up to two weeks after the grade is issued. Before deciding to pursue an appeal, the student must request that the instructor provide an informal explanation of the basis of the grade. If, after the initial explanation, the student is not satisfied, the student may pursue the matter as follows:

1. The student submits a formal letter, directly to the instructor, outlining any questions and/or objections directly to the instructor, with a copy to the Program Director and the Director of Student and Academic Services.
2. The instructor submits a written response to the student within five business days of issuance, with a copy to the Program Director and to the Director of Student and Academic Services.
3. In cases where the student is not satisfied with the faculty member's written response, the student may further appeal by emailing an appeal request to the Director of Student and Academic Services within five business days of the faculty response.
4. Within five business days, the Director of Student and Academic Services will convene a meeting of the Academic Review Committee to review the file, clarify any outstanding issues, and determine an outcome.

The Committee's decision is final; no further appeal will be allowed after this ruling.

Academic Integrity Appeals Procedure

Students have the right to appeal accusations of academic integrity code violations. Appeals should be based on one or more of the following criteria:

- The student did not have an opportunity to prepare or present their case.
- The evidence presented was not sufficient to merit a decision.
- There is evidence that the faculty member acted in a prejudicial manner.

The appeal procedure for an academic integrity violation is as follows:

1. Within five-business days of notification of the violation, the student submits a formal letter to the Director of Student and Academic Services, addressing one or more of the above criteria, and outlines their questions and/or objections.
2. Within five-business days of the issuance of the formal appeal, the Director of Student and Academic Services will convene a meeting of the Academic Review Committee who will review the file, clarify any outstanding issues, and render a decision within five-business days of the meeting.

The Committee's decision is final; no further appeal will be allowed after this ruling.

Dismissal Appeal Procedure

Students who are dismissed from their program due to failure to maintain good academic standing may appeal for a reversal of the decision. The appeal request should include the following criteria:

- An explanation for the circumstances that led to the dismissal.
- A well-thought-out plan to rectify the issue/circumstances, and;
- Any other relevant information that may have contributed to the students' dismissal.

The Dismissal Appeal process is as follows:

1. The student submits a formal request in writing to the Director of Student and Academic Services, with supporting documentation, within five-business days of the issuance of the dismissal notice. *Dismissal appeals received after five-business days are not eligible for review and the dismissal will stand.*
2. The Director of Student and Academic Services will convene the Academic Review Committee to review the student's academic record and consider the appeal and any additional relevant documentation.

The Director of Student and Academic Services will inform the student of a decision no later than two weeks after the initial submission of the appeal. The decision of the Academic Review Committee is final; no further appeal will be allowed after this ruling.

Thesis/Master's Project or Third Semester Failure Appeal Procedure

Students who receive a failing grade on their thesis/master's project or fail to fulfill the academic requirements for third semester completion, may appeal for a reversal of the decision. The appeal request should include:

- An explanation for the poor performance and/or failure to complete the required coursework,
- A description of the plan to improve academic performance and/or to complete outstanding coursework, and
- Any other relevant information that may have adversely affected the student's academic performance.

The process to appeal a Thesis/Master's Project or Third Semester failure is as follows:

1. The student submits a formal request in writing to the Director of Student and Academic Services, with supporting documentation, within two weeks of the issuance of the failing grade(s). *Appeals received after two weeks are not eligible for review and the failure will stand.*
2. The Director of Student and Academic Services convenes the Academic Review Committee to review the student's academic record and consider the appeal and any relevant documentation.

The Director of Student and Academic Services will notify the student of a decision no later than four weeks after the submission of the initial appeal. The decision of the Academic Review Committee is final; no further appeal will be allowed after this ruling.

ACADEMIC REVIEW COMMITTEE

The Academic Review Committee (ARC) is convened to oversee the adjudication of all grades, academic integrity, dismissal and thesis/master's project or third semester failure appeals filed through the review processes described above. The ARC is chaired by the Director of Student and Academic Services and is comprised of Program Directors and the Registrar. No faculty member who is directly involved in the dispute will serve on the ARC. The findings and recommendation of the ARC are reviewed and confirmed by the Institute Director and the student is notified of the decision within two to six weeks, depending on the nature of the appeal.

Students are encouraged to seek guidance from the Student Services team for more information regarding the appeals process.

LEAVE OF ABSENCE

The Institute recognizes that circumstances beyond a student's control may necessitate a temporary suspension of studies. Students in good academic and financial standing with the Institute may petition for a leave of absence. Students requesting a leave of absence should meet with the Director of Student and Academic Services and complete an official Leave of

Absence Form. A leave of absence may be approved for a period not exceeding one academic year.

International students on F-1 visas will be out of status during the period of a leave and must return to their home country during the approved absence period. International students must consult the Student Services office when contemplating a leave of absence to discuss the relevant visa implications.

The well-being of the Institute community is paramount. The Institute reserves the right to re-evaluate the conditions of a student's leave and their eligibility to return at any point during the leave process. In some instances, students may be required to provide documentation (medical or other) confirming their ability to return to the Institute upon completion of their leave. Requests for re-enrollment must be sent to studentservices@sia.edu; re-enrollment requests for the Spring term must be received no later than December 1 and requests for re-enrollment for the Fall or Summer term must be received no later than May 1. Students who do not re-enroll after the approved period of leave will be considered to have withdrawn from the program and will need to apply for readmission in the next cycle.

The Institute will inform students of any changes in the academic curriculum that may affect their degree completion upon their return from leave. Students who return from a leave of absence will be enrolled into the curriculum of the cohort in which they re-enter. Credits previously earned from the Institute will apply but requirements and tuition costs may change. Students returning from leave are responsible for payment of tuition in full, upon return, including any change in tuition.

Students who take a leave of absence are not refunded any travel fees paid to the Institute (please refer to the Terms & Conditions as outlined in this handbook).

WITHDRAWAL FROM THE INSTITUTE

Students who wish to withdraw completely from the Institute must meet with the Director of Student and Academic Services to complete the Withdrawal Form. If applicable, the student will receive refunded tuition in accordance with the refund policy. The student may be allowed to withdraw voluntarily without grades, as determined by the Program Director, in consultation with the Institute Director. The withdrawing student must return all books to the library, as well as their ID and security cards to the Institute.

There is a financial penalty for withdrawing from a program once classes have begun (please refer to the Refund Schedule under Tuition and Fees, for further information). Deadlines for withdrawing from courses are set forth in the Academic Calendar.

Failure to attend classes, failure to complete coursework, failure to complete payment, or notifying the instructor does not constitute an official withdrawal and may result in a permanent grade of WF on the student's record.

Students who withdraw from the Institute but wish to return at a later date must apply for readmission.

READMISSION POLICY

Students who have discontinued their studies for any reason (e.g., withdrawal, dismissal, failure to return from an approved Leave of Absence as agreed) must complete a new application for readmission to the Institute. Applicants whose studies were terminated because of insufficient academic progress are generally not considered for readmission for at least one year following their dismissal. Students who are dismissed from the Institute may not be eligible for readmission. Students are no longer eligible for readmission after five years have passed since the termination of their studies.

Along with the general application materials, students must submit a clearly written statement addressed to the Academic Review Committee.

- For applicants who were in good academic standing (GPA of 3.0 or better) when studies were discontinued, the statement should describe the reasons readmission is sought and any relevant activities in which the candidate has engaged since leaving.
- For applicants who were not in good academic standing when they discontinued their studies (GPA of less than 2.5, outstanding assignments or other obligations), the statement should offer an explanation of the circumstances that contributed to the previous poor academic performance and must provide direct, verifiable evidence of seriousness of purpose in returning to academic studies, including a plan for academic success. The statement must include a description, assessment, and documentation of any relevant activities (work experience, coursework, etc.) undertaken since leaving.

Applications for readmission will be reviewed by the Admissions Office and the Academic Review Committee, chaired by the Institute's Director or her designee. A student who is accepted for readmission will be held to the course requirements of their new cohort, rather than those in place during the initial period of enrollment.

Student and Academic Services

The mission of the Student and Academic Services team is to assist and support all enrolled students to facilitate their academic and personal development.

The Student and Academic Services team is listed on Canvas in the Faculty & Staff Directory. The team is committed to providing high quality service to all students in a friendly, discreet, and supportive environment. If you need clarification on any of the topics addressed in this handbook, or general support, please see a member of this staff. The Student Services team extends a warm welcome to each of you!

EMERGENCY CONTACT INFORMATION & AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

Contact information and immunization records should be completed regardless of your location. Emergency Medical Treatment form must be completed the semester you begin in-person classes.

Prior to beginning their studies at the Institute, students must complete the New MA Student Required Forms via the online platform, SchoolDoc. These forms include Authorization for Emergency Medical Treatment Form in which students provide important health information and the name and address of an emergency contact. Students must immediately notify Student Services if their emergency contact information changes.

HEALTH INSURANCE AND IMMUNIZATIONS

The Institute requires all students to have medical insurance. The Institute does not provide a student health insurance plan. Students must secure coverage independently by the start of their first semester of study and provide verification of coverage. Coverage must be maintained for the duration of enrollment and may need to be renewed by the student after one year.

To help ensure the safety of the Institute community, all students are required to submit proof of vaccination against COVID-19. At present, the Institute is accepting vaccines that are authorized in the United States by the FDA (Pfizer-BioNTech, Moderna, and Johnson and Johnson (J&J)/Janssen COVID-19 vaccines) or those authorized by the World Health Organization (e.g., AstraZeneca/Oxford and Sinopharm).

COVID-19 vaccines are widely available at pharmacies, local health departments, clinics, Federally Qualified Health Centers, and other locations across New York state. New York offers **Vaccine Finder** to find appointments. Students will not be permitted on campus without proof of vaccination against COVID-19.

In accordance with New York State law, all students born on or after January 1, 1957, must also provide proof of vaccination against measles, mumps, and rubella (MMR). Students will only be allowed to attend class if they have received two doses of the vaccination *or* are “in process” and have received at least one dose of the MMR vaccine and have a scheduled appointment to return to a health practitioner to receive the second dose within 30 days of the beginning of the academic year. Additionally, the Institute distributes information on meningococcal meningitis

disease to all incoming students. All students must affirm that they have read the material distributed by the Institute on meningococcal disease and either plan to get an immunization, have documentation of having had a meningococcal immunization, or decline the immunization in writing. Students must submit proof of insurance and vaccinations via the online Student Health & Immunization form, prior to their arrival on campus. All student health information is maintained for the duration of the students' study on a HIPPA compliant portal.

If students do not submit the necessary health insurance and vaccination documentation by the first day of the Fall Semester, a registration hold may be placed on their record. In such an event, the Institute will not permit the student to attend class. In extreme cases, if the required documentation is not received in a timely fashion, the student may be administratively withdrawn from the Institute and there will be no refunds.

DISABILITY SERVICES

The Institute's commitment to supporting students with disabilities remains the same across all instruction models. The Institute makes every attempt to ensure that all students receive the full educational benefits of attendance.

It is the student's responsibility to inform the Institute of any illness, condition, learning difference, or disability which may affect academic performance and to provide medical certification, if necessary, prior to the academic year. The Institute provides accommodations based on a student's medically documented needs. Typical accommodations may include alternate testing arrangements, extended time, or tutoring services.

The process for requesting accommodations is as follows:

1. Students must complete the Learning Accommodation and Disability Services Request Form, including an upload of supporting documentation (i.e., documentation from a physician or specialist reporting the disability). *Students should submit the form and supporting documents electronically on SchoolDoc, prior to their arrival on campus.*
2. Students requesting accommodations or services must schedule a meeting no later than two weeks after the beginning of the semester with a member of the Student Services staff to discuss the documented disability and develop a plan.
3. Accommodations are arranged by semester. It is the student's responsibility to contact a member of the Student Services team each semester to ensure that appropriate accommodations are arranged.

With the student's written permission, Student Services will prepare a verification memo which the student may use to notify faculty of their need for accommodation. It is the student's responsibility to meet with faculty within the first two weeks of each semester to discuss the course format and syllabus and to reach an understanding of how the student's needs may be accommodated. All students matriculating at Sotheby's Institute of Art-New York are expected to maintain satisfactory academic progress; therefore, academic requirements may be accommodated, but they cannot be waived.

Service Animal Policy

A service animal is defined as a dog (or 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 Student Services office. The request must be in writing (email is sufficient) to Student Services (studentservices@sia.edu). The request must include the following:

- 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 and are not permitted on campus or during site visits.

INTERNATIONAL STUDENTS

The Institute recognizes the tremendous value our international students bring to our community and please know that we monitor all ICE and SEVP guidelines closely and should changes to guidance arise we will update you on that will impact you and the institute in a timely fashion. Should you have questions please do not hesitate to contact Student Services.

The Institute is a dynamic learning environment with a diverse student population from across the world. The Director of Student and Academic Services serves as the Primary Designated School Official, (PDSO), and provides, with other members of the Student Services team, F-1 visa advising and programming for enrolled international students.

Because travel is an essential component of the curriculum, it is imperative that all international students maintain valid F-1 student visa status. *Failure to maintain status for the duration of the program will result in automatic suspension from the Institute and termination of the student's SEVIS record. The Institute is not responsible for students who travel abroad on an expired visa and are then unable to re-enter the United States. Additionally, students traveling outside of the US for field study should research if they will need a visa to enter any foreign country they will be visiting with their respective program. It is the student's responsibility to make the necessary arrangements to secure a visa for visiting another country if one is required.*

F-1 Immigration Responsibilities

While studying on an F-1 visa, students are subject to immigration laws and regulations that relate to legal status in the United States. The Student Services office is available to assist and

answer questions regarding F-1 visa compliance, but it is the student's responsibility to know and abide by the law to maintain valid legal status throughout the duration of their stay in the U.S.

Non-immigrant international students must:

- Maintain a valid passport and F-1 student visa throughout the duration of enrollment at the Institute.
- Attend the school/institution authorized to attend.
- Be registered full-time for each academic semester as defined by USCIS (United States Citizenship and Immigration Services).
- Maintain good academic standing as per Institute policy and make satisfactory progress towards program completion.
- Follow appropriate procedures to notify USCIS if transferring schools or changing from one educational level to another. Transfer procedures must be completed within 15 days of the start of the term.
- File for a Program Extension in a timely manner if remaining in the U.S. longer than the time estimated for program completion as stated on the I-20.
- Check all documents to be sure they are in order before leaving the U.S., even for a brief trip, and be sure to have the proper documents to re-enter the U.S.
- Obtain proper authorization from the P/DSO before engaging in any off-campus employment. (Working without proper authorization constitutes illegal employment, an offense that can lead to deportation).
- Remember that any authorized off-campus employment is limited to a total of 20 hours per week during an academic semester with the possible exception of Thesis/Master's Project students.
- File for reinstatement in a timely manner if the student falls out-of-status.
- Promptly report any change of address by notifying the Student Services office accordingly.
- Ensure enrollment by the timely payment of tuition and fees.
- For further clarification about any of the above, or to ensure legal status in accordance with visa classification, students should make an appointment with the Student Services office and bring their passport, F-1 visa as well as their I-94 number and form I-20.

Immigration Terms

Designated School Official (DSO): "DSO" is the term used by the Department of Homeland Security - U.S. Immigration and Customs Enforcement (USICE) to refer to the person(s) who administer the "F-1 (Student)" program at the institution.

F-1 Status: F-1 students are authorized to be in the U.S. for the principal purpose of pursuing a full-time course of study at a U.S. academic or language institution. U.S. laws and regulations define F-1 student responsibilities and students must familiarize themselves with and abide by the statutes to maintain their legal status.

Duration of Status (D/S): A notation specified on the Form I-94 that refers to the period during which a student is authorized to remain in the U.S. while completing their program of study and/or of authorized practical training, plus 60 days, to depart the U.S.

Practical Training: Employment related to a student's major or field of study. There are two types: Curricular Practical Training and Optional Practical Training. Note that any practical training must always be authorized in writing by the Student Services office.

School Transfer: An immigration procedure that an F-1 student is required to complete when changing from one U.S. institution to another or when changing from one educational level to another (i.e., from bachelor's to master's). Failure to comply with this procedure will result in a student being out-of-status.

Immigration Documents

SEVIS I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Students): A form required to obtain F-1 status. The form is issued by the school to enrolled students who have demonstrated proof of sufficient funds to cover their studies in the U.S.

Passport: A document issued by a government to identify a person's country of citizenship and that allows the bearer to travel abroad and re-enter their home country. U.S. law requires that non-immigrant students possess a valid passport to enter the U.S. and that the passport remains valid through their studies in the U.S.

F-1 Student Visa: Allows entry into the United States to full-time students enrolled in an accredited academic institution or language training program that culminates in a degree, diploma, or certificate from a SEVP approved institution.

Form I-94 (Arrival/Departure Record): This record is used by U.S. Customs and Border Protection (USCBP) to document entry to and departure from the U.S. of all foreigners. At entry, this number is recorded electronically and the date or period through which the bearer is authorized to remain in the U.S. is noted. An Admission Number is a unique11-digit number found on the I-94 record used by USCBP to document entries and exits from the U.S. Student may access their I-94 online at http://i94.cbp.dhs.gov.

F-1 Curricular Practical Training (CPT) Guidelines

Curricular Practical Training (CPT) is permission to accept employment in your academic field that is an integral part of an established curriculum. To qualify for CPT, students must meet the following guidelines:

- Be in good academic standing with the Institute.

- Be enrolled full-time and in the United States on an F-1 visa **for one academic year** prior to applying for CPT.
- Have a job or internship offer before obtaining authorization for CPT.
- The job or internship must be a minimum of six weeks in duration.
- For authorization, the student must provide the Student Services office with a signed letter from the internship supervisor or employer on company letterhead stating:
    1. The company's name.
    2. The start and end date of the job or internship.
    3. The job description and position title.
    4. Time commitment (part-time or full-time).
- Student must complete a CPT approval form from the Student Services office.
- Student may need to provide copies of all previous I-20's.

Part-Time CPT: Employment for 20 hours or less per week is considered part-time CPT. The student must be simultaneously enrolled as a full-time student to maintain lawful F-1 status. Students must complete one academic year of study to be eligible for part-time CPT unless they have transferred in from a US institution and have fulfilled the one-year requirement.

Full-Time CPT: Employment for more than 20 hours per week is considered full-time CPT. This option is only available to students during summer and winter breaks and possibly to students completing Thesis/ Master's Projects. *F-1 students who have received an aggregate of one year or more of full-time curricular practical training become ineligible for optional practical training (OPT) at the same educational level.*

F-1 Optional Practical Training (OPT) Guidelines

Optional Practical Training (OPT) is training that is directly related to an F-1 academic student's major area of study. OPT is intended to provide students with practical experience in their field of study upon completion of a degree program. During post-completion OPT F-1 status is dependent upon employment.

An F-1 academic student who has been in status for at least one academic year may be authorized for up to 12 months of OPT per degree level. Therefore, if a student obtains two master's degrees, they may only work a total of 12 months of OPT for both degrees combined. Only students in good academic standing will be recommended for OPT.

Post-completion OPT is OPT that begins after the student's program end date. Students may apply for post-completion OPT no more than 90 days before their program end date and up to 60 days after their program end date. If USCIS does not receive the application within this timeframe, the application will be denied.

Please be advised that the Institute cannot offer any official or legal advice on immigration to the United States.

IDEA COMMITTEE

The Sotheby's Institute of Art IDEA Committee is a global committee focused on examining the areas of Inclusion, Diversity, Equity, and Access (IDEA) in the Sotheby's Institute of Art community. Areas of focus include the student and alumni experience, outreach, admissions, retention, student support, curriculum, and alumni relations. The committee's remit is to provide recommendations for initiatives to address IDEA-related issues to these areas within the Institute.

The committee consists of representation from matriculated students and alumni from the New York, London, and MA Hybrid communities. It also includes faculty and staff representation from each of those communities. The committee appointments are one year in duration after which new members are appointed.

STUDENT AMBASSADORS

Student ambassadors form a crucial link between the student body, faculty, and administration at the Institute. Students may apply to participate in the Student Ambassador program at the start of the Fall and Spring semesters and will be selected from each program.

Throughout the academic year, student ambassadors will be called upon to participate in various meetings and committees. They are encouraged to organize and participate in community events. Student ambassadors participate in welcoming prospective and new students to the Institute and, after graduation, continue their involvement as key members of the Institute's alumni network. Students interested in becoming student ambassadors are encouraged to apply through the Student Services office at the beginning of each academic year.

Library Services

Our Library provides extensive resources for in-person and hybrid students; detailed information can be found on the Library Website.

STAFF

Library staff consists of a Head Librarian.

COLLECTION

The Institute's library holds approximately 11,000 volumes, 250 DVDs, the last five years of auction catalogs from Sotheby's, Christie's and Phillips, and subscriptions to over 70 periodical titles. Most of the library collection is circulating and students may check material out once they have received their Institute student ID cards. All books are catalogued in the online library catalogue maintained by library staff, using Library of Congress classification. Students can monitor their library accounts through Liberty (the Institute's library management software) and renew books online. The loan period for most books is 14 days. DVDs circulate for three days. Graduation diplomas will be withheld for students with unreturned library materials. The library's catalog is available to students via the New York Campus Library website.

SUBSCRIPTION DATABASES

The library subscribes to over 100 databases including ProQuest's E-Book Central collection (100,000+ titles), ProQuest Research Library, Art Source, Art Bibliographies Modern, LexisNexis, ProQuest Dissertations & Theses and ArtNet. All resources are available offsite through the library proxy server. A complete list of databases is available on the website. Due to licensing restrictions the library subscription databases are ONLY for use by Institute employees or current students and ONLY for educational purposes, directly associated with Institute programs.

LIBRARY INFORMATION

Students should consult the library website for information regarding library resources and policies including staff contact information, library hours (which may vary), upcoming closed dates and library protocol. The site also lists a collection of e-guides on topics such as research tips, using subscription databases, and lists of local research libraries.

RESEARCH WORKSTATIONS

The library has two internet-enabled research workstations in the quiet reading room. The research workstations do not have Microsoft Word, Excel or PowerPoint. With wireless access throughout the library, students are encouraged to use their own laptops for research. The printer is for printing research results only and is not for printing assigned readings, assignments, or papers. See the Printing Facilities section below for information on printing non-research material.

PHOTOCOPYING & SCANNING

There is one photocopier available for student use. It offers both black and white and color copies. The cost is 10 cents per page for black and white copies and 50 cents per page for color

copies. Payment is facilitated through student PaperCut accounts by swiping a student's Institute ID card. A scan station is also available for use free of charge. Documents can be scanned directly onto a USB drive, to a Google Doc or Dropbox account or sent to an email address in a variety of formats.

ADDITIONAL RESEARCH LIBRARIES

Students are encouraged to take advantage of the many world-class research resources available in New York City through the Institute's relationships with art libraries and research institutions. Institute librarians are familiar with the collections and operations of many of these resources and will direct students to those most appropriate for their research and facilitate visits when appropriate. The New York Art Library page on the library website has information on local collections including location, hours of operation and links.

The library is a member of the METRO New York Library Council. Membership provides access to unique materials held in collections that are usually closed to the public such as those owned by Columbia University and the New York Law School. The library can also place requests for students to borrow material from other libraries both inside and outside the U.S. through interlibrary loan.

Full information about the New York collection, hours of operations, contact information, and more please visit: https://sia.libguides.com/nylibraryhome

Information Technology

Our information Technology services remain consistent under in-person and hybrid instruction.

Students should have access to a device with internet and be able to use built-in audio and microphone for accessing course content. Devices should be updated with the latest version of their operating system. Students should also use an up-to-date web browser such as: Chrome, Safari or Firefox. For webcam streaming purposes, students should have either a built-in webcam or stand-alone webcam on hand. While our Hybrid courses can be accessed on a mobile or tablet device, we strongly encourage students to have access to a desktop or laptop computer and reliable internet connection for certain course components.

STUDENT EMAIL ACCOUNTS

Students are issued an Institute email address upon enrollment. This email address will become students' primary login for most systems including the Learning Management System (LMS), Canvas. Generally, students receive account information well ahead of the first day of class. *It is expected that students will check their school email account regularly.*

CANVAS

Students are given access to their courses on Canvas during their first week at the Institute. Canvas provides access to course material (syllabi, readings, and assignments, etc.) as well as campus and program information and is the main platform for remote instruction Communication between faculty/staff and students will take place within Canvas in the form of announcements, messages, and posts. Students are expected to check Canvas for updates regularly. Training and support are available from IT and the eLearning team.

Please note: Canvas functions best when using the Chrome web browser.

Access

Students may access Canvas at https://sso.sothebysinstitute.com. Students should maintain a personal copy of content they upload to Canvas, such as assignment submissions, discussion posts and file uploads to "My Files." After courses end, content is read-only, and students will not be able to access assignments, discussions, quizzes, or other interactive areas. Past Enrollments are available via students' Canvas homepage, to which students maintain access until the time of their graduation or departure from Institute for any reason. Students withdrawn or dismissed from a course will immediately be removed from the course in Canvas.

Terms of Use

By logging into Canvas, students agree to the Sotheby's Institute of Art – Online Learning Management System Terms of Use and may be removed from the system, if they fail to comply with those terms.

Communication Methods

The Canvas "Inbox" is a method of messaging other users in Canvas and is different than Institute email. By default, various activities in Canvas generate an email notification to students' Institute email addresses. It is important that students continue to regularly check their Institute email in addition to Canvas.

NOTE: ALL official materials will come via Institute email.

***Student Profile**:* At the time of account creation, a profile with basic information about the student is created; this includes first name, last name, and display name. Students can update their profiles via their Canvas settings, where they can add a profile picture, bio, web links, or other information.

***Grading**:* Faculty may use the Canvas gradebook to record grades and other feedback on individual assignments and have the option of publishing these results to students. Students can access this information via the "View Grades" button on their Canvas Dashboard. The grades shown here may be changed at any time by faculty and should not be confused with the official midterm and final grades submitted to CAMS.

PRINTING FACILITIES (WAITING FOR CONFIRMATION W/ KIM ABOUT PRINT CREDITS)

Workstations with MS Word, Excel and PowerPoint are available in the library. Printouts cost 10 cents per page for black and white and 50 cents per page for color. Each student will receive a print account with a $2 initial balance (i.e. 20 free b&w printouts). Students can add funds to their accounts with a credit/debit card via the PaperCut system link provided on the Single-Sign-On Portal or with cash through the receptionist at the front desk (during regular business hours).

TECHNICAL SUPPORT

Currently, the Institute offers the following technical support for students:

- Online databases and libraries assistance.
- Guidance in accessing all Institute IT Systems (Webmail, Canvas, CAMS).
- Support for student presentations (digital projectors, etc.).
- Printing and the pay-per-print system support.
- WiFi and wireless connectivity support.

The Institute does not support student personal electronic devices; IT staff is happy to recommend local repair service providers for personal use software and hardware.

All IT support requests should be submitted on our Sage-Service platform where students can open a support ticket or a live chat with a member of the IT team.

TECHNICAL SPECS & RECOMMENDATIONS FOR PERSONAL COMPUTERS

All students are required to have access to a computer to complete their course work. We strongly recommend that every student have a laptop with the recommended hardware, software, and accessories below.

Recommended Hardware

8GB+ Ram
256+ GB Hard drive
Dual Core/Quad Core Processor (Intel i5 i7 or Apple M1-chip)

Recommended Software

Windows 10
Mac OSX 10.13 or above
Microsoft Office (Word, Excel, PowerPoint) (downloadable or usable in browser through your Institute email portal)
Web Browsers – Up to date version of web browser (Chrome - preferred, FireFox, Safari)
Anti-Virus Software (AVG, Avast, Malware-Bytes Windows Defender)
Back-Up Software (Time Machine, Windows Backup, Dropbox, Carbonite, Mozy)

Recommended accessories

HDMI Adapter
External Backup Drive (Western Digital is a recommended brand) or cloud backup (DropBox, Google Drive, OneDrive)
USB Flash Drive (8GB+) or dual-sided USB drive (if you have a new mac with only USB-C/Thunderbolt 3; this has new USB-C and old USB 3.0 connectors)
Examples of recommended dual flash drives are:
32GB Sandisk Ultra Dual Flash Drive (Product ID: SDDDC2-032G-A46)

Career Services

Career Services is an essential part of your experience at the Institute and remote learning in no way jeopardizes your access to the services outlined below. We offer robust career programming that is made available to all students regardless of in-person or remote instruction. For any career services related questions please reach out to careers@sia.edu.

The Institute is dedicated to the career development of students. The expertise of our faculty, staff, lecturers, and alumni, along with our extensive art world network, enables us to provide job search skills and access to opportunities for launching a career in the art world. Career Services available to students:

- A comprehensive career development program including one-on-one advising sessions and workshops aimed at building skills in the following areas:
    - Resume and cover letter writing
    - Job search and networking strategies
    - Interviewing
- Career talks by alumni, faculty and other art world professionals working in a variety of industries and functions
- Opportunities to engage with and establish relationships with alumni through networking events, mentorship opportunities and informational interviews
- Online Job/Internship Portal (SIA Connect)
- Spring Career Fair opportunity to meet directly with Hiring Managers in the art world
- Exclusive job and internship opportunities in partnership with leading arts organizations

MEETING WITH FACULTY AND STAFF

Direct access to faculty and staff is an essential part of graduate school and preparing for your successful transition into the art world. To ensure all students have access and support throughout their time at the Institute each student may request up to two meetings per faculty and staff, such as the Director of Career Services. Student Services and other staff who provide support in emergency situations are available as needed. Do keep in mind scheduling an appointment ahead of time or making use of office hours is preferred, and in some cases required, for all faculty and staff.

Many staff and faculty members use a calendar booking system that you can access by emailing the person with whom you would like to meet. Please be mindful of email etiquette and unless your email is of an urgent nature expect that a response could take up to 72 hours especially during busy points in the semester such as midterms and finals.

LETTERS OF RECOMMENDATION

Students often ask Faculty members and staff to provide references for internships, employment, grants, or advanced study. Students are responsible for requesting this assistance appropriately. Students must:

1. Obtain permission before using a faculty member's name as a reference.
2. Provide the referee with at least four weeks' notice to ensure that there is sufficient time to write the reference.
3. Provide a copy of their current resume and cover letter for the position being sought.
4. Provide a copy of their unofficial transcript or grade report (available from the Registrar).
5. Furnish complete information about the position or program and the name and address to which the reference is to be sent.

Agreement to serve as a reference for a student is at each faculty member's discretion.

Graduation

A formal commencement ceremony takes place each year, circumstances permitting. Students are required to wear commencement regalia. Graduating students are issued ceremony invitations and sent additional information regarding guests and procedures for ordering caps and gowns.

LETTERS OF RECOMMENDATION

Please refer to the Career Services section of the Handbook.

GLOBAL ALUMNI NETWORK

The SIA Alumni Network is a global community of 8,000+ alumni from the MA, graduate certificate/postgraduate diploma, and Semester programs across our campuses. The Alumni Relations team provides graduates with regular news and updates regarding the Institute and fellow alumni, as well as special benefits and discounts. Events are held around the world as well as online, providing opportunities for networking and continuing education. Alumni can also share and access information via the Sotheby's Institute of Art Global Alumni Facebook and LinkedIn groups. Former students regularly participate in student-facing initiatives, from acting as guest lecturers to participating in careers events and advertising work opportunities.

If you have any questions or would like more information about our alumni services and activities, please feel free to contact the Alumni Relations team at alumni@sia.edu.

Institutional Policies

INTELLECTUAL PROPERTY

Under the Institute's Intellectual Property Policy, the Institute has a nonexclusive, royalty-free, worldwide license to use works created by its students and faculty for archival, reference, research, classroom, and other educational purposes. When using works pursuant to this license, the Institute will make reasonable efforts to display indicia of the authorship of a work. The license shall be presumed to arise automatically, and no additional formality shall be required. If the Institute wishes to acquire rights to use the work or a reproduction or image of the work, the Institute will negotiate directly with the creator to obtain permission.

GENERAL PROVISIONS

The Institute's Student Code of Conduct is a guide to the expectations regarding individuals' conduct within the community. The Student Code of Conduct holds students and visitors to a high standard of behavior, both to protect the campus community, and to promote consideration and respect for its community members. The following rights and expectations apply to all students at Sotheby's Institute of Art:

- Students have the right to freedom of inquiry and are expected to know and adhere to the Student Code of Conduct and other Institute Policies.
- Students have the right to freedom of expression and are expected to exercise regard for the rights and sensitivities of others.
- Students have the right to freedom of discussion, and are expected to engage in respectful discourse, accepting others' rights to diverse opinions.

Within the framework established in the rules and regulations of this code, an individual is as free as possible to conduct their own academic and non-academic life making decisions in acceptance of responsibility should such choices violate these regulations. Students are required to engage in responsible social conduct that reflects positively upon the Institute and to model good citizenship in any community. Any student found to have behaved or to have attempted to behave in any way that violates this code of conduct is subject to disciplinary processes and sanctions.

STUDENT GRIEVANCE POLICY

The Institute recognizes students as responsible and integral members of the academic community. Policies and procedures pertaining to student relations and Student Services reflect this recognition and administrative staff and faculty will make every effort to ensure that this philosophy remains in place.

The Institute recognizes that, however well-intentioned people may be, misunderstandings and complaints may arise. The Student Grievance Policy was established to ensure that any disagreements are expressed, investigated, and resolved in a timely manner. The Student Grievance Policy applies to grievances relating to:

- **Student Programs, Facilities, and Services**: Allegations of violation of Institute policies and procedures with respect to programs, services, activities, or facilities.
- **Student Relations**: Allegations of unfair treatment from faculty, administration, staff, or other students.

The Student Grievance Policy does not apply to complaints related to academic standing, grading or discipline. Guidelines for addressing any issues related to such matters are outlined in this handbook in the Appeals section. The policy does not apply to complaints regarding discrimination, non sex-based harassment and retaliation which is also addressed and outlined separately in this handbook. The Student Grievance Policy does not apply to any claims related to Sexual Misconduct (including sexual assault, harassment, gender-based harassment, dating/domestic violence, sexual exploitation, and stalking) which is subject to the Institute's Sexual Misconduct Policy.

Procedures

All grievances must initially be raised informally. If the grievance is not resolved during the informal review, a formal review may follow.

Informal Review

- The student discusses their grievance with the student, faculty or staff member involved, including supervisors and higher-level administrators, if appropriate.
- If the grievance is resolved to the satisfaction of the complainant, they must communicate the resolution reached in writing to the Director of Student and Academic Services within 2 business days; no further action is necessary.
- If the grievance is not resolved to the satisfaction of the complainant, they may request a formal review.
- An informal review of the grievance must be conducted before a student may proceed to a formal review.

Formal Review

- Only grievances not resolved informally may proceed to a formal review.
- The student should contact the Director of Student and Academic Services with a formal written complaint which will serve as the basis for further consideration. The complaint should outline the informal attempt to resolve the issue.
- The Director of Student and Academic Services will investigate the grievance based on the facts presented in the formal complaint. The Director of Student and Academic Services will notify the complainant of the investigation results as soon as practicable.
- If the student is not satisfied with the outcome of the investigation, they may ask the Director of Student and Academic Services to submit the grievance to the Director of the Institute.
- As soon as is practicable, after receipt of the request for further review from the Director of Student and Academic Services, the Director will render a final decision which will be conveyed in writing to the student.

Timelines

Grievances are processed as quickly as possible. A student should initiate an informal review within two weeks of the incident that triggered the grievance. If the student is unable to arrange this informal review within two weeks of the incident, they may request a formal review by contacting the Director of Student and Academic Services, explaining the reason for the request. The Director of Student and Academic Services may grant the request or allow more time for informal review, based upon the facts presented by the student in their request.

Formal reviews may take up to six weeks to conduct. Either party may request an extension of the processing time, in writing, to the Director of Student and Academic Services or the Director, explaining the reason for the request. The Director of Student and Academic Services may grant or deny the request, based upon the facts presented.

The Institute will make all reasonable efforts to ensure the confidentiality of all proceedings, and the records produced therefrom. However, should any matter developed during the course of the proceedings become public knowledge, the Institute reserves the right to issue appropriate statements.

POLICIES IN COMPLIANCE WITH FEDERAL & NEW YORK STATE LAW

Americans With Disability Act (1990) Compliance

The Institute is committed to providing equal educational opportunity for persons with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and with Title II of the Americans with Disabilities Act of 1990. Accommodations are made on a case-by-case basis. Students should discuss any issues or concerns with their Program Manager. Accommodations may include (though are not limited to) the following:

- Extra time on exams.
- Sign Language Interpreter.
- Books and readings in an alternate format.
- Recording device / note taker.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act ("FERPA") entitles students to certain rights with respect to their educational records. The rights granted to students under FERPA include, among other things:

- **The right to inspect and review their educational records**. Students should submit a written request to the Registrar that identifies the record(s) they wish to inspect. The Institute will arrange for access and notify the student of the time and place where the records may be viewed.
- **The right to request the amendment of their educational records to ensure that they are accurate and not in violation of privacy rights**. Students should submit a written request to the Registrar, clearly identify the part of the record in question and specify in what way the information is inaccurate. If the Institute decides not to amend the record, the Institute will notify the student in writing of the decision and advise the student of their right to a hearing. Additional information on 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 the Institute to comply with the requirements of FERPA**. Students may send complaints to: 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 educational records (information that would make your identity easily traceable, such as a Social Security number) except to the extent that FERPA authorizes disclosure without consent.

In most cases, the Institute only discloses personally identifiable information from educational records with the consent of the student. However, FERPA permits the Institute to disclose personally identifiable information from educational records without the written consent in certain situations, including (but not limited to) the following:

- To appropriate persons in a health or safety emergency.
- To personnel from the Institute who maintain educational records and those with a legitimate educational interest, including faculty and staff who deal with the student and carry out educational duties, and employees designated by them to assist in these tasks.
- To officials of other colleges and universities in which the student seeks to enroll.
- To accrediting organizations approved by the Institute carrying out their accrediting functions.
- To authorized representatives of the U.S. Department of Education, the U.S. Comptroller General, the U.S. Attorney General, and the state and local educational authorities in connection with certain state or federally supported education programs.

- In connection with a student's request for or receipt of financial aid, as necessary to determine eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To state and local authorities, within a juvenile justice system, if required pursuant to specific state law.
- To parents of an eligible student who claim the student as a dependent for income tax purposes provided the parents provide adequate written documentation of the dependent status.
- To comply with a judicial order or a lawfully issued subpoena. The Institute will make a reasonable effort to notify the student of the order or subpoena in advance of compliance, unless otherwise directed by the order or subpoena.

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

Directory Information/FERPA Disclosure Form

Disclosure of a student's confidential education records requires prior written consent of the student (unless disclosure is permitted under certain exceptions to FERPA set forth in Section 99.31 of the FERPA Regulations). A student's written consent may be obtained by using the applicable authorization form.

In addition to the disclosure exceptions outlined in FERPA, the Institute may disclose certain "Directory Information" without a student's consent to third parties outside of the Institute community. Directory Information is defined by the Institute as: the student's name, date of birth, local and home address (if different), email address, cell number, field of study, and dates of attendance. If a student wishes to prevent the disclosure of Directory Information, the student may request a Privacy Hold by completing the Privacy Hold form and submitting it to the Registrar. The Institute assumes no liability for honoring the student's instructions to withhold information.

Students may submit a signed FERPA Form to the registrar if they wish to restrict or permit access to their academic records.

Equal Opportunity & Affirmative Action

The Institute is committed to creating and maintaining an environment that promises diversity and tolerance in all areas of employment, education, and access to its educational, artistic, and cultural programs and activities. The Institute does not discriminate on the basis of age, race, color, gender or sexual orientation, gender identity, religion, religious practices, mental or physical disability, national or ethnic origin, citizenship status, veteran status, or marital status.

Advisory Committee on Campus Security

The Advisory Committee on Campus Security is comprised of a minimum of six members, at least half of whom are female: one third of the committee is comprised of students appointed by the Director for Student and Academic Services, one-third being faculty appointed by the Director, and one-third being administrators appointed by the Director of Administration.

The Committee reviews current campus security policies and procedures on an ongoing basis and makes recommendations for their improvement. It specifically reviews current policies and procedures for:

1. Educating the campus community about personal safety and crime prevention.
2. Educating the campus community, including security personnel and those persons who advise or supervise students, about sexual assault.
3. Reporting sexual assaults and assisting victims during investigations.
4. Referring complaints to appropriate authorities.
5. Counseling victims, as appropriate, and referring victims to relevant external services for assistance.
6. Responding to inquiries from concerned persons.

The Committee reports in writing to the Director on its findings and recommendations at least once each academic year; the report is available upon request.

Students' Bill of Rights

All students have the right to:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Decide about whether to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the Institute;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the Institute referrals to courteous, fair, and respectful health care and counseling services, where available;

- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few Institute representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the Institute, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the Institute;
- Access to at least one level of appeal of a determination;
- Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent through the judicial or conduct process including during all meetings and hearings related to such process; and
- Exercise civil rights and practice of religion without interference by the Institute.

The Institute is committed to the following goals:

- Providing clear and concise guidelines for students to follow in the event that they have or someone they know has been the victim of a sexual assault, domestic/intimate partner violence, or stalking.
- Assisting victims of sexual assault or abuse in obtaining necessary medical care and counseling, whether on or off-campus.
- Providing access to the most comprehensive and up-to-date education and information to its students about how to identify potential situations that involve sexual assault, domestic and intimate partner violence, or stalking, and ways to prevent these forms of violence.
- Educating and training all staff members, including faculty, to assist victims of sexual assault, domestic/intimate partner violence, or stalking.
- Ensuring that disciplinary procedures are followed in the event that the alleged perpetrator is an Institute student or employee.

The Institute urges any individual who has been the victim of a sexual assault or other act of violence or abuse, or any student or employee who has witnessed a sexual assault or other act of violence against a member of the community, to immediately report the incident. Students have the right to notify law enforcement authorities, including on-campus security, local and/or State police; to be assisted by campus authorities in notifying law enforcement authorities, if the victim so chooses; and to decline to notify such authorities.

Campus Crime Reporting

Sotheby's Institute of Art is required to report the number of occurrences of specified offenses for the three prior years, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics (the "Clery Act"), as amended. These statistics are compiled by the Director in cooperation with local law enforcement agencies. The most recent report follows:

CRIME OCCURRENCES	2020	2021	2022
Murder	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Sexual Offenses Forcible	0	0	0
Sexual Offenses Non-Forcible	0	0	0
Number of Arrests	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

Investigation of Violent Felony Offenses & Missing Students

The Institute provides a plan for the investigation of any violent felony offenses occurring on campus, and for the investigation of missing students. Such plans provide for the investigation of such crimes and reports residing with the New York City Police Department (NYPD). The contracted security guards for 570 Lexington Avenue are also part of the team of investigators who take part in the coordination of investigation of any crimes on premises.

Violent Felony Offenses: As defined in Section 70.02 sub. 1 of the New York State Penal Law. Such crimes are immediately reported to NYPD with whom the Institute will conduct a joint initial investigation, with a follow up investigation conducted by the appropriate unit of the NYPD. The NYPD will carry out appropriate investigative procedures, determine the most efficient manner of continuing the investigation, and provide assistance when requested. The Institute's administration will remain informed and will be updated on developments and outcomes.

Missing Student: When a report of a missing student is received either by the Institute or the NYPD, the first one contacted will conduct a preliminary investigation in order to verify the complaint and to determine the circumstances. If the student's absence is verified, the incident will be reported and shared between the Institute and the NYPD. Both will continue the investigation to locate the missing student. If, after further investigation, the missing student is not located, both the Institute and the NYPD will determine the most efficient manner of continuing the investigation. In any event, information relating to any report of a missing student shall be shared by both parties no later than twelve (12) hours from the time of the initial report. If the missing student is located or returns to the Institute at any time after the matter has been reported, each party shall notify the other immediately.

Hate/Biased-Related Crime Prevention Information

A hate/bias-related crime is an offense committed against another person because of a belief or perception regarding the other person's race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation, regardless of whether the belief or perception is correct. A hate/bias-related crime is also committed when a person intentionally engages in a specified offense such as murder, assault, kidnapping, stalking, harassment, arson, robbery, vandalism, or other crimes against another person because of a belief or perception regarding the other person's race, color, national origin, ancestry, gender, age, disability, religion or religious practice, or sexual orientation, regardless of whether the belief or perception is correct.

Penalties for hate/bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous convictions of the offender. Hate/bias crime incidents that rise to a felony level are reported to the local law enforcement authorities. Sanctions imposed by the Institute may include, but are not limited to, disciplinary probation, suspension, expulsion, criminal prosecution, and civil prosecution depending on the severity of the crime.

A student who believes that they have been a target of a bias-related crime is encouraged to immediately report the incident to the Director of Student and Academic Services. The incident will be reviewed and investigated by the Office of Student Services with the assistance of the Institute's General Counsel. Students are informed about crime prevention measures through the New Student Orientation Program and communications from the Director.

On-Campus Marketing of Credit Cards to Students

In compliance with New York State Law, the Institute prohibits the advertising, marketing, or merchandising of credit cards on campus to students. This includes posting or distribution of applications, fliers, posters, handbills, and signage (electronic or otherwise) in Institute facilities. The Institute's email system or web pages may not be used for advertising or solicitation of credits cards to students.

No campus employee, student group, or campus department may accept financial support or other goods and services from credit card issuers or vendors in exchange for allowing them to market credit cards to students.

Notification of Fire Safety Standards and Measure

The Institute has an Emergency Action Plan (EAP) in place for 570 Lexington Avenue which is available for review on Canvas. The building housing the Institute has filed a "Fire Department of NY-accepted Combined Fire Safety and Evacuation plan" for all tenants. The plan sets forth the circumstances and procedures for the sheltering in place, in-building relocation, partial evacuation/ evacuation of building occupants in response to a fire and to a non-fire-related emergency involving an explosion, biological, chemical, radiological, or nuclear incident or release, natural disaster, or other emergency condition in or around the building.

The information contained in the building's Emergency Action Plan serves as a guide for emergency responders, building staff and tenants to follow should an emergency require an evacuation, in-building relocation, or shelter-in-place to be implemented to ensure the safety of building occupants.

The plan is designed to provide guidelines and directions for building staff and occupants to follow that will allow for:

1. Quick and efficient responses to emergency situations (fire or non-fire).
2. Consistent emergency response to an incident regardless of the time or day or the number of persons present.
3. Developing situation to be addressed before it progresses to the emergency or crisis level.
4. The Fire Safety/EAP Director to implement a response in the event of a fire in the building or whenever they become aware of a threat to the health and safety of building occupants.
5. Involvement of wardens and deputy wardens and searchers to assist building personnel to address a fire and non-fire emergency.

The building is equipped with an automatic sprinkler system designed to discharge water when the effects of a fire have been detected. In general, sprinkler heads are located throughout the building. The building is also equipped with an automatic fire alarm system designed to detect a fire by monitoring the presence of smoke and/or heat. Smoke and/or heat detectors are located in each space of the building. The fire alarm system can also be manually actuated by pulling a fire alarm at a pull station. Fire alarm pull stations are located throughout the building near exits.

There are two fire exits on each floor; with one exit a fire-tower exit. The locations of the emergency exits and stairwells are clearly marked in the elevator lobby and in the EAP. The Institute's 6th and 15th floors are equipped with portable fire extinguishers.

Emergency and Non-Emergency Medical Resources

The resources below are not endorsed by the Institute but are provided as available options for students to research and use based on their own discretion. Students may contact Student Services with health concerns or for assistance connecting with health resources.

EMERGENCY MEDICAL FACILITIES

- Bellevue Hospital Center, 26th Street & First Avenue
- NYU Langone Medical Center, First Avenue between 32nd and 33rd Streets
- New York-Presbyterian/Weill Cornell Medical Center, 68th Street & York Avenue
- Mount Sinai Emergency Medicine, Madison Ave @ 101st Street

WALK-IN CLINICS FOR NON-EMERGENCY CARE

- MedRite Urgent Care, 919 2nd Avenue (at 49th Street), +1 (212) 935-3333
- Walk in Clinic of NYC, 274 Madison Avenue, #501, +1 (212) 686-5800
- CITYMD Upper East Side, 336 East 86th Street, +1 (212) 933-1364
- CITYMD East 67th Street, 1150 3rd Avenue, +1 (212) 933-0007
- CITYMD Columbus Circle, 315 West 57th Street, +1 (212) 315-2330

DENTAL CARE

- NYU College of Dentistry, 338 East 25th Street (between 1st & 2nd Avenue, +1 (212) 998-9800
- 209 NYC Dental, 209 E 56th Street, +1 (646) 713-1417

RAPE & SEXUAL ASSAULT

- **Safe Horizon**:
    - 24-hour hotline for domestic violence victims: +1 (800) 621-4673
    - for victims of crime and their families: +1 (866) 689-4357
    - for rape and sexual assault victims: +1 (212) 227-3000
    - TDD phone number for all hotlines: +1 (866) 604-5350
    - National Domestic Violence Hotline: Text “START” to 88788
- **New York City Alliance Against Sexual Assault**:
    - Assistance with reporting sexual violence: NYPD Special Victims Report Line, +1 (212) 267-7273, or NYC LGBT Anti-Violence Project, +1 (212) 714-1141.

    - Referrals and confidential counseling from 9am-6pm at +1 (212) 514-7233 / http://www.svfreenyc.org/get-help/

- **National Center for Victims of Crime Stalking Resource Center,** 1-800-FYI-CALL (M-F, 8:30 AM - 8:30 PM EDT / EST) or https://www.nsvrc.org/organizations/173

SEXUAL ASSAULT FORENSIC EXAMINER PROGRAMS/ASSISTANCE

Brooklyn

- **Coney Island Hospital**, 2601 Ocean Parkway, NY 11235, +1 (718) 616-4400
- **Kings County Hospital**, 451 Clarkson Avenue, NY 11203, +1 (718) 245-4602
- **Woodhull Medical Center**, 760 Broadway, Brooklyn, NY 11206, +1 (718) 963-8443

Bronx

- **Jacobi Medical Center**, 1400 Pelham Parkway, NY 10467, +1 (718) 918-5800
- **Lincoln Hospital**, 234 E. 149th Street, NY 10451, +1 (718) 579-5784
- **North Central Bronx Hospital**, 3424 Kossuth Avenue, NY 10467, +1 (718) 519-3013

Manhattan

- **Mount Sinai Hospital**, One Gustave L. Levy Place, NY 10029, +1 (212) 423-2140
- **Weill Cornell Medical Center**, 525 East 68thStreet, NY 10032, +1 (212) 746-4458
- **Bellevue Hospital**, 462 First Avenue, NY 10016, +1 (212) 562-3025

Queens

- **Elmhurst Hospital**, 79-01 Broadway, NY 11373, +1 (718) 334-3054
- **Queens Hospital Center**, 82-68 164thStreet, NY 11432, +1 (718) 883-3090

Staten Island

- **Richmond University Medical Center**, 355 Bard Ave, NY 10310, +1 (718) 818-2995

CRISIS HOTLINES

- 988 Suicide and Crisis Lifeline; The Lifeline accepts calls, texts, and chats from anyone who needs support for a suicidal, mental health and/or substance use crisis. Call, text, or chat – simply dial or text 988.

MENTAL HEALTH COUNSELING & SUPPORT

The Institute retains a relationship with Dr. Penni Morganstein, a licensed clinical psychologist specializing in the treatment of undergraduate and graduate-level students. Dr. Morganstein's services are available at a cost to the student. For more information, students may contact Dr. Morganstein at +1 (929) 275-2145 or penniindra@gmail.com.

Additionally, Weil Cornell Medicine Center for Human Rights provides a comprehensive guide to help find free or low-cost mental health services in NYC on their Mental Health Resources in NYC webpage.

Students may contact Student Services with mental health concerns or for assistance in connecting to mental health resources.

988 is the new three-digit dialing code for the National Suicide Prevention Lifeline (USA). If you, or someone you know is in crisis and would benefit from speaking to someone in real-time, please call this number (available 24/7). You can also text 988 or chat via the website: https://988lifeline.org/talk-to-someone-now/

If you or someone you know is in a life-threatening situation, call 911 immediately.

Appendix A

Sotheby's Institute of Art – New York

Master's Degree / Graduate Certificate Program

Terms and Conditions –2023-2024

To confirm your enrollment at Sotheby's Institute of Art, please do the following:

- Sign and return the Enrollment Agreement. Your signature indicates your acceptance of and agreement with these terms and conditions. Please send to AdmissionsNY@sothebysinstitute.com.

- ***Submit a non-refundable and non-transferable $3,500 deposit. Please refer to your acceptance letter for your deposit deadline.***

- Send the Institute an official transcript directly from your undergraduate institution indicating the conferral of a four-year bachelor's degree, or documentation of the equivalent to a four-year bachelor's degree.

The Programs and Curriculum

The published programs and the 2023-2024 curriculum grid indicate the scope of each of the MA/Graduate Certificate programs. The Institute reserves the right to modify the courses, electives, field study, faculty, and class schedules as necessary.

Tuition and Travel Fees

The Institute charges are billed on account statements by semester and students are required to pay in full. The program tuition covers all lectures and seminars only. Cost of housing, meals and all other personal expenses are the student's responsibility.

The travel fees cover all required study trips including air and ground transport and lodging (based on double occupancy) and is **non-refundable under any circumstances.** All other travel costs and expenses, including meals or changes in accommodation, are the student's responsibility.

Methods of Payment

The Institute offers several different bill paying options.

- **By Check**
  Checks must be made payable to: Sotheby's Institute of Art – New York

  Please include student's name and the name of the degree program on the check

  Mail Checks to:

  Sotheby's Institute of Art – New York

  570 Lexington Avenue, 6th Floor

  New York, NY 10022

  Attn: Finance Department

  All checks should be drawn on a US bank account and be in US dollars.

- **By Credit Card**
  You may charge your deposit on Visa, MasterCard or American Express by contacting the Finance Department via email at financeny@sia.edu. ***Please note that an administrative fee of 3.0% will be added to payments made via credit card.***

- **By Electronic Transfer**
  If paying by Electronic Transfer, please add $30 to the total payment to cover administrative processing fees. **Failure to do so could result in delays in the processing of your payment. All electronic transfers must be made to the following bank:**

  Bank of America Direct

  1101 Wootton Parkway, 4th Floor

  Rockville, MD 20852

  Account Name: Institute of Art – New York LLC

  Account Number: 003933345046

  Routing Number: 026009593

  ACH: 052001633.

For wire transfers made in US dollars, use SWIFT Code: **BOFAUS3N**

For wire transfers made in a foreign currency, use SWIFT Code: **BOFAUS6S.**

It is imperative that the bank indicates the student's name and program on the payment statement. Failure to do so could result in delays in the processing of your payment.

- **By Payment Plan**
  Payment plans are equal installments of your tuition and may be 2,3, or 4 months depending on when the plan starts. For further details please contact **financeny@sia.edu.**

Late Fees and Past Due Balances

Tuition Payments must be received by the due dates to avoid late payment charges. Payments received after the due dates are subject to a $150 Late Payment Fee plus a 1% weekly recurring fee against the outstanding principal until satisfied.

Students with a past due student account balance may be prohibited from attending classes, participating in thesis advising, accessing library resources, making program changes, or obtaining enrollment verification, transcripts, and diplomas.

The Institute reserves the right to suspend or withdraw a student from a program at any time should tuition or fees remain unpaid in whole or part. Should this action be necessary, the student will be withdrawn from the Institute and barred from attending classes; once fees and penalties have been paid in full, the student will be allowed to return to class. Classes missed due to suspension will be considered unexcused.

Refunds

This policy applies to students who voluntarily withdraw from the Institute. The policy does not apply to any student who is asked to leave as a result of a violation of Institute policy, failing academic work or disciplinary procedures. Students who are asked to leave the Institute will not be entitled to any refund.

Tuition fees are refundable in full (less the non-fundable deposit) if notice of withdrawal is received in writing before the beginning of the semester. If a student withdraws during the first four weeks of any program, the refund will be based on the schedule below. Any student who withdraws after week four of any semester in any program is not entitled to any refund. If a student withdraws on a Monday, this will be considered a full week.

In all cases, the $3,500 deposit fee is non-refundable and non-transferable. In the event a withdrawing student matriculates subsequent to withdrawing, a new non-refundable deposit will be due.

Travel Fees are <u>not</u> refundable in whole or part, regardless of the reason for withdrawal from the Institute.

Tuition Refund Schedule	*% of Semester Tuition Charges Refunded**
Before semester begins	100%
Within first week of semester	90%
Within second week of semester	80%
Within third week of semester	70%
Within fourth week of semester	60%
After fourth week of semester	**No refund**

**Title IV Financial Aid Tuition Refund will follow refund schedule provided by the Department of Education. Please ask the Financial Aid Office for further information.*

The above tuition refund schedule is applicable only to students taking a leave of absence or withdrawing from the program only.

Students dropping individual courses within the first four weeks of the semester are entitled to a **tuition credit** only if their total semester course load after dropping the course(s) is less than 12 credits.

Refund requests take approximately four weeks to process. Failure to make full payment followed by withdrawal does not relieve students of their financial obligations to the Institute.

Deferral of Enrollment

Deferrals are granted under limited circumstances which are decided on a case-by-case basis. The Institute requires a **non-refundable and non-transferable** $2,750 Deferral Fee in addition to the $3,500 Tuition Deposit to hold a place in the program for the following academic year along with a Student Deferral Form available from the Admissions Office. The deferral and deposit fees will be

credited to tuition at the time of enrollment. Sotheby's Institute of Art will hold the funds on account for one year and if the deferring student does not enroll at the Institute the following year the student's place will be forfeited and the Institute will retain all funds on account. Deferral of conditional offers is not permitted. For more information on deferrals, please contact admissionsny@sia.edu.

Transfer Requests

Students who have been offered a place at the New York campus are not guaranteed a place in the same program at the London campus. If you would like to transfer your admission to the London campus, contact admissionsny@sia.edu. If space is available in the chosen program in London the academic program director will review your credentials and determine whether you are eligible to transfer to the other campus. You will likely be contacted for an interview before a final decision is made.

Funds are collected in local currencies and are based upon prices per campus; therefore, a student who transfers may owe additional fees for tuition and payment will be requested as required.

Health Related Information

New York State Public Health Law 2165/2167 requires that all students taking six or more credits in a degree-granting program provide proof of immunity to measles, mumps and rubella and complete the Meningococcal Vaccination Response Form. Admitted students must submit all requested health and medical forms before they will be allowed to matriculate at the Institute.

In addition to proof of immunization, the Institute requires all students to have medical insurance, valid for the duration of their studies. All students are required to submit documentation confirming insurance coverage.

Failure to comply with the immunization and insurance requirements set forth above may preclude students from accessing campus facilities.

Student Handbook and Conduct

All students must abide by the policies and follow the required procedures outlined in the Sotheby's Institute of Art MA/Graduate Certificate Student Handbook. The Handbook is available on the MySIA page in Canvas and at sothebysinstitute.com. All students must complete the required form acknowledging that they have reviewed the Handbook and agree to comply with the Institute's policies and procedures.