

High School Summer Art Intensive Handbook

Summer

Introduction

High School Summer Art Intensive is an academically rigorous program in which each student's active and supportive participation is highly valued. The program is intensive, involving a variety of classroom activities, studio work, and optional program activities that are intellectually demanding and time-consuming. Students in the program will have the opportunity to contribute to and benefit from participation in a unique community of peers and must be respectful of others and thoughtful about the impact of their actions upon their community. It is very important to understand that the dedication and focus upon one's studio work is what makes High School Summer Art Intensive successful.

The rules and policies that follow have been established to optimize the academic, personal, and social experience of all students. Any questions about the rules, policies, and information included in the Handbook may be addressed to the Office of University Programs at 212-998-2292 or university.programs@nyu.edu.

ADMINISTRATIVE POLICIES AND PROCEDURES

Program Regulations

- Students must attend a mandatory orientation. The orientation for all students will take place the day of move-in.
- Students are expected to be on time. This applies not only to class time, but also to field trips, group excursions, projects, homework, use of equipment and space, etc.
- Upon enrollment in Summer Art Intensive, students will be charged a program activity fee to cover the costs of evening and weekend events that have been planned to enhance the students' overall experience. While this fee will cover the cost(s) for participation in these events, students should anticipate the need for additional money to pay for any personal and related activity incidentals. During the program, students will be provided with the activities schedule and will be required to sign up for events in advance. Students who cannot participate in an activity for which they are scheduled must cancel their spaces within 24 hours of the event so other students may attend. *Participation in these evening and weekend activities is strongly encouraged but not mandatory.*

NYUCard

At the beginning of the program, students will be issued a student ID, or NYUCard. This ID must be presented upon entering any NYU building or residence hall or at other times when asked by an authorized University representative. Students must carry their ID at all times. Residential student ID cards will be collected upon the student's final departure from the residence hall. Students who do not return their ID card and later return to NYU as a student will be charged a \$25 replacement fee.

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NYU NetID

After they are accepted to Summer Art Intensive, students will receive their NYU NetID. NetIDs are the online identifier for each student and consists of the student's initials followed by a series of numbers (ex. abc2345). Students are expected to activate their NetID as soon as they are able. Instructions are [online](#).

Billing

Notifications of electronic bills (e-bills) are sent via email with instructions about how to view the bill via Albert. The preferred method of payment is electronic check. If you are unable to pay using an electronic check, [other methods](#) are available. NYU does not accept payments by credit card. Students can view their bills at any time on Albert via NYUHome.

Students may also grant their parents [access to their account information](#) and billing via Albert. Payment deadlines are included in the e-bill. Students who do not pay their accounts by the given deadline may be de-enrolled from their program and/or will not be able to check-in to the residence hall if they are living on campus. Students are strongly encouraged to pay their accounts by the deadline.

Refunds

Summer Art Intensive is a part of NYU's second six-week summer session. If a student decides to withdraw from the program, any refunds for which the student may be eligible will be disbursed in accordance with the [refund schedule](#) set by the NYU Office of the Bursar.

Personal Expenses

A great benefit of Summer Art Intensive is the chance for students to experience life in New York City. The cost of living in the city is high. The program fee students pay for Summer Art Intensive covers only the primary cost of participating in the evening and weekend events and does not cover personal expenses. Students should budget accordingly, setting money aside that will cover their personal expenses throughout their time at NYU. Students are encouraged to discuss expenses and decide upon a budget with their families prior to the start of the program.

Transcripts

Summer Art Intensive is a pass/fail program. Students may view their final program grade on Albert via NYUHome. It usually takes approximately two-three weeks for grades to be posted online.

Academic transcripts are not automatically sent to students at the end of their program. Students may request a copy of their final transcripts after the grade is posted. Instructions for ordering a transcript via Albert or directly through the Registrar are [online](#).

Confidentiality and Parental/Guardian Notification

The [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) is a federal law which establishes standards concerning the privacy of student education records and the rights of students to inspect and review their education records. As enrolled students in a post-secondary

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institution, Summer Art Intensive students are entitled to the protection afforded them under FERPA, and the right of access to education records belongs to the student no matter the legal age or status as a minor.

Students may elect to sign a [Consent to Disclosure of Student Information Form](#) to permit the release of information to their parents or guardians about the student while in their NYU program. Please be advised, however, that FERPA allows NYU to notify the parents or guardians of a student when there is a significant threat to a student's health and safety or if a student has violated a University or program rule or policy or public law concerning alcohol or another controlled substance. The decision to notify parents or guardians in such situations will be made according to the professional judgment of appropriate staff and does not require prior consent of the student. Students may or may not be consulted in the notification process.

Dining Services

Residential students are required to have a meal plan of at least 10 meals per week. Students will automatically be enrolled in the 10 meals/week plan but may sign up for a higher plan. The meal plan cannot be dropped or modified to below 10 meals/week. Dining halls will be open Sunday-Saturday at hours which vary by location. Students are expected to coordinate their course and activity schedules with dining hours in mind, so they can plan the times they should eat each day and whether or not they should make alternative arrangements for a meal (dining hall to-go meals, Dining Dollars, eating at a neighborhood café, etc.). More information about dining locations, hours, and meal plans is [online](#).

Student Health Center

The [Student Health Center](#) (SHC) provides students with urgent medical, psychological, and support services, as well as crisis response measures. The SHC staff is available to meet the urgent health needs, such as illness or injury, of all students.

The Student Health Center is available to all students for urgent care, but its services may not be covered by a student's private insurance policy. International students participating in the program under a student visa will be enrolled in NYU's school insurance plan, which includes the Student Health Center within its network of providers. American students must have their own health insurance that meets the minimum threshold of coverage in New York City. American students are encouraged to check with their own health insurance provider in advance of the program to determine whether the SHC is within their approved network.

Henry and Lucy Moses Center for Students with Disabilities

The [Moses Center for Students with Disabilities](#) (CSD) assists students in obtaining appropriate and reasonable accommodations and services. Accommodations are determined on a case by case basis; however, examples include in-class assistance and housing accommodations. Students are strongly encouraged to contact the CSD at least one month prior to the start of the program to allow necessary time to review special needs requests and to implement accommodations.

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Health and Wellness Support

Summer Art Intensive is an intensive educational experience in which students will face academic and personal challenges that allow them numerous opportunities for self-discovery and growth. The experience may present potential stressors as well. Therefore, students and families are responsible for arranging for the support of medical or mental health professionals, as needed, prior to the start of the program.

ACADEMIC STANDARDS

Attendance

Students must attend and report on time to all of their classes as stipulated in their course syllabi or program schedule. Coverage of course material will be intense and even one absence may cause a student to fall behind in a course. Students will also be expected to actively participate in class discussions and visit professors during office hours when needed.

Please note the NYU Student Health Center does not provide excuse notes for missed classes.

Course Workload

Summer Art Intensive gives students the opportunity to experience academic life at the collegiate level. Students will be held to the expectations of college students. As such, it is the student's responsibility to manage his/her own time and set priorities for work and activities. Students are encouraged to ask faculty questions when needed and to use the resources available to them on campus should they need assistance with their studies or have difficulty managing stress or time.

Academic Honesty

Academic honesty is required of all students. Upon submitting academic work in writing, online, or in person, a student is declaring that work to be a product of his/her own thoughts and study, stated in his/her own words, and produced without assistance with the exception of proper citation of and reference to other sources. Engaging in academic misconduct may result in failing an assignment, failing a course, and/or possible dismissal from their program without refund.

The review of alleged academic violations and the imposition of any resulting disciplinary decisions are at the discretion and responsibility of the professor, academic department, and/or school of the course in which the misconduct takes place but may involve consultation with program and/or University staff.

Academic Community Support

Students are expected to respect the work of their fellow students, to refrain from soliciting or using the work of others (see Academic Honesty), and to afford their peers the time, environment, and space needed to successfully work. Students should not disrupt or interfere with the work of another student nor behave in a way that may negatively affect another's ability to complete work.

STUDENT CONDUCT STANDARDS

Students and parents/guardians should discuss with each other the rules and policies set forth here as well as those included in the Summer Art Intensive Contract. Please be advised that due

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to the particular nature of Summer Art Intensive, certain student conduct policies are considered to be fundamental to the success of the program.

Failure to comply with the rules and policies of the University and/or of the program may lead to disciplinary action up to and including dismissal from Summer Art Intensive with no refund of tuition or fees. Those policies are as follows:

University Student Conduct Policies

As NYU students, Summer Art Intensive students are expected to follow the rules and policies for student conduct set forth by the University [online](#). Students also are expected to adhere to all program and University rules and policies while on campus or participating in university-sponsored events held off-campus. Volatile behavior occurring off-campus during the course of a program activity will be addressed as a student conduct matter.

Summer Art Intensive staff reserves the right to judge the severity of any act of misconduct and to determine the appropriate disciplinary actions/consequences.

Substance Abuse

- The possession or use of cigarettes, electronic cigarettes, and other tobacco/nicotine products by students is strictly prohibited, regardless of the age of the student.
- The possession or use of alcohol by students is strictly prohibited.
- The possession or illegal use of a controlled substance or the possession of related paraphernalia by students is strictly prohibited.
- Smoking, consuming alcohol, illegal drug use, and the use of other abusive substances (e.g. unprescribed medications) are strictly prohibited at any time during the program and at any location on or off campus.

Discriminatory Harassment

New York University and Summer Art Intensive are committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment – an environment that supports, nurtures, and rewards educational advancement on the basis of ability and performance. Harassment based upon race, gender, gender identity or expression, color, religion, age, national origin, ethnicity, disability, veteran or military status, sexual orientation, marital status, citizenship status, or any other legally protected basis is prohibited and undermines the character and purpose of the program. Any form of such harassment will not be tolerated.

Sexual Misconduct

New York University and Summer Art Intensive are committed to maintaining a safe learning environment that is free of acts of violence, harassment, and other forms of sexual misconduct that undermine the character and purpose of the University and to creating a campus and program climate that supports, nurtures, and rewards educational advancement on the basis of ability and performance. All students are subject to this policy and are strongly encouraged to report any incidents of sexual assault or harassment that they are made aware of. Failure to do so

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would compromise the well-being of the individuals involved and the entire program community.

General Ethics and Community Responsibility

NYU is committed to offering each student a meaningful experience. Summer Art Intensive expects all students to understand the difference between acceptable and unacceptable behavior and to be responsible for their actions. Students may not engage in disrespectful, exclusionary, discriminatory, or abusive behavior that disrupts and/or compromises the learning experience of others. Prohibited behavior includes, but is not limited to: (a) community/social misconduct such as abusive use of social networking sites, verbal abuse, threats to injure or harm another or oneself, discrimination, or harassment; (b) academic misconduct such as lateness, disrupting another's work, cheating, or plagiarizing; and (c) program misconduct such as breaking curfew or any other rules or policies of the program or the University.

RESIDENTIAL RULES AND POLICIES

For students living on campus, the residential component complements the academic program. A disciplinary action removing a student from a residence hall will result in dismissal from the program without refund.

Statement of Principles

Summer Art Intensive views the unique experience of living in a residence hall as contributing significantly to a student's personal and academic development. It is important to maintain an appropriate residence hall environment. To facilitate this process, every residential student is expected to uphold certain responsibilities. These responsibilities include:

- Recognizing that one's membership in a residential community affords the student not only certain rights, but also creates a related set of responsibilities.
- Cooperation in maintaining the physical condition of the residential hall by not engaging in actions that vandalize, destruct, or deface the facility, or creating conditions that compromise the safety or well-being of other residents.
- Informing program and University staff about behavior that is disruptive or disrespectful to the community, as well as situations that infringe on the safety of the community.
- Avoiding any behavior that indicates or could be perceived as retaliation for the reporting of potential violations.

Curfew

Students must be checked in at their residence hall by 11:00 p.m. Sunday through Thursday, and 12:00 a.m. on Friday and Saturday. By 1:00 a.m., students must be in their designated rooms. Program Assistants (P.A.s) will monitor the residence hall at these times. Curfew ends each morning at 7:00 a.m. No exceptions or requests to extend curfew will be accepted unless the student is on a university-sponsored event.

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Guests and Overnight Stays

Students are not allowed to have guests in their residence halls, including other students and family. Visitors are not permitted past residence hall security and must meet residential students in the building lobby. No students will be allowed to sleep over in other student rooms.

Evenings and Weekends Away

Students will not be allowed to be away overnight or on weekends except for extenuating circumstances or emergencies. In such cases, students must provide an [overnight leave form](#) completed by a parent or guardian authorizing any overnight leaves from campus. This form must be scanned and emailed to summer.precollege@nyu.edu 48 hours prior to the leave and no later than 12:00 p.m. on Fridays.

Leaving Campus

One of the greatest benefits of Summer Art Intensive is the opportunity to experience life in New York City. The city has much to offer students, and students will have opportunities to see different neighborhoods and sites under supervision of staff on program-sponsored excursions. New York University, however, does not have an enclosed campus. Students are advised to stay within close proximity of the main Washington Square campus, which is patrolled and serviced by the NYU Public Safety officers. Students who choose to leave the campus area at any time understand that the farther they are from the main campus area, the more difficult it is for University and program staff to assist them should they need help. Students and their parents/guardians should discuss and decide upon appropriate boundaries and guidelines for travel off campus while attending the program.

Sound Policy

Residential students are expected to be mindful of the noise they create in the residence hall and to comply with requests to reduce sound levels. The use of amplifiers or similar equipment is prohibited. Musical instruments may be played only in designated practice areas. Residents are also responsible for complying with New York City ordinances that include additional restrictions on noise after 11:00 p.m. on weeknights and 1:00 a.m. on weekends.

Fire Safety

Students will receive specific information about fire safety and evacuation procedures at the start of the program. Students should familiarize themselves with all fire safety procedures. Students who fail to comply fully with fire safety procedures, such as those who fail to abide by building emergency evacuation procedures or who otherwise violate rules and regulations related to fire safety, will be subject to disciplinary action.

Students are also expected to maintain adequate standards of cleanliness to avoid fire hazards, and must not obstruct sidewalks, entrances, passages, air conditioning vents, fire escapes, elevators, lobbies, stairways, corridors or halls with personal property. The following items are prohibited in the residence halls and will be confiscated:

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- Flammable decorations
- Natural or artificial evergreens
- Electric heaters, air conditioners, hot plate burners
- Halogen lighting equipment
- Candles, incense, outdoor grills, or any other type of open flame or open coil device
- Explosives, fireworks, firearms, or ammunition
- Any other object found to block egress from a resident's room as deemed by University and/or program staff.

Furniture Policy

No outside furniture is allowed in the residence hall. All rooms are furnished appropriately for students with a desk, dresser, and bed.

Prescribed Medications

Students currently taking prescribed medications (i.e. antibiotics, anti-depressants, asthma medication) should bring enough medication to last throughout their program dates. Students are expected to be able to take medications on their own without the help of other students, P.A.s, or other program or University staff.

Residence Hall Violations

The following behavior is prohibited in the residence hall:

- Throwing and/or causing objects or any substance to be directed from, into, or onto residence hall windows, doors, terraces, ledges, roofs or other areas. This is considered a serious offence and will likely result in dismissal from the program without refund.
- Tampering with or vandalizing devices and furnishings, such as window screens, cranks, stops, locks, door closing devices or furnishings in a residence hall.
- Installing an unauthorized lock on a bedroom, bathroom, closet, or suite door.
- Inadequately securing one's room and/or failure to lock room doors.
- Unauthorized access or use of restricted areas in or about a residence hall, including but not limited to roofs, ledges, terraces, basements, storage areas, mail rooms, or emergency exits.
- Moving into another room or switching rooms with another student.
- Keeping or caring for pets in the residence hall.
- Conducting business for profit or soliciting or recruiting for memberships, subscriptions, polls, or use of commercial services.
- Exhibiting or affixing any unauthorized sign, advertisement, notice or other lettering, flags or banners, that are inscribed, painted or affixed to any part of the outside of a building or the inside of the building which may be viewed outside of one's room.
- Attaching or hanging any projections (radio or television antennas, dishes, awnings, etc.) to the outside walls or windows of a residence hall.
- Filming in or into any area of a residence hall without authorization.
- Gambling in the residence hall.

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A full list of violations is included in the [Residential Life Student Conduct and Policy Process](#) information online. Residential students will also receive the full list of violations on move-in day.

INVESTIGATION AND ADJUDICATION OF ALLEGED VIOLATIONS

New York University assumes that all students are capable of accepting responsibility for their actions. Therefore, students will be held accountable for any violation of the program and University rules and policies. It is important to note that students found present while a violation is occurring may be considered participants and may be subject to disciplinary action along with the principle violator(s). The adjudication process is as follows:

Report or Formal Complaint

Students and program or University staff document things that they observe, hear, smell, or are otherwise made aware of through an incident reporting process. Any person may file a report or discuss a complaint with staff.

Investigation

Program and/or University staff will review all such reports and may interview students connected with the case. Students are expected to cooperate with the interview process. Based upon the information available to the staff, should the staff determine that no violation occurred the case will be closed. In the event it is determined that a violation did occur, the case will be referred to a senior program and/or University administrator for final review and a determination as to disciplinary actions that are deemed to be necessary and appropriate.

Final Review

The student will receive official notification of the final decision via NYU email. Serious violations will most likely lead to dismissal from Summer Art Intensive without refund. Disciplinary decisions are final and cannot be appealed.

Zero Tolerance Policy

There is a zero tolerance policy with respect to the possession or use of cigarettes, alcohol, or illegal drugs and substances (including paraphernalia). Any student determined to have violated these policies will immediately be dismissed from Summer Art Intensive without refund. As a reminder, it is important to note that students found present while a violation is occurring may be considered participants and may be subject to disciplinary action along with the principle violator(s). All other policy violations will be addressed in accordance with the program adjudication processes, and may result in a variety of sanctions ranging from a warning to dismissal from the program without refund depending upon the circumstances of the violation.