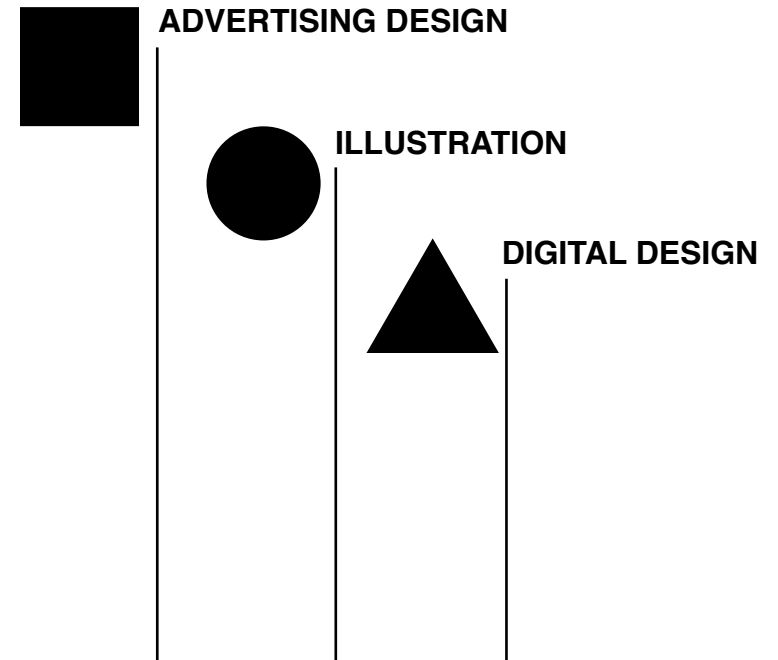


# STUDENT HANDBOOK

The **SCHOOL CALENDAR** for 2008-09 is as follows:

Sept 2 - Sept 4	School Registration
<b>Sept 8</b>	<b>FALL CLASSES BEGIN</b>
Oct 13	Columbus Day - School Closed
Oct 27 - 31	First Quarter Evaluation for Grades
Nov 5	Student Progress Reports Issued
Nov 5	Open House
Nov 27 - 28	Thanksgiving Recess
Dec 1	Classes Resume
Dec 15 - Jan 2	Winter Break
Jan 1	Financial Aid Applications Available for 2009 - 10
<b>Jan 5</b>	<b>Classes Resume</b>
Jan 12 - 16	Second Quarter Evaluation for Grades
Jan 19 - 23	Semester Break
<b>Jan 26</b>	<b>SPRING CLASSES BEGIN</b>
Jan 28	Student Progress Reports Issued
Feb 16	President's Day - School Closed
Mar 16 - 20	Third Quarter Evaluation For Grades
Mar 25	Student Progress Reports Issued
Apr 10 - 13	Spring Recess
Apr 14	Classes Resume
<b>May 1</b>	<b>PHEAA Renewal Application Deadline for 2009-10</b>
May 5	Senior Showcase
May 4 - 8	SENIOR Evaluation for Final Grades
May 11 - 15	Evaluation for Permanent Grades
May 15	Last Day of School
<b>May 19</b>	<b>Graduation</b>
June 1	Final Student Progress Reports Mailed
June 10	Deadline for School Financial Aid Form
July 10	2009 - 10 Enrollment Agreement Forms Due
Aug 1	Deadline for Applications for First Time PHEAA Applicants



2008 - 09

HUSSIAN SCHOOL OF ART

**THIS IS A HANDBOOK OF POLICIES AND PROCEDURES PERTAINING TO THE UNDERSTANDING OF THE EDUCATIONAL ENVIRONMENT AT THE HUSSIAN SCHOOL OF ART. THE SPIRIT OF MUTUAL RESPECT BETWEEN STUDENTS, INSTRUCTORS, AND ADMINISTRATION IS NECESSARY TO CREATE THE BEST ATMOSPHERE FOR CREATIVE AND PROFESSIONAL DEVELOPMENT.**

**THE ART FIELD REQUIRES CLOSE PERSONAL CONTACT IN ORDER TO SHARE THE GREATEST WEALTH OF IDEAS. FOR THIS TO OCCUR, THE PROPER ATMOSPHERE MUST EXIST.**

**LET'S ALL COOPERATE TO MAKE YOUR YEARS AT HUSSIAN THE BEST AND MOST PRODUCTIVE THEY CAN POSSIBLY BE.**

The following stands as the Hussian School of Art policy in design education. Computer skills may gain students jobs, but not careers. Most design educators agree that students must first sketch their ideas on paper before turning on a computer. It takes thinking and processing to develop an original concept. This form of analyzing seems to work better during the process of sketching. Computers are great shortcuts for refining and producing ideas, but not for developing fresh and original concepts. The computer is a production tool to enhance an original concept. Students who "create" their ideas with this tool produce work that looks so computer influenced many employers only accept it as proof of technical skill. Employers want to see conceptual skills (ideas), that is what professional design is all about. Implementation of those ideas is an essential skill, but implementation of an unoriginal idea is a waste of time. Employers (and clients) want to see the development of a clear vision without the computer taking control from thumbnails - roughs through computer output of the concept. Students must be required to show their roughs before they go to computer generated procedures.

You are here to gain a degree in higher education. The State of Pennsylvania and Department of Education, Washington, D.C. mandates that the majority of your education be in lecture/classroom supervised settings and not in technical labs. Open lab times are available to you before classes through lunch breaks and at 3 PM until closing. You should arrange your schedule to take advantage of these "practice/production" periods if you want to excel in your computer skills. An alternative is to purchase your own computer for your personal use and development. The school suggests sophomores consider purchasing one, juniors we strongly recommend purchase a PC and senior design majors are expected to have their own.

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original work of authorship" including literary, dramatic, musical, artistic, and certain other works. This protection is available to both published and unpublished works. Some of these works are original designs, illustrations, and photographs. Because images created by one person can be used by another through the transfer and copying technologies, the following must be understood. It is legal to transfer or copy any image or communication you originate. It is not legal to transfer or copy any image or communication of another without their permission. However, if you are using others' work for educational projects, you are not going to take credit for the work itself, and are not going to sell the project in question -- certain liberties are allowed.

**PRIVACY OF STUDENT RECORDS** Hussian School of Art protects the privacy of students' educational records and does not release information in these records without the student's written authorization. Students have the right to review their records by written request to the director. If, after review, you find errors, inaccurate or misleading information, you may request the records be amended, in written form stating reason, and clarification. Every effort will be made to correct any inaccuracy that might have occurred.

**LOST/DAMAGED WORK/PROPERTY** Although Hussian takes precautionary measures to protect student work and property, the school cannot assume responsibility or liability for damage to, or loss of, any student work or personal property.

**PERSONAL INJURY OR ILLNESS** While Hussian exercises great care in regards to student safety and health, it is not responsible for personal injury or contact with contagious illness that may occur on Hussian property or in connection with a school sponsored event/activity or in transit to, or from, a scheduled class/event. Faculty/Administrators accompanying student groups on field trips, cultural tours or school social/cultural events, can not be held responsible for the actions of students, personal injury or loss of personal property during a sponsored/approved trip or gathering, or that might occur in transit from, or to, the above event.

#### HUSSIAN SCHOOL OF ART ADMINISTRATION DIRECTORY

RONALD DOVE  
Applicant interviews, acceptance, scheduling, school policies, internship, placement and academic advising.

President/Director

WILBUR CRAWFORD

Faculty, courses, grading, make-up work, Advertising-Illustration Department Head, school's part-time work schedule and academic advising.

Vice President/  
Director of Education

MAUREEN FLANAGAN

Office Management, alumni relations, scheduling, Accreditation Coordinator, Assistant to Director of Training, student services, placement.

Administrator/Placement

JODI BRABAZON

Appointments, student records, student services assistant, clerical support, internship coordinator.

Administrative Assistant

STEPHANIE HAYS

Financial records, billing and payments, accounting.

Accounting

SUSAN COHEN

Financial Aid Director for grants, loans, payment programs for qualified students.

Financial Aid

LYNNE WARTMAN

High school contact, Public Relations, school publications.

Admissions/Public Relations

Hussian School of Art strives to maintain an adult relationship with its students; to assist them in their professional development and maturation. Regular student progress reports are issued only to the student, unless parents or guardian(s) of a dependent student, specifically request such reports. However, when administrative action is involved (probation, suspension, termination) Hussian reserves the right to contact the students' parent or guardian.

Students requiring **FIRST AID**, as a result of a minor accident, are to come to the office at once. The school cannot take any responsibility for careless accidents caused by the student, but will see that they are directed to the proper place for medical attention. Local hospitals require a parent or guardian's approval before undertaking any treatment. Please see that the office has on record the telephone number where a parent or guardian can be reached during the day, any medical history, medication taken on a regular basis or other necessary medical information that would be helpful/necessary in an emergency.

**STUDENT ID'S** are issued at the beginning of the school year. Carry it at all times, it will be required to be presented in the lobby for entrance to the school. Your student ID will also be helpful in receiving student discounts for merchandise from stores and at Art Museums. Lost cards will be replaced, by the office, for a \$5 charge.

The **HUSSIAN NEWSLETTER** the **HUSSIAN MARKER** is distributed to keep you informed as to what is happening at Hussian and in the art world. If you have a contribution to these publications, or if you would like to join the news staff, see the Admissions Office for details.

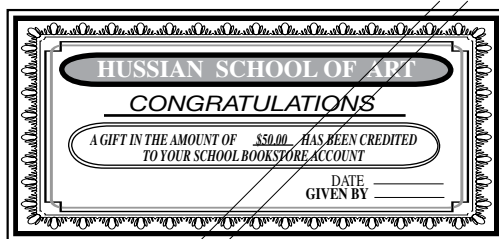
The **BULLETIN BOARDS** near the school store contain notices of school events, exhibitions, jobs and other information.

In the event of **SNOW**, If the Philadelphia Public and Parochial schools are closed, because of snow or weather conditions, we will also be closed. The school uses Fox 29TV to announce school closings.

**GRADUATION CEREMONIES** and luncheon are scheduled on the Tuesday following the last day of classes in any given year whenever possible.

**RIGHT TO AMEND/SUPPLEMENT:** The school reserves the right to amend and/or supplement these policies and procedures. Any amendment or supplement will be posted for not less than three school days before going into effect.

**GIFT CERTIFICATES** are available for use in the Bookstore in any denomination. (ex: Birthday, Christmas, Good Luck on your Evaluation, Etc.)



Students must identify authors of any ideas or images that they have chosen to use in their work. It is also necessary to identify the author (owner) of any image that is not created by the student, on the front of the work. This can be done in small type (i.e. 6pt.) in an inconspicuous place such as the border under the image itself. Examples of credits: Mickey Mouse is the property of Walt Disney Productions, Inc., or Mickey Mouse © by Walt Disney Production, Inc. (the © sign may be generated by pressing the "option" and lowercase "g" keys). In certain cases, it may be necessary for students to sign agreements that they will not publish or sell the images in question.

**SCHOOL OFFICE HOURS** are 8:00 a.m. to 4:30 p.m. daily.

**CLASSES** are Monday through Friday beginning at 9:00 a.m., a morning break from 10:30 to 10:45, lunch from noon until 1:00 p.m., and an afternoon session from 1:00 to 3:00 p.m.

**FINANCIAL AID** is based on NEED. Students may pick up forms in the Financial Aid Office. A consumer booklet is available upon request.

**FINANCIAL RESPONSIBILITY** of all school charges is assumed by the student if he/she is over 21, or his/her parents/ guardian if the student is under 21. All tuition, fees, and supply accounts are to be paid in advance of entrance to classes each semester.

A student's **FINANCIAL OBLIGATIONS** from the previous year must be satisfied before the next year's Enrollment Agreements are automatically sent out/ accepted.

A student's **FINANCIAL OBLIGATIONS** must be satisfied before Associate Degree in Specialized Technology, certificates and/or academic transcripts are issued.

An **ENROLLMENT FEE** of \$100 is required of all students entering Hussian before any agreement forms will be accepted.

**SOME ELECTIVES** carry a **SUPPLY FEE** (photography, printmaking) to be paid in advance. This fee is non-refundable. Elective fees are posted, in advance, each academic year.

**COMPUTER LAB FEE** for each semester to cover textbooks, computer disks, and unlimited use of computers and printers outside of scheduled classes.

**DISCOUNTS** check with your Auto Insurance to see if your provider has a cost reduction for all B's and above or Honor Roll, you could be saving anywhere from \$100 to \$300. Check to see if the train you ride offers a reduced rate for students.

**ART SUPPLIES** are available at the **SCHOOL STORE**. Store Hours are 8:40 to 8:55 a.m., 12:40 to 12:55 p.m, and 3:00 to 3:15 p.m. The store does not open at 3:00 p.m. during evaluation weeks. Supplies may be purchased at a 10% discount for cash sales and charges paid within five days of billing.

Students wishing to set up a store charge account are required to read and sign the **CHARGE ACCOUNT AUTHORIZATION REQUEST** application at the beginning of each academic year. No student is permitted to use another student's account and there are no charges under \$1. Any student supply accounts exceeding the credit line for more than 10 days will lose their charge privileges. All charging privileges end two weeks prior to the close of school.

**COMPUTER REQUIREMENTS FRESHMAN** year students should begin planning and budgeting for their own laptop computer and all appropriate course software programs. **SOPHOMORE, JUNIOR and SENIOR** students must have their own personal laptop computer. The school labs are available before classes, at noon break and after classes, the convenience of having your own computer is essential. You will be using your laptops in various classes to produce artwork for different assignments.

Request current information from HSA prior to purchasing a computer.

The school **LIBRARY** is for student use. Books may be checked out for five school days, unless otherwise marked. Late returns are charged 25¢ per day. Lost books are billed to the student's account. Frequent late returns or lost books result in the loss of library privileges. This is an honor system, please return all books as soon as possible. Thank you.

**LIBRARY HOURS** are 8:30 to 8:55 a.m., 12:40 to 12:55 p.m., and 3:00 to 4:00 p.m.. The library is not open during class time.

**LEAVE OF ABSENCE/WITHDRAWAL** requests must be made *in writing* by the student. A withdrawal letter must be on file before any refunds can be processed. A Leave of Absence can not exceed 30 days. Please see school administrator for additional requirements.

**PORTFOLIO EVALUATION GRADING** occurs four times during the academic year. Dates are listed on the calendar in this handbook. Instructors also notify their classes of their specific procedures for evaluation.

All **GRADES** must be turned into the office, by the instructor, no later than 3:00 P.M. on the Friday of evaluation week. There are NO exceptions. If you have an emergency and cannot make portfolio evaluation, you must notify the school and validate same for re-evaluation consideration. Failure to do so may result in an automatic failure. An incomplete grade **MUST** be authorized by the office. There is a meeting between the administration, instructor, and student at which time grading is determined and forms completed. It is the responsibility of the student to initiate this procedure **BEFORE** portfolio week.

The **OFFICES** and **OFFICE AREA** are off limits to students unless on school business. Students are welcome to make an appointment to see any of the office staff at the front desk. **PERSONAL PHONE CALLS** will not be accepted by the school. In an emergency the caller must give the nature of the emergency and a message, and every effort will be made to contact the student. There are no exceptions.

If a student has a **CHANGE OF ADDRESS/PHONE NUMBER** during the year, it must be reported to the office.

The **LOST AND FOUND** is located in the office. Put your name on all supplies so they can be identified.

**FIRE DRILLS** are held during the school year as required by state and city laws. The continuous ringing of the school bell will announce a fire drill. Students will, in an orderly manner, immediately exit classrooms, follow the exit signs to the nearest fire exit, and proceed to the street. Do not use elevators. Students with physical or medical problems are to report to the office. Once out of the building, students must remain with their class as your instructor will take attendance. Anyone remaining in the building during a fire drill will be fined \$50, by the city.

**ALCOHOL/DRUG PREVENTION** At the beginning of each academic year all students will be issued the school's current policy, outlining the standards of conduct prohibiting the unlawful possession/use or distribution of illicit drugs and alcohol in school or as part of any school activity. The policy also includes legal sanctions under local, state and federal law, along with the health risks associated with substance abuse and a description of disciplinary sanctions and actions including information regarding counseling treatment and support services.

Students violating this regulation will be subject to permanent dismissal. We do want to provide the information and support to help keep you and the rest of the school **DRUG FREE**. For information or to discuss any concerns, please arrange an appointment with Mr. Dove or Mr. Crawford.

**SMOKING is NOT** permitted in school or anywhere in the building, as required by Pennsylvania law for all educational facilities. Do not block the building entrance or sidewalk when you are outside.

Any **THEFT** or unauthorized removal of school or student property will be cause for suspension, expulsion or, when deemed necessary, intervention of civil authorities. Any student who violates any provision of the Pennsylvania or Federal Criminal Law shall be subject to permanent dismissal. Report any incidents to the office immediately. Any removal of objects require written permission presented to the Front Lobby Security.

**HARASSMENT/HATE CRIMES** Sexual Harassment or any kind of Harassment as well as Hate Crimes against race, religion, etc. as well as Murders, Rapes, Robberies, Aggravated Assault, Burglaries or motor-vehicle thefts on campus will not be tolerated. Complaints will be looked into and depending on the findings could result in dismissal. Please be aware and report any situation to the Administration immediately.

The **STUDENT BALCONY/LOUNGE** is for your enjoyment. Please place lunch bags and other trash in proper containers. Sitting on hallway floors is not permitted. You may eat in classrooms or outside.

**STUDENT CONDUCT** is to be professional. Behavior which is considered in violation of state, county, or school regulations and which disrupts or restricts the freedom and rights of others, will not be tolerated.

**STILL LIFE OBJECTS** are to be returned to the prop rooms and put in their proper location at the end of each class. They are for still life set-ups only, not containers for paint, water, etc. Instructors should direct clean up.

**DRAWING AND PAINTING CLASSES** using life models are off limits to students not scheduled for those classes in respect for the model. Easels, stools, still life objects, etc. are to be returned to the proper area at the end of class. Class time is provided for this clean up procedure. Paint and turpentine are to be put in the proper containers.

The **SINKS** in the classrooms are to be used for cleaning watersoluble materials only. Other materials should be disposed of in the proper containers. Please keep paper, etc. out of drains. Restrooms are not clean up areas for paint and solvents.

**DAMAGE** to the school or building property, willfully or otherwise, will be charged to the student directly involved. Malicious damage will be cause for disciplinary action and possible dismissal. If you notice anything that needs **REPAIR**, report it to the instructor or the office.

The **FIRE TOWERS** are to be used only in an emergency, they are alarmed and will activate emergency evacuation procedures if opened. It is important to be aware of all emergency exits.

The use of individual **MUSIC HEADSETS** is not permitted during class sessions. All **HATS** are to be removed upon entering the classroom.

Student **GUESTS** are permitted only *after* the instructor is notified and approves the visit at least one week/day prior.

The school is maintained and cleaned by the building and they have been instructed to dispose of all trash. **DO NOT LEAVE ANYTHING AS IT WILL BE DISPOSED OF AT THE END OF EVERY DAY. YOU MUST TAKE HOME YOUR ARTWORK, ART SUPPLIES AND PROJECTS IN PROGRESS.**

Should a student **FAIL A COURSE**, makeup work may be requested by the student, or required by the administration for missing course projects, incomplete or low grades and/or credit deficiency. Each case will be considered on an individual basis and the circumstances involved. If approved additional assignments and/or extended studies will be issued by the Director, setting forth the condition and length of time for work to be completed. The instructor is required to submit a course failure report explaining why and whether the student can make up the failing grade. Make up fee is \$30, per credit.

#### **HUSSIAN SCHOOL OF ART GRADING CRITERIA**

The **A+** assignment (outstanding/exceptional): The student went above and beyond what was expected, and exceeded the requirements needed to achieve an A.

The **A** assignment (excellent): The student developed the concept reflecting an understanding of the assignment in a positive and professional manner using previously learned information. The objective was clearly met and the assignment was on time. The assignment was technically accurate and perfectly executed in a suitable media.

The **B** assignment (good/very good): The student attempted to meet all of the requirements in a positive manner, but didn't quite make it. Perhaps something was incorrect, inaccurate, late, or technical execution needs improvement.

The **C** assignment (average and above average): The objective was met and material understood. The assignment met the minimum requirements. The execution was adequate in technique and technical skills. The assignment could be improved by greater involvement in developing the concept and technical aspects.

The **D** assignment (passing/poor but passing): Did not meet the basic requirements. Not completed on time, execution rough, not enough involvement or time spent. Assignment should be redone to meet minimum requirements.

The **F** assignment (failing): Did not attempt to meet objectives of the assignment.

**PERMANENT GRADES** are semester grades; first and second quarter grades are averaged together for the first semester grade, and third and fourth quarter grades are averaged together for second semester grade.

**SATISFACTORY PROGRESS** To be in satisfactory progress, Freshmen students must achieve a minimum grade point average of 1.75 for their first semester, and minimum grade point average of 2.0 for their second semester. Sophomore, Junior, and Senior students must maintain a minimum grade point average of a 2.0 each semester. All students must earn at least 80% of their credits attempted during each semester, and be working toward graduation requirements.

**ACADEMIC PROBATION** Students dropping below a 2.0 average are placed on Academic Probation for the next semester. Students are automatically notified. Failure to bring grades up to a 2.0 within that semester will result in Unsatisfactory Progress.

**UNSATISFACTORY PROGRESS** is when a student fails to come out of Academic Probation. This will result in the loss of all Title IV Financial Aid (including Student Loans), and the student may be required to withdraw from school.

**PORTFOLIOS** are required to be maintained by Sophomores, Juniors, and Seniors. This portfolio represents a student's current artistic strength and must be consistently upgraded and available for review as requested by instructors, administrators, and potential clients.

**DEAN'S LIST** are students who receive a minimum academic average of 3.0 (all B's and above) in a quarter.

**PRESIDENT'S LIST** are students who receive a minimum academic average of 3.5 (all B+'s and above) in a quarter. **HONOR ROLL** at the end of each year are students who have achieved outstanding academic progress by maintaining Dean's List and/or President's List status all four quarters.

**Attendance/Tardiness** Students are expected to attend classes as scheduled, on time, in a manner reflecting maturity and responsibility. Regular attendance is necessary for a student to assimilate class discussion and information and develop good working habits. Instructors determine how absences and tardiness will effect course grades and announce this factor at the beginning of the course. Students are expected to phone school if they will be absent or late.

Attendance is recorded daily by instructors. Students arriving after the start of class will be marked tardy. Attendance/Tardiness is maintained in individual student records and progress reports. A student with absences in excess of 15% for each semester will be notified and will have to meet with the Director of Training or the Administrator for an explanation in an attempt to improve this situation as absences can diminish the potential success of a graduate.

**LATE** admission to a class is at the discretion of the instructor based upon their classroom procedure. Students must register and get a late pass from the front desk before entering class. Lateness will be recorded on the instructor's roll chart.

The school reserves the right to **DISMISS A STUDENT** for any violation of the school's regulations, unacceptable behavior, malicious damage or theft of school property, disorderly or disruptive conduct, an attitude that is detrimental to the classroom or school environment, excessive absences, the use, sale, or possession of a weapon of any sort, illegal drugs, narcotics, alcohol, beer or any other controlled substances or under the influence while in school will be dismissed.

Students who **FAIL TO COMPLETE AN ASSIGNMENT** may be asked by the instructor to leave the classroom during the critique of that assignment. The student is permitted to return to class when the critique is over. Assignments not completed to an acceptable level or artistic quality, reflecting a reasonable attempt, will not be accepted and will be required to be redone.

**ACADEMIC ADVISING** is available to discuss educational objectives, course selection or problems, academic progress, financial aid, etc. to all students. An appointment is recommended, but not mandatory. Administrative names and titles are listed at the end of this Handbook.

**STUDENT COMPLAINTS** Any student wishing to address a grievance or complaint may do so by scheduling an appointment through the receptionist. Based on the nature of the problem, you will be directed to the appropriate administrative personnel.

It is the intent of the school to resolve any problem or concern in a positive, efficient manner. However, if at the conclusion of such a meeting or inquiry you are still concerned that the matter was not adequately addressed you may consider contacting the: Accrediting Commission of Career School/College of Technology

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquires to:

Accrediting Commission of Career Schools  
and Colleges of Technology  
2101 Wilson Blvd./Suite 302  
Arlington, VA 22201  
(703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting Mrs. Flanagan/Administrator

Some **STUDENT WORK IS COLLECTED** for the annual student exhibition and is used for high school presentations. This work is wrapped in acetate and is returned at the end of each school year. Students may submit color copies.

Annual **SCHOLARSHIPS** are presented to **JUNIORS** for use in their senior year and include: The RUTH & BERNARD PETLOCK MEMORIAL SCHOLARSHIP, awarded to a Junior of sound character and financial need. The MAE KATHERINE GERHARD MEMORIAL SCHOLARSHIP, awarded to an Illustration major. The MYRA SHUMAN MEMORIAL SCHOLARSHIP, awarded to an Advertising major. The BARRY THOMPSON MEMORIAL SCHOLARSHIP, awarded to a Junior showing outstanding performance and knowledge of Production. Applications are available to all Junior students and can be obtained from the Director upon request during the third week of April. All scholarship winners are posted in the lobby of the school at the end of the academic year.

All students wishing **ELECTIVES**, in their Junior or Senior year, must complete a request form distributed in April/May.

Minimum credit requirements for **GRADE LEVEL PROGRESSION** are freshman 27, sophomore 58, junior 89 by the end of each respective academic year.

**GRADUATION REQUIREMENTS:** All students who have completed their courses with a minimum of 120 credits and have achieved a minimum cumulative grade point average of 2.0 will receive an Associate Degree in Specialized Technology in the program of Art.

**FACULTY EVALUATIONS** are conducted annually by the students. This evaluation is to provide input into the quality of education at Hussian.

**LUNCH BREAK** is noon to 1:00 P.M. You may bring a lunch or go out to a restaurant or luncheonette. Food and drinks are not permitted in the classrooms while class is in session. No food or drinks are permitted in the Lecture Hall or Computer Lab at any time.