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For more information regarding SUVA's policies and procedures visit suva.edu.
Student Handbook

As a member of Southwest University of Visual Arts (SUVA), every student is responsible for knowing the information provided in the college catalog and schedule of classes pertaining to student rights and responsibilities, instructional programs, enrollment, transfer and degree requirements and the policies and procedures. Information in this handbook is complete. However, as circumstances dictate change, additions and amendments may occur. This handbook replaces and supersedes all previous student handbooks issued by Southwest University of Visual Arts.

Mission of the University: Southwest University of Visual Arts educates students to excel in the fields of Fine Arts, Design, Advertising and Visual Communications within a student focused environment committed to the highest standards of academic achievement, scholarly inquiry, creativity, and citizenship in a diverse world community.

SUVA is dedicated to the successful completion of both your academic and personal goals. Our purpose is to prepare you to achieve academic and professional success and to enhance the quality of your life. We want to help you turn your entire SUVA education (in and out of class) into a productive learning experience. Of course, you must decide to be actively involved and committed to your own learning. All of the SUVA employees are ready to support and encourage you in this exciting and demanding endeavor.

Southwest University of Visual Arts offers the following types of programs, services, and instruction to fulfill its mission:

1. Art and Design programs of varying length leading to baccalaureate degrees.
2. Lower-division core classes that serve as the base of the baccalaureate degree programs offered at the University.
3. Upper-division classes concentrating on a specific specialty/major leading to a baccalaureate degree.
4. A general education program that provides a breadth of knowledge to degree-seeking students supporting the goal of college proficiency in knowledge and essential life skills.
5. A continuing program of advising designed to recognize a student’s individuality.
6. A program of technology, library, media, and student services to support instruction.
7. Special instructional classes and tutorial labs to aid students who need assistance in achieving their educational goals.
8. A program that specifically supports employers in their search for qualified Art and Design professionals.
PHILOSOPHY/SPECIFIC VALUES AND IDEALS

A. Philosophy

SUVA operates to fulfill its mission according to an established set of values and ideals that support the goals and the policies of the University.

SUVA is an educational institution committed to motivating the human mind to explore new ideas and accept the challenges that are an integral part of higher education. SUVA values research that expands the boundaries of the field, the ability to integrate new concepts with previous knowledge and apply newly obtained information and knowledge to solve problems. Continued development and evolution of the structured curriculum creates a dynamic learning experience where the curricula is current, accurate and reflects the realities of the discipline. SUVA operates on the belief that access to a quality higher education experience in the discipline of Art and Design is vital in a rapidly changing global environment.

B. Specific Values and Ideals

(1) High standards reflecting quality and integrity: SUVA values and believes in: an emphasis on teaching and maintaining high educational standards; a faculty and staff dedicated to an environment that focuses on personal excellence and academic growth for all students; empowering students and faculty to be self-directed towards excellence; continued professional competence of faculty and staff at all levels that provides the motivation to strive for excellence; maintaining integrity in all facets of the University environment.

(2) Adaptability: SUVA values and believes in: adapting to the professional and global community during times of rapid social and technological change; developing a curriculum that reflects current trends while emphasizing the importance of historical influences; designing instructional methodologies and providing technological equipment relevant to a changing society; providing an environment that values research and incorporating new information into established curricula guidelines.

(3) Accountability: SUVA values and believes in: establishing and measuring outcomes linked to continuous improvement; exercising responsible and accountable leadership; maintaining accountability for the quality of the educational programs; continually gathering inter-department information to increase efficiency and effectiveness for the University as a whole. This provides an environment that encourages personal responsibility and accountability to the community.

(4) Diversity: SUVA values and believes in: understanding our world as one large, complex community; promoting a genuine belief in the dignity, equality and value of every person; respecting all individuals and their opinions; nurturing collaborations by promoting exchange of ideas; focusing attention on relevant professional and technological information and the critical thinking and academic
freedom that challenges students to become independent members of a global society; a focus on educational excellence that includes identification and support of student’s individual needs and challenges.

(5) **Responsive Communication**: SUVA values and believes in: being open and responsive to individual ideas and specific needs; listening carefully to all opinions and perceptions; providing a safe and challenging learning environment where anyone can responsibly question, examine and explore college related issues; building a community of mutual respect that values communication and working together towards a common goal.
GENERAL POLICIES AND INFORMATION

SCHEDULE
Classes are scheduled between 8:00am and 9:00pm Monday through Thursday, and on Friday between 8:00 and 5:00. We may have classes on Saturdays. We can work together to design a schedule that best suits your lifestyle. This, of course, depends on enrollment, in which case this schedule could be completely different.

BREAKS/HOLIDAYS
SUVA observes a minimum of a one-week “break” between semesters. Between the Fall and Spring semester, we observe a four-week holiday break, as well as one day for Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, and Thanksgiving (Thursday and Friday). Students will also receive one week off for spring break and Fourth of July. Please refer to the Academic Calendar for the specific schedule.

ACADEMIC CALENDAR
2015

Fall Semester 2014
September 3    Classes Begin
November 11    Spring Break
November 27-28    Thanksgiving
December 16    Semester Ends

Spring Semester 2015
January 21    Classes Begin
March 14-22    Veteran's Day Observed - No Classes
May 12    Semester Ends
May 15    Graduation

Summer Term 2015
June 3 – August 18    Session 1
June 3 – July 7    Session 2
July 8 – July 14    Summer Break
July 15 – August 18    Session 3
FACULTY

The faculty at SUVA is comprised of fully trained and highly experienced working professionals who are excellent at what they do and how they teach. Each member has unique skills and teaching methods. It is expected that not every student/faculty relationship will run smoothly. If a student is having a problem with an instructor, we suggest speaking with the instructor or to Student Services.

SUVA is committed to providing the best possible educational environment for its students. We encourage an open and frank atmosphere in which any problem, concern, suggestion, or question receives attention and a timely response.

SUVA strives to ensure fair and honest treatment of students. Students, faculty, and staff must treat each other with mutual respect at all times. Therefore, TEACHERS AND STUDENTS ARE NOT ALLOWED TO HAVE PERSONAL RELATIONSHIPS OUTSIDE OF SCHOOL.

DRESS CODE

Southwest University of Visual Arts’ dress code is important due to employers and guest speakers often visiting the campus. The expectation is for all students to make a positive professional impression. Although the students’ comfort is a concern, it is imperative students’ apparel reflect common sense in a manner conducive to an undistracted learning environment.

The following list is an example of the preferred dress code. Please be advised that this list is not inclusive and instructors or administrators have the discretion to determine appropriate attire. If a student is not in compliance, the student may be asked to leave campus.

1. No suggestive or provocative garments (midriff exposure must be kept to a minimum and excessively short skirts or shorts are not allowed).
2. Shoes must be worn at all times.
3. Clothes must be clean.
4. No shirts with offensive messages or pictures.

CLASSROOM POLICIES

The skills you need to succeed begin in the classroom. In order to harness your talent and make you employable we ask you to accept a few conditions. First, remain alert and present in the room during a class unless it is a break. Second, we do not allow food and/or drink into class. You may bring a bottle of water with a sport top lid. Third, friends, relatives, or children are not allowed in the classroom or on campus. Fourth, turn all cell phones, pagers etc. off or to silent mode in the classroom. The rest of the rules are up to your individual instructors, however, they all center around one basic theme: professionalism.

SATISFACTORY PROGRESS

All full- and part-time students must maintain Satisfactory Academic Progress to remain actively enrolled at Southwest University of Visual Arts and remain eligible for Title IV and state assistance programs. In order to make progress towards a degree, a student must maintain specific grade averages and proceed through the course at a specific minimum pace. Please refer to your catalog for a complete outline of Satisfactory Academic Progress.
RIGHT TO PRIVACY

All communication and transactions that take place between you and SUVA are private. However, you may view your student records at any time. In order for a third party to access your information, you must grant permission for SUVA to release any information. Please note that in order to comply with the Family Educational Rights and Privacy Act of 1974, we cannot disclose the following information to any third party individuals without your permission:

- Transcripts
- Social Security Number
- Grades or Grade Point Average
- Employment Information
- Class Schedules
- Academic Performance
- Admission Information

RIGHT OF PUBLICATION

Student artwork and projects created as part of a course of study are for educational purposes and represent both the student’s ideas and the influence of the University’s faculty. The University reserves the right to display, retain, and reproduce any student work for exhibition, publication, or any other purpose without the student’s consent.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA rights apply to current and former students. Each student file contains a FERPA form signed by the student. In accordance with FERPA, the University will not disclose to third parties information from the student’s records without a written consent on file. Unless previously recorded in the student’s file, a written request is required prior to the release of documentation from the student record.
FACILITIES ON CAMPUS

FACILITIES

SUVA’s facilities provide students a place to study and spend time between classes and while on campus. To maintain a pleasant atmosphere for all SUVA students, faculty and staff, we ask everyone to do their share in keeping the classrooms and the common facilities clean by discarding your trash and picking up after yourself.

In accordance with Arizona State Law, there is no smoking within 20 feet of public entrances to campus. Please observe posted no smoking signs.

LIBRARY

The Southwest University of Visual Arts Library is a full service library with over 5,000 books, videos, DVDs, and periodicals. We also have the following resources for students to access.

EBSCOHost: a database that offers full-text access to over 1,850 publications.

Student Resource Center: a one-stop resource center that provides access to thousands of primary source documents, background and topical essays, biographies and critical analysis with current full-text periodicals.

ILL: Need a book or resource that’s not in our library? No problem, Inter-library loan solves that by allowing your access and checkout privileges in libraries all over the country.

MLA writing style help is available along with 15+ Internet computers, worktables, and study areas for all your homework needs.

Identification (ID) Cards

ID cards are used for various purposes for the duration of your program:

- ID cards are issued at the bookstore counter.
- For checking out books and materials from the Library.
- For presentation to some retailers, theaters, and restaurants, that offer special discounts to those who hold a student ID card.
PADS & COPIES
The books and supplies you need to complete your coursework are available from PADS & Copies at a discounted price. If you choose to buy your supplies with cash, you will receive an additional 10% discount.

COMPUTERS
We have many computers, enough to accommodate every class that uses them as well as access to the 24/7 computer lab. Please check with Student Services each term for specific computer lab schedules, as they are subject to change. Just remember, it is a privilege, not a right, and these computers are expensive. If you experience problems with the computer, please let the instructor or staff know you are having difficulties.

The 24/7 computer lab is available to all current students. Key cards are available in the bookstore. Deposit is required.

TUCSON CAMPUS MAP

ALBUQUERQUE CAMPUS MAP on page 34
ACADEMIC AFFAIRS

ATTENDANCE

The expectation for student attendance is punctual and regularly in class. SUVA believes that students themselves are primarily responsible for attendance. Instructors will provide students with written statements of their policies with respect to absences.

If there is a waiting list for a class and you do not attend the first week, a person from the waiting list will take your place in the class. Your name automatically moves to the waiting list and if space permits, you will re-enroll in the class.

GRADING

The faculty turns in final grades for each course at the end of each term. Your grades are recorded in your grade report and transcript. Instructors are required to tell you what their criteria are, and what is required for the successful completion of each course. Your grade report will be in standard letter grades. SUVA uses a 4.0 scale to calculate grade point averages (GPA).

<table>
<thead>
<tr>
<th>Key</th>
<th>Letter Grade</th>
<th>GPA Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>Good</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>Average</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>Below Average</td>
<td>C-</td>
<td>1.7</td>
</tr>
</tbody>
</table>

Students must repeat a class, if they receive a grade of C- or lower. Incomplete course grades are only issued under extenuating circumstance and must have Student Services and instructor approval. A student receiving an incomplete must turn in required projects by the end of the term. An incomplete converts to a failing grade after one term has lapsed.

GRADE REPLACEMENT OPTIONS

You have the option of replacing a grade in up to three classes. To qualify, please read the guidelines below:

1. Students may repeat courses in which they received grades of C- or below.
2. Student may grade replace three courses during their enrollment.
3. A repeated course will replace only one previous grade.
4. Student must file a GRO request form with Student Services.
5. The repeated attempt is the grade used in calculating the grade point average.
6. After filing the GRO form, it becomes the student’s responsibility to notify Student Services of any changes.

GROUP GRADING

In order to objectively assess student work, a process called group grading is in place.

A team consisting of the instructor for the course, the department head responsible for the class curriculum and another instructor familiar with the learning objectives of the
assignment meet and grade student projects and assignments based on the assignment guidelines and grading rubric criteria.

Group grading benefits the student by promoting consistency in grading and by keeping the grades fair and accurate. The grade a student earns is solely based on their ability to demonstrate the learning objectives set forth in the Assignment Guidelines. This ensures grades are aligned with Southwest University of Visual Arts’ high standards, which facilitate graduate success.

If you have any questions about the group grading process, please speak to your instructor or make an appointment with Student Services.

DECLARING A MINOR OR DOUBLE MAJOR

Many of the majors offered at SUVA complement each other, and students may choose to declare a minor or double major. With careful course selection and financial planning, a minor or double major may require only a few additional terms of work beyond that required for a single degree, yet students who put forth the extra effort gain credentials and expertise that may be invaluable to their careers. In order to declare a minor, or double major, students must first obtain approval from Student Services.

Students who choose to double major are not required to duplicate core curriculum courses, nor must they always take two sets of electives, however they must complete all courses unique to each major.

MENTORED LEARNING AND TUTORING

Student Services is available to assist students needing additional help outside of the classroom.

Mentored Learning is a resource for all students. In Mentored Learning Sessions, students benefit from supervised practice with SUVA Instructors. It is for anyone who needs feedback assistance, and supervised practice to develop and demonstrate greater success in classroom exercises and assignments.

Tutoring options are available for one-on-one instruction when students want help with specific content in a subject.

ADVISING

Student Services is an invaluable resource for each student’s orientation to college, both academically and socially, and to the on campus and local art and design community. They help students with course selection and the registration process, offer advice regarding the academic program, answer questions concerning a student’s chosen major and/or intended profession, help students develop strong study and time management skills, and facilitate students’ connection with the art and design community at SUVA and throughout the Tucson and Albuquerque areas.

We want SUVA to be a solution and a benefit to your life. Sometimes it takes more than good instructors and a solid curriculum to accomplish that. If you have a problem with a class, the school, or a personal issue that is affecting your education, please let us know if
we can help in anyway. If you have a drug or alcohol problem, we work with both Albuquerque and Tucson agencies in drug abuse prevention, treatment, and awareness.

For all questions and concerns, please contact Student Services at (520) 325-0123 in Tucson or (505)254-7575 in Albuquerque to make an appointment or send an email to studentservices@suva.edu.

APPEALS

Students who intend to appeal a determination and students intending to address the administration regarding other school related matters are required to abide by the Appeals Process as stated in the catalog.

LEAVE OF ABSENCE

If you are in need of a short-term break (no more than 1 semester in any 12-month period) from your education, please contact Student Services for applicable details on taking a Leave of Absence.

TERMINATION

The success of Southwest University of Visual Arts depends on the success of our students. SUVA is concerned with the individual student. All circumstances in a particular case will be reviewed when considering termination. However, we will not overlook problems that may lead to termination.

CHANGING CLASS DESCRIPTIONS OR REQUIREMENTS

The school reserves the right to, among other things, change or cancel classes or class sessions from time to time, according to classroom and lab availability, and academic and student distribution requirements.

WITHDRAWAL FROM EDUCATION

Ideally, in art school, one should be free of all obstacles enabling the individual to focus solely on meeting creative challenges in the process of developing as a professional artist/designer. Realistically, we accept that some newly arising problems might result in conflict with your education. Most problems, when addressed early and openly, prove to be of a temporary nature. SUVA encourages you to discuss these problems with Student Services. If circumstances prevail and you need to withdraw from the University before completing the term, you must notify SUVA in writing, and submit it to Student Services.

GRADUATION REQUIREMENTS

Southwest University of Visual Arts and all Departments establish specific academic requirements, which are required before granting a degree. These requirements concern such things as curricula and courses, majors and minors, and college credit. Student Services is available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them.

At the end of the student’s course of study, if requirements for graduation have not been satisfied, the degree will not be granted. It is important for each student to be acquainted with their catalog and to be responsible for completing the requirements.
Content in the catalog concerning regulations, fees, curricula, or other matters are subject to change without notice. Courses, programs, and requirements described in the catalog may be suspended, deleted, restricted, supplemented, or changed in any manner at any time at the sole discretion of Southwest University of Visual Arts. The catalog does not establish a contractual relationship, but it summarizes the total requirements, which the student must presently meet to complete a degree. For this reason, students must remain currently informed about all policies and other information that bears directly in completing a degree program.

Students must complete all courses with at least a “C” (2.0) grade average and present a completed portfolio demonstrating the acquisition of skills pertaining to the area studied.

Students who complete all graduation requirements with the exception of the portfolio or demo reel presentation will be considered an unofficial graduate until the presentation has been completed.

No degree/certificate will be issued until tuition and fees have been paid in full, and the student has presented a completed portfolio or reel.

Final transcripts will not be released until all tuition and fees have been paid in full.

![Image]

**ADDITIONAL STUDENT SERVICES**

**Employment Assistance**

Employment assistance is available through Student Services at SUVA. Student Services receives numerous job leads throughout each semester. This provides students with the option of gaining valuable experience in their field throughout schooling. As graduation nears, Student Services will review opportunities we feel are right for each student, and provide interviewing, portfolio presentation and job seeking advice.

**Housing**

The Southwest University of Visual Arts campus does not provide housing. However, a list of affordable apartments is available at the front desk of the administrative building. If you are having trouble finding housing, let us know and we will do what we can to get you situated. Each campus is conveniently located so affordable housing is not far away and public transportation is a viable option.

**Student Activities**

SUVA provides a number of interesting and entertaining activities for students during the year. SUVA strives to provide programs and activities that meet social, intellectual, and
cultural needs of current students. Students sharing common interests or hobbies can come together through our student organizations, which include the following:

Ad Club: affiliated with the American Advertising Federation and each community’s local advertising club
IIDA: affiliated with the International Interior Design Association
AC²: located in Tucson, members discuss and analyze animation techniques, films, the industry, and work on ideas for short films produced for entry into international film festivals
Communication Artist of New Mexico: located in Albuquerque

Student Disability Services
The Student Services Department assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at Southwest University of Visual Arts.

Southwest University of Visual Arts is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of university services, programs, and activities in compliance with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact Student Services.

Health Services
Southwest University of Visual Arts believes in wellness. We believe in paying close attention to your body and its needs, so that you can prevent most illnesses and feel energetic enough to meet the many demands of school life. A list of nearby hospitals is available at the front desk. All students are urged to carry a primary private insurance policy that covers comprehensive health care. For information regarding student healthcare providers, please contact Student Services.

Theft
If you are the victim of any type of theft while on campus property, notify Student Services. They will assist you in filing a school incident report. These reports will be needed for insurance purposes should you claim the loss.

Voter Registration
You can pick up a Voter Registration form from the Front Desk or by going online to http://www.azsos.gov/election/forms/VoterRegistrationForm.pdf.
FINANCIAL MATTERS

Paying for College

There are several ways to pay for your education. Our Student Services Department helps coordinate those options for you and assists in administering the appropriate paperwork. The lender, whether it is a parent or a bureaucracy, sets the rules for the student and tells SUVA what those rules are; SUVA processes the paperwork and tracks compliance depending on those rules. We do not make the rules, but we help the student follow and understand the rules. Here is how it works:

Some students, or their benefactors (parents, in other words), will be paying for their education directly. We establish your account and payment schedule by a simple process.

If you need financial aid, you also need to meet with a Student Services Representative to evaluate your situation. Again, we have to abide by that higher authority, the government, and comply with all federal regulations for financial assistance. You might want to read the conditions for satisfactory academic progress in the catalog so you understand that you have to keep your end of this federal bargain in order to keep the money coming. The financial programs we can help you get are Pell Grants, Direct Loans, SEOG, LEAP, and FCWS, which all spell money in one way or another. Once this money comes in on your behalf, it is distributed to either the school or you in a timely and well-accounted-for manner.

If you choose to take out a Student Loan (Direct loan), we want to warn you that we will go to great lengths to see that you repay it. Our ability to continue making loans is dependent on our rate of payback. If you think you might not repay what you get, you will need to spend a lot of time discussing your options with a member of Student Services.

ALTERNATIVE LOANS

Southwest University of Visual Arts, approved by several lenders, offers our students alternative private loans. A Student Services Representative will discuss several loan options to determine which will match your needs. Alternative lender options include, but are not limited to the following: Wells Fargo, US Bank, Sallie Mae.

Students may be eligible for private loans, in addition to the Title IV Stafford loans you may be eligible to receive. To obtain more information and discuss your options, set up an appointment with Student Services.

MAXIMUM TIME FRAME

The Department of Education understands situations occur that keep students from getting through a course of study in the expected time frame. Therefore, there is some leeway before terminating federal funds. Please see the catalog for specific details.

REFUND POLICY

Please refer to the catalog for specific details.

RESTATEMENT OF FINANCIAL ELIGIBILITY

Students failing to meet the financial aid requirements may lose financial aid. To reinstate financial aid, the student must improve their status and meet all requirements. Student Services is available to assist students with getting back on track.
STUDENT WITHDRAWAL AND RETURN OF TITLE IV FUNDS POLICY (R2T4)

Effective July 1, 2011

In accordance with federal regulations when a federal financial aid recipient withdraws from all classes either officially (by written notice) or unofficially (lack of class attendance in new semester term) SUVA determines the amount of federal grant and/or loan assistance the student earned.

If the student receives less assistance than what was earned, the student may qualify for those funds. If more assistance is received than earned, the unearned funds must be returned by the school and/or student to the appropriate federal program(s).

The federal code of regulations 34 CFR 668.22 defines the treatment of withdrawals, the calculation of earned and unearned aid, the disbursement or return of federal funds, and the timelines for each. Note: The Return of Title IV funds calculation is different from SUVA’s Institutional refund policy.

SUVA calculates the return to Title IV funds in the case of a student’s withdrawal by taking the number of calendar days completed in the payment period and divides by the total of calendar days in the period (excluding scheduled breaks of five days or more and days the student is on an approved leave of absence). If after the calculation is completed the percentage of attendance is greater than 60% of the payment period, all Title IV funds are applied to the students account. If after the calculation is completed, the percentage of attendance is less than 60% SUVA uses the Return to Title IV funds worksheet to calculate appropriate Title IV funds to be returned to the Title IV grant and/or loan program.

SUVA TUITION AND FEE REFUND POLICY AND CORRESPONDING CALCULATIONS

Academic Calendar and Payment Period.

SUVA operates using standard terms; fall and spring 15 week semesters. The summer term is a combination of blocks that in total constitute one term. Summer term blocks include more hours per class and more hours working outside of class and are in either five week or 10 week blocks that the student chooses to attend or not attend.

PAYMENT PERIOD AND TOTAL NUMBER OF CALENDAR DAYS

A Return of Title IV Fund calculation is computed for a payment period. A payment period is one term/semester in length.

As a means to calculate the return to Title IV funds if a student is entitled to a refund SUVA defines the payment period as the total days a student is scheduled to complete, beginning from the start of the semester continuing until the last day of the term (i.e., has the latest end date), excluding scheduled breaks.

Time limits for classes which meet fewer than fifteen (15) weeks are adjusted accordingly. Students failure to file an official withdrawal notice may result in failing grades and responsibility for course tuition and fees. Refunds are processed according to Title IV regulations and SUVA’s refund policy.
SCHEDULED BREAKS

Scheduled breaks must be at least five consecutive days, and include periods when SUVA is not scheduled to conduct classes e.g. holidays that fall within the semester.

ACADEMIC PROGRESS

SUVA Faculty is not required to take attendance and therefore each SUVA Faculty member maintains their own approach to determining how a student is progressing in their individual courses.

Faculty are required to report any student they feel has lost the ability to make progress in their course either by lack of attendance or any other circumstances that mitigate the students’ progress in the course.

Please send all notifications about student decisions to withdraw designated to SUVA Registrar at registrar@suva.edu. In order for Registrar to keep records up to date the student must notify the Registrar’s office of any course withdrawal or withdrawal from the college. The Instructor notifies the Registrar of any roster discrepancies during the official drop add period. Any student who registers for the class and then fails to attend is considered withdrawn at the end of the drop add period and is responsible for tuition as per SUVA’s refund policy. SUVA recalculates tuition and corresponding Title IV aid based on student’s or Instructor’s notification of a student change in enrollment status.

Acceptable documentation that scheduled days were completed and there is no official course withdrawal:

- All passing grades in all courses a student was scheduled to attend during the payment period.
- A last date of attendance (LDA) in an academically related activity within the course activities.
- End date of the last course (or courses) that a student was scheduled to attend.
- If a student received a non-passing grade, and there is no notification the student withdrew from the course, a Last Date of Attendance is implied to be the last day of class (student is subject to academic warning and/or probation/suspension if they fail to meet satisfactory progress or time frame requirements).

STUDENT INITIATED NOTIFICATION OFFICIAL WITHDRAWAL

A student has withdrawn from SUVA unless documented otherwise when a student:

- Fails to register for the next term by the end of the drop add period.
- Medical Withdrawal withdraw from the SUVA because of special circumstances

A student may officially withdraw from specific courses in the following ways:

- Notifying the Registrar via written notification of his or her intent to withdraw via personal, postal, electronic, or fax delivery.
- Email or other written notification they are withdrawing from a particular course.
- Notifying the Student Services Department in writing they are withdrawing from a course.

An official withdrawal occurs when a student notifies the Registrar they are withdrawing as of a particular date.
The Withdrawal Date will be the date the Admission and Records Office receives written notification from the student of his or her intent to withdraw via personal, postal, electronic, or fax delivery.

The written notification may be a Scheduled Change Form, a Medical Withdraw Form, or a written request.

A grade of W will be assigned in all courses for students who withdraw by the mid-point of each term and receive a “W” or withdrawal. Student withdrawing from a class after the midpoint of the term receive the grade earned.

Withdrawals resulting in a grade of W, withdrawn, is not computed in the grade point average or computed in the GPA as a failing grade.

Time limits for classes which meet fewer than fifteen (15) weeks are adjusted accordingly.

FACULTY INITIATED WITHDRAWAL

SUVA Faculty may administratively withdraw a student from class according to their policies for maintaining uninterrupted learning. When a Faculty member believes a student’s actions have had a negative impact on their learning they may administratively drop students from a course for:

- Nonattendance.
- Failure to satisfy classroom expectations as determined by the Instructor.
- Unmet prerequisites.
- Failure to register for a co-requisite.
- Inadequate class standing required to take the course.

MAINTAINING SATISFACTORY ACADEMIC PROGRESS

SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS FOR FEDERAL FINANCIAL AID RECIPIENTS

All students at SUVA who receive federal financial aid must make satisfactory academic progress (SAP) toward completion of their degrees within a reasonable period of time to maintain their eligibility to qualify for federal financial aid. The following standards defining satisfactory progress are in accordance with regulations issued by the U.S. Department of Education.

The following categories of students attending SUVA are monitored under this policy:

- Undergraduate
- Graduate
There are both qualitative and quantitative components of SAP:

1. Required overall GPA (including institutional and transfer)
2. Required percentage of credit hours attempted to passed
3. A maximum time frame for completion of degree requirements

Both the qualitative and quantitative requirements for SAP are evaluated at the end of each term (Fall, Spring, Summer).

QUALITATIVE COMPONENT

In order to meet the qualitative requirement, the student must maintain the minimum GPA indicated below:

- Undergraduate (See table below)
- Graduate: 3.00

Credit Hours Earned (including institutional and transfer) Required overall GPA

<table>
<thead>
<tr>
<th>First Academic Year</th>
<th>1.5</th>
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<tr>
<td>Second Academic Year</td>
<td>1.7</td>
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<tr>
<td>Third Academic Year</td>
<td>2.0</td>
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<tr>
<td>Fourth Academic Year</td>
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QUANTITATIVE COMPONENTS

MAXIMUM TIMEFRAME

The maximum timeframe for the completion of an undergraduate degree program is defined as no more than 150 percent of the normal timeframe required to complete the degree program. Coursework that transfers into a degree program will adjust the timeframe accordingly.

Note: The maximum time frame for the completion of SUVA’s Graduate program is 1 ½ times the length of the program
MAXIMUM PROGRAM TIME FRAMES:

- BA Graphic Design: 125 credits; Degree must be completed by the time 189 credits have been attempted.
- BA Illustration: 125 credits; Degree must be completed by the time 189 credits have been attempted.
- BA Animation: 125 credits; Degree must be completed by the time 189 credits have been attempted.
- BFA Fine Arts: 132 credits; Degree must be completed by the time 198 credits have been attempted.
- BA Interior Design: 125 credits; Degree must be completed by the time 189 credits have been attempted.
- BFA Photography: 132 credits; Degree must be completed by the time 198 credits have been attempted.
- BA Landscape Architecture: 125 credits; Degree must be completed by the time 189 credits have been attempted.
- BA Advertising & Marketing: 125 credits; Degree must be completed by the time 189 credits have been attempted.

The maximum time frame standard for completion is prorated for students enrolled less than full time. This calculation is handled on an individual basis.

MINIMUM PACE-OF-PROGRESSION

Students must complete coursework at a cumulative rate of 67%. Completed coursework is defined as any course for which the student receives a passing grade. Academic records are reviewed at the completion of every term of enrollment (Fall, Spring, Summer) to determine SAP.

DEFINITION OF HOURS ATTEMPTED AND COMPLETED

Hours counted as attempted include:

- All SUVA courses for which the student receives any of the following grades: A, B, C, D (including plus/minus), P, F, and I.
- All SUVA courses marked as W (indicating a course(s) dropped or total withdrawal for the term)
- All SUVA hours determined as second attempts (SA).

Hours not counted as attempted include:

- All SUVA courses designated as Audit.

Hours successfully completed include:

- All SUVA courses for which the student receives a passing grade: A, B, C, D (including plus/minus), P
- All SUVA courses with passing grades accepted for Academic Second Opportunity

Hours unsuccessfully completed include:

- All SUVA courses for which the student receives the following grades: F
- All SUVA courses marked as W (indicating a course(s) dropped or total withdrawal for the term)
MAXIMUM TIME FRAME: DEFINITION OF HOURS ATTEMPTED

Hours counted as attempted include:

- All SUVA courses for which the student receives any of the following grades: A, B, C, D (including plus/minus), P, F, I.
- All courses marked as W (indicating a course(s) dropped or total withdrawal for the term).
- All SUVA hours forgiven under Academic Bankruptcy or Academic Second Opportunity.
- All credits accepted for transfer from another institution.

TREATMENT OF AUDITS AND REMEDIAL COURSEWORK

- Audited classes are not considered "financial aid eligible"; therefore they count neither as hours attempted or completed.
- SUVA allows students unconditionally admitted to a degree program at the University to take applicable remedial coursework. These hours are considered "financial aid eligible"; therefore they are counted as attempted hours and are either completed successfully or unsuccessfully.

EXPLANATION SATISFACTORY PROGRESS REQUIREMENTS

All part and full time students must maintain satisfactory academic progress to remain actively enrolled at SUVA. In addition, students must maintain satisfactory academic progress to remain eligible for Title IV and State assistance programs. In order to be making progress towards a degree, a student must maintain specific grade averages and proceed through the courses at a specific minimum pace.

1. Each student’s cumulative GPA is calculated at the end of each semester. All students are expected to meet minimum standards of progress determined by the cumulative GPA. To maintain satisfactory academic progress, Bachelor’s degree students must achieve a minimum cumulative GPA of 1.0 by the end of the first semester, 1.7 by the end of the first academic year, and 2.0 by the end of the second academic year and for the duration of the program. (An academic year is defined as two semesters.)

2. Required Completion Rate: A student’s completion rate is measured at the end of each academic year. In order to be progressing toward the completion of their degree within a specified time frame, a student must successfully complete a minimum number of credits for each academic interval. Full time students have 1.5 times the normal duration to complete their program. Specific program time frames are listed below. Program length is prorated for students who enter SUVA with transfer credits. Part time and transfer students must complete their degree in 1.5 times their prorated program length.

All students attending SUVA must maintain satisfactory academic progress whether or not financial aid was applied for or received during any academic period in which the student was previously enrolled. You will not be eligible for financial assistance if you do not meet the academic progress requirements. Minimum standards, including qualitative and quantitative measures of progress, must be achieved by the end of any academic year while attending SUVA.

SUVA monitors Satisfactory Progress at the end of each semester. You must be meeting at least the minimum standards for SAP by the end of any given term.

The regulations set forth to manage all forms of student Federal and State aid, require an institution to establish a maximum number of credit hours to complete a degree or certification while also remaining
eligible for federal, state or institutional financial assistance. Consideration of eligibility includes all terms of enrollment, whether or not federal, state or institutional aid is received. Undergraduate students cannot exceed hours above 150% of their required degree plan at any institution of higher education, to include all registered, earned or attempted hours. In addition, university withdrawal, dropped, duplicated or never completed hours are counted.

Post baccalaureate programs are monitored for maximum timeframe based on a twenty-four month period of aid eligibility and maximum time frame is 1 1/2 times the length of the program.

STUDENTS WHO RECEIVE ALL FAILING GRADES

If students receive all failing grades (any combination F's, and or “W’s”), SUVA follows Satisfactory Progress guidelines.

In the case a student continues to fall below SUVA’s expectations outlined in the Satisfactory Progress guidelines and according to Registrar records needs to be terminated, Student Financial Aid personnel will apply the federally mandated calculation for the return of financial aid funds. Unearned Title IV funds (aid) will be returned to the programs from which the money was paid to the student (or their parent) and it is possible that they will owe a repayment to the university.

STUDENTS WHO REPEAT COURSES

A student may retake any previously passed course. For this purpose passed means any grade higher than an “F.” This retaken course may be counted towards a student’s enrollment status and the student may be awarded Title IV aid for the enrollment status based on the fact they are taking the class.

A student may take a course they fail again and received federal aid for the course as long as normal SAP policy applies. If the student withdraws from the course prior to finishing the course, this attempt is not counted as his or her one allowed retake. If the student takes a course they passed as a means to improve their grade and they fail the course, the attempt is counted as their one retake and any more times the student retakes the course, they are ineligible for federal aid.

STUDENTS WHO FAIL TO MAKE SATISFACTORY PROGRESS

Financial Aid Warning Status

The first time students do not meet SAP standards, they will be placed in Financial Aid Warning. This means students are one term away from losing their financial aid eligibility. Students are still eligible for financial aid.

Financial Aid Suspension Status

If students are in Financial Aid Warning and do not meet SAP standards, they are immediately placed on Financial Aid Suspension. Students will not receive federal or institutional financial aid. Students may appeal this status.
Financial Aid Probation Status

If students have successfully appealed a Financial Aid Suspension, they will be placed on probation for one term. If they meet the SAP standards at the end of the probation term, their SAP status will reset back to Meets SAP. If they do not meet the SAP standards at the end of their probation, they will be placed back into Suspension.

Financial Aid SAP Academic Plan Status

If a student has successfully appealed a Financial Aid Suspension and completed an SAP Appeal Form, they may be placed on a SAP Academic Plan. Students must successfully follow their SAP Academic Plan while in this status. Students will be monitored by Student Services at the end of each term. If they do not meet the criteria outlined in their SAP Academic Plan, they will be placed back into Suspension. If students are meeting the criteria outlined by their academic advisor in their SAP Academic Plan, they will remain in this status until either the plan expires or they are meeting SAP standards.

If students meet SAP standards while on SAP Warning or during their SAP Academic Plan, they will be placed back into a meets SAP Status for the next term.

If students do not meet SAP standards and their SAP Academic Plan expires, they will need to submit a new SAP Appeal in order for their aid eligibility to be re-reviewed.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

If students lose federal and institutional aid eligibility because they are not meeting the SAP Cumulative GPA or progress towards their degree as per Satisfactory Progress time frame standards, they may regain eligibility in one of the following ways:

1. Submit a Satisfactory Academic Progress (SAP) Appeal Form with supporting documentation. That form provides a non-exhaustive list of circumstances for which students may appeal. Students must advance toward attaining a degree and show progress within your SAP Academic plan for graduation.

2. Complete one semester using their own resources at SUVA with at least half-time enrollment (6 graded units undergraduate/5 graded units graduate). Courses taken must be chosen in consultation with a SUVA student services Advisor. Students must advance toward attaining a degree and adhere to SAP Standards. Student must contact their Student Services Representative after grades have been posted by the Registrar’s Office in order for their financial aid to be reviewed for reinstatement. If students are not meeting SAP standards after grades have been posted, they will need to submit a SAP Appeal Form.

If students lose federal and institutional aid eligibility because they are not meeting the SAP Timeframe standard, they must submit a SAP Appeal Form for approval in order to regain eligibility.
APPEAL PROCESS

If students fail to meet Satisfactory Academic Progress standards and consequently lose financial aid eligibility, they may submit a written appeal with supporting documentation for reinstatement of financial aid eligibility if they had mitigating circumstances.

Mitigating circumstances include:

- Serious injury of the student and/or the student's immediate family
- Serious extended illness of the student and/or the student's immediate family
- Death of the student's relative

If students have had mitigating circumstances, please visit the SUVA's Student Services department. If their appeal is denied, please meet with Student Services for other funding opportunities. Appeals must be submitted by the end of the 5th week of the term for a 15 week term and by the 3rd week of the term for the summer term.
STUDENT CODE OF CONDUCT

CONDUCT

The Mission Statement of the University and the University’s core values shape the general principles governing Southwest University of Visual Arts. The following Student Code of Conduct and subsequent judicial process is designed to create a responsible intellectual atmosphere, to promote respect of the University and individual property, to treat all students with respect and dignity, and sustain an environment that facilitates personal, intellectual, artistic, and creative growth and development. The Student Code of Conduct and related policies and procedures foster each student’s freedom to learn and to protect the rights of all students. Southwest University of Visual Arts is committed to creating an interactive, supportive campus environment conducive to education, work, study, and artistic development. When you enroll at the University, you assume the responsibility of observing the policies outlined in the Student Code of Conduct.

The Student Code of Conduct reflects the University’s commitment to creating and sustaining an environment that fosters the academic, creative, and personal development of students, and to promote a safe and civil campus environment. Violations of these standards of conduct may result in disciplinary action. The following definitions are not an exhaustive list and must not be interpreted to include all potential violations:

Student Code of Conduct

A. Purpose – The freedom of individuals to inquire, study, evaluate, and gain new understanding and maturity is essential and must be protected against suppression. Dissent plays a vital part in the role of the University. However, freedoms cannot be protected or exercised in a university that lacks order and stability. Students at The Southwest University of Visual Arts (SUVA) main campus in Tucson, Arizona and branch campus in Albuquerque, New Mexico have an obligation to uphold the laws of the larger community of which they are a part.

B. Intent - The intent of this Code is to ensure that students at the University neither lose their rights nor escape the responsibility of citizenship. While the activities covered by SUVA’s rules may overlap, it is important to note that the community’s laws and SUVA’s rules operate independently and therefore do not substitute for each other. SUVA may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources (such as law enforcement agencies and the courts) to determine whether University rules have been broken. Membership in the SUVA community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of SUVA’s regulations. It is the personal responsibility of every member of the campus community not only to protect his/her own rights, but to respect the rights of others, and to behave in a manner conducive to learning and/or living in an educational environment.

Just as individuals within the community have a responsibility to adhere to a code of prescribed behavior, the institution assumes the obligation of clearly codifying and fairly enforcing the same. Southwest University of Visual Arts upholds the belief that those who do not conform to established standards set forth in this Code of Conduct must be held accountable for their actions. Therefore, the purpose of the Code of Conduct is to
inform the student body of the rules and regulations that are essential to the normal operation of this University.

C. Definition of Student- For the purpose of application of this Code of Conduct, "student" means any person enrolled at Southwest University of Visual Arts, which includes the main campus and branch campus. Persons who are not officially enrolled for a particular term but who have a continuing relationship with Southwest University of Visual Arts are considered “students.” Students who violate the Code of Conduct can expect prompt and deliberate adjudication, whether or not they choose to be present, or remain at the University. Furthermore, if a decision has been made within the disciplinary process which impacts a person, who is not currently enrolled, he/she remains subject to the determination upon re-enrollment.

D. Students' Rights and Responsibilities- By enrolling at Southwest University of Visual Arts, a student accepts responsibility for compliance with all local, state, and federal laws, and University regulations, while retaining the rights guaranteed under the Constitution of the United States. A student or student organization alleged to have engaged in any misconduct shall have the right of due process and appeal as delineated in this Code. It is each student’s responsibility to represent him or her self in this educational administrative process. This is not a criminal process, and the University is not bound by the rules of evidence normally used in cases brought before the State or Federal judicial systems. The standard of proof will be “clear and convincing” not “beyond a reasonable doubt.” The University expects all students to show respect for the rights of others and for authority, to protect private and public property, to execute contractual obligations, and to take responsibility for their own actions and the actions of their guests.

E. Student Organizations- A student organization, its officers and members, may be held collectively and individually responsible when violations of this Code, by those associated with the organization, occur and such violations are authorized, encouraged, directed, tolerated, supported by, or committed on behalf of the organization.

Activities that are sponsored by Southwest University of Visual Arts’ clubs and/or organizations should follow the procedure below when planning and implementing a club function:

1. At the planning stage, make sure to get your advisor’s signed approval for undertaking the planned event.

2. If you are going to utilize SUVA monies allocated to the club, make sure that SUVA is notified about the event and about the use of SUVA monies.

3. Expenditures from SUVA allocated funds by clubs and organizations must be approved. Club advisors must approve the expenditure(s) and purchase orders must be processed through the SUVA Treasurer for each individual club. The club event should be coordinated and approved through Southwest University of Visual Arts and proper documentation should be provided to ensure compliance to SUVA and/or college procedures.
4. All materials produced for advertising the event are the responsibility of the club, which is also responsible for the removal & proper disposal of advertisement after the completion of the event.

5. Some out of the ordinary club events may require the approval of the Director of Student Services and may require public safety assistance. The club Advisor will determine the level of approval needed. Sufficient time (at least 10 working days) must be provided to receive approval.

6. Recognition of student organizations and clubs – Southwest University of Visual Arts is unique in that students and the faculty participate in Southwest University of Visual Arts’ clubs.

The University encourages members of the academic community to formulate and maintain such organizations and clubs as may meet the interests and needs of the individuals concerned. In order for any organization or club to be chartered on campus, it must have the approval of the President of the University. A list of a club or organization’s membership may be required when necessary to determine requests for facilities use, financial assistance, responsibility for actions, or similar cases. Specifically, organizations or clubs will not be recognized on campus if they are (1) discriminatory according to race, creed, sex, or ethnic background; or (2) if they advocate the overthrow of the government of the United States, or the States of Arizona and New Mexico, or any of its subsidiaries; or (3) if the group fails to show a willingness to comply with reasonable University regulations; or (4) if the group engages in any unlawful or disruptive activity or conduct as defined in the Student Handbook or in any other state or federal laws.

F. Sanctions imposed upon individuals and/or organization(s) representing Southwest University of Visual Arts - Representatives of the University, individually or collectively, are prohibited from (1) violation of institutional, local, state, or federal laws pertaining to the use of alcohol or drugs, and/or (2) the commission of any crime as defined by state and federal law, which includes: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, and weapons possession.

Extra- and co-curricular activities are viewed by Southwest University of Visual Arts as a privilege, which enhances an individual’s educational opportunities. These activities are neither mandated for students, nor are they required for the completion of an academic program. Participation is strictly voluntary.

This policy pertains to any individual(s), whether student, faculty, staff, or other employee of Southwest University of Visual Arts who represents the University as a participant, through sponsorship, or association, whether on or off campus, or both.

This policy is not designed to replace or supersede the Code of Conduct as defined for members of the academic community in the Southwest University of Visual Arts Student Handbook or college catalog, but imposes an additional responsibility upon the individual(s) representing the University, officially or unofficially, at extra/co-curricular activities.
This policy neither negates nor replaces other sanctions that may be imposed by the University, a department, or organization for violation of this policy by its member(s) or organization.

G. Code of Conduct - All students share a common responsibility to maintain a climate suitable to a community of scholars. They have equivalent responsibility with the faculty for study and learning and for conducting themselves with academic integrity in a manner compatible with the University’s function as an educational institution. The University has a duty and the corollary disciplinary powers to protect its educational purposes through the regulations of the use of facilities and through the establishment of standards of scholarship and conduct for the students who attend the institution. Disciplinary proceedings should play a role substantially secondary to example, advising, guidance, and admonition. When the preferred means fail to resolve problems regarding student conduct, proper procedural safeguards should be observed to protect the student from the unfair imposition of serious penalties for violation of the University policies. Students violating the Code of Conduct, as set forth by the University, will be subject to disciplinary action.

Membership in the academic community imposes on students, faculty members, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways that injure individuals or damage institutional facilities or disrupt the classes of one’s teachers or colleagues. Speakers on campus must not only be protected from violence, but also given an opportunity to be heard. Those who seek to call attention to grievances must do so in ways that do not significantly impede the functions of the institution.

Expectations of behavior for all students are as follows:

a. All students are expected to:

1. Practice academic honesty. They should refrain from any form of cheating, plagiarism, or knowingly furnishing false information to the University.

2. Refrain from forgery, alteration, or use of any University documents, records, or instruments of identification with intent to defraud or deceive.

3. Make only authorized entry to, or use of, any University facility. University facilities are interpreted to mean buildings, grounds, equipment, or materials.

4. Comply with directions of University officials acting in performance of official duties and to show identification upon request by a University official.

5. Observe the University regulations, as well as state laws, regarding beer and liquor.

6. Observe federal and state laws relative to narcotics and drugs.

7. Observe rules and regulations as set forth in specific University facilities.
8. Refrain from impeding freedom of movement of students, school officials, employees, or invited guests to all facilities of the University.

9. Refrain from physical abuse or intimidation of any person on University-owned or controlled property or at college-sponsored or supervised functions, and to refrain from conduct, which threatens or endangers the health or safety of any person.

10. Refrain from theft of or damage to, University property or the private property of any student, school official, employee, or invited guest when such property is located in University buildings or facilities.

11. Refrain from possession of firearms, explosives (including any firecrackers or fireworks), or other dangerous weapons upon the grounds, or in buildings or other facilities of the University.

12. Refrain from engaging in disorderly, harassing, (including harassment on the basis of race, age, gender, religion, physical disability) or indecent conduct, which results in a disruption, impairment, or interference of the education mission, process, procedures, or functions of the University. Such proscribed conduct includes, but is not limited to, the following: coarse or offensive utterances, gestures, or displays; abuse or threats to any person; domestic violence; unreasonable noise on University premises or in any building or University facility; fighting with another person; discharging or displaying a firearm on campus; striking, shoving, or kicking a person; directing obscene language or gestures at another person; or performing in a public place or in public view of any of the following: (a) an act of sexual intercourse or (b) an act of deviant sexual intercourse or (c) a lewd exposure of the body or (d) an act of domestic violence.

13. Refrain from denying lawful freedom of movement, lawful use of University facilities, or the right of lawful entry or exit from the physical facilities of the University to any other student, school official, employee, or invited guest.

14. Not impede, through the use of threat of restraint, abduction, coercion, intimidation, force, or violation of any staff or faculty member in the lawful performance of official duties nor any student in the lawful pursuit of educational activities. No student shall willfully refuse or fail to leave the property of any building or other facility used by the University upon being requested to do so by the President or designee, if such student is committing, threatens to commit, or incites others to commit any act which would disrupt, impair, interfere with, or obstruct the lawful missions, processes, procedures, or functions of the institution.

15. Observe University regulations regarding artists, lecturers, film, videotape, and entertainment media.

16. Refrain from any violation of federal, state, and municipal laws, or any other conduct not included above which adversely affects the function of the University and the pursuit of its educational purposes and objectives.

17. Refrain from theft, alteration, destruction, illegal utilization, unauthorized entry into, plagiarism, and otherwise misuse of computer software or hardware.
b. Penalties for Misconduct

The basic University penalties for infractions of University rules and regulations, once assessed, are made a part of a student’s education record. The penalties are embodied in a system of warning, probation (with or without conditions), restitution, temporary suspension, suspension, and expulsion as follows:

1. Disciplinary Warning. Officials of the University responsible for discipline may give warnings for minor infractions in student conduct. These warnings may be given verbally or in writing, with or without a hearing, and a notice to the student or group of students that continuation or repetition of the misconduct shall be cause for more severe disciplinary action, including dismissal from the University.

A student shall be notified in writing of any verbal warning issued. Such warning will become part of the student’s education record.

2. Disciplinary Probation. The University Official, or such member(s) of the University staff as appointed by the President of the University, may place a student on disciplinary probation after having a hearing in which fundamental due process is afforded. Disciplinary probation shall be a final period of trial. Students on disciplinary probation who violate policies may be subject to such terms and conditions as the discipline authority imposing it shall designate.

A student shall be notified in writing of any disciplinary probation penalty assessed. A disciplinary probation penalty will become a part of the student’s education record.

3. Restitution. The University Official or such member(s) of the University staff as appointed by the President of the University may request restitution as a condition for continued good standing. Such action is appropriate in any case, in which the misconduct or violation has caused loss of or damage to property or injury to a person, or in which reparation for a particular act of misconduct may reasonably be made by payment of money or the performance of services.

A student will be notified in writing of any restitution penalty assessed. A restitution penalty will become a part of the student’s education record.

4. Temporary Suspension. The President or designee may summarily suspend any student violating University policies, pending a hearing before the University Official, when it appears that reasonable cause exists to believe the continued presence of the accused student on campus poses a threat to the safety of the student, other persons, property, or a threat to disrupt University functions or activities. This temporary suspension shall prevent classroom attendance and participation in all University activities until the time of the hearing with the Official. The Official shall give first priority to cases involving temporary suspension, deciding them as expeditiously as possible, consistent with the right of a student to a fair hearing. The preliminary hearing shall be held within five (5) days (Saturdays, Sundays, and holidays excluded) after the student has been notified of the temporary suspension.
A student will be notified in writing of any temporary suspension penalty assessed. A temporary suspension penalty will become a part of the student’s education record.

In cases where a student is temporarily suspended, and the subsequent Official Hearing with the official results in a penalty less than temporary or permanent disciplinary suspension, the fact of temporary suspension shall be removed from the student’s record.

5. Disciplinary Suspension. The University Official, or such member(s) of the University staff as appointed by the President of the University, may suspend a student from the University after having a hearing in which fundamental due process is afforded. Disciplinary suspension is normally for a stated period of time, at the end of which a student may apply for re-admission. Disciplinary suspension for an indefinite period may be stipulated, usually with the implication that a student must fulfill certain requirements before re-admission will be considered. Conditions for re-admission may be stipulated by the Director of Student Services. While under disciplinary suspension, the student is not entitled to attend classes, use University facilities, participate in University activities, or be employed by the University.

A student will be notified in writing of any disciplinary suspension penalty assessed. A disciplinary suspension penalty will become part of the student’s education record.

6. Expulsion. The University Official, or such member(s) of the University staff as appointed by the President of the University, may expel a student from the University after having a hearing in which fundamental due process is afforded. Expulsion is permanent dismissal from the University.

A student will be notified in writing of any expulsion penalty assessed. An expulsion penalty will become a part of the student’s education record.

A student who has been charged with misconduct may exercise the right to withdraw from the University. In such a case, the charge(s) may be dropped and a notation shall be made in the student’s academic and education records that disciplinary action was pending and the student is not eligible for re-admission until the expiration of one (1) complete academic year. However, if the alleged misconduct appears so serious as to warrant consideration of expulsion, the student will be advised that the withdrawal will not cause the charge(s) to be dropped and that normal proceedings will be continued. In such cases, the Official shall determine the severity of the charges.

c. Terms of Enrollment or Required Withdrawal

Race, color, sex, religious creed, national origin, age, handicap, or political beliefs shall not be a factor in the determination of admission of persons to the University or in the determination of eligibility of persons for any of the University’s academic programs, recognized or sponsored activities, employment, or any other benefits. Enrollment in the University or in any other University program, organization, or activity is deemed to be the choice of any qualified student who
assumes the responsibility for meeting the requirements involved for continued participation. Termination of continued enrollment may take the following forms:

1. Academic suspension for failure to maintain minimum academic standards (initiated by the Student Services Office).

A student may request a hearing before the Board for Student Appeals regarding an academic suspension.

2. Disciplinary suspension or expulsion for violation of University regulations (initiated by appropriate University official(s) as appointed by the President of the University).

A student may request a hearing before the Board for Student Appeals regarding a disciplinary suspension or expulsion decision.

3. Cancellation of registration when admission is found to have been based upon incomplete or false information provided by a student (initiated by the Office of Student Services in conjunction with the Admissions Office and the Records Office).

4. Cancellation of registration or denial of registration when a student fails to meet financial obligations to the University (initiated by the Business Office in conjunction with the Records Office).

5. Denial of re-enrollment, diplomas, and transcripts to a student for failure to fulfill all University obligations (initiated by appropriate University official(s)).

CONCLUSION

Southwest University of Visual Arts reserves the right to change the policies contained within this student handbook from time-to-time. Notice is not required for a new policy to take effect; however, SUVA will make reasonable attempts to notify students promptly of any policy changes.

The administration, faculty, and staff of Southwest University of Visual Arts are dedicated to helping students achieve academic and employment success in their chosen career fields. The processes do not take place in the classroom alone, but require the coordination of academic and administrative support services. SUVA believes in the worth and potential of each student, and strives to provide quality programs and services that foster development of that potential and worth. We look forward to working with you to reach your potential!