

The Student Handbook 2008-2009

**Flashpoint Academy
28 North Clark Street
Chicago, Illinois 60602
312.332.0707**

Contents

Mission	3
Academic Calendar	3
Important Phone Numbers	4
Student Information	4
Advertising	4
Campus Security	4
Guests on Campus	5
Lost & Found, Thefts	5
Student Rights & Responsibilities	5
Standards of Conduct	5
Standards of Dress	6
Smoking	7
Internet/Computer Network Acceptable Use	7
Health and Safety/Campus Security	8
Counseling Services	8
Policy Information	9
FERPA/Directory Information	9
E-Mail	9
Disciplinary Sanctions	10
Definitions of Common Sanctions	10
Explanations of Sanctions	11
Student Judicial Policies	13
Judicial Process	13
Interpersonal Relationships	14
Harassment Policies	14
Student with Disabilities	15
Academic Affairs	16
Academic Standards and Regulations	16
Academic Progress	18
Academic Integrity	19
Class Attendance	20
Intellectual Property Policies	20
Business Office	20

MISSION

Flashpoint, The Academy of Media Arts and Sciences, is committed to the advancement of higher learning in the field of digital arts and entertainment technologies. Surrounded by peers and educators with a passion for the future, students at Flashpoint can pursue two-year programs in Broadcast Media, Game Development, Film, Recording Arts and Visual Effects and Animation. Education, however, is just the starting point. The desire to do things differently, to offer solutions that are revolutionary and bold, is more than our mission; it is at the core of our very culture. We have engineered our departments to simulate the converging digital entertainment industries, not a traditional school. Isolated "administrators" do not control our coursework. Instead, world-class professionals share their knowledge to develop each curriculum. Real-world tools and techniques, the latest technical developments and trends, and hands-on experience are seamlessly integrated into every class. In this way, the efforts of each participant reflect the highest levels of taste, style and technological acumen. Digital entertainment is an expanding, ever-evolving, trillion-dollar industry, worldwide. And Flashpoint is putting its students at the forefront, igniting creativity and preparing the next generation of digital professionals by blazing a new trail to success.

ACADEMIC CALENDAR

2008-2009

Monday, September 8-12, 2008	Freshman Orientation
Monday, September 15, 2008	First Day of Classes, Fall Term
Saturday, November 22, 2008	Parents' Day
Thursday, November 27, 2008	Thanksgiving Break
Friday December 19, 2008	Winter Break Begins
Monday, January 5, 2009	First Day of Classes, Spring Term
Monday, January 19, 2009	Martin Luther King Jr. Day – No Classes
Saturday, March 28, 2009	Spring Break
Monday, April 6, 2009	Classes Resume
Friday, May 29, 2009	Final Day of Classes, Spring Term
Saturday, May 30, 2009	FlashBash II

IMPORTANT PHONE NUMBERS

Directory: 312-506-ext.

Academic Dean	312.506.0626
After Hours Security/Building Management	312.368.5320
Career Development	312.506.0739
Dean of Students	312.506.0630
IT/Technical Services.	312.506.0609
Registrar's Office	312.506.0621
Security Desk	312.506.0725
Student Financial Services	312.506.0604

Emergency Numbers

Fire and Police...911	
Chicago Police.....	312.742.5870
Chicago Fire.....	312.746.9023
Northwestern Memorial Hospital.....	312.926.2000

STUDENT INFORMATION

Advertising

Campus bulletin boards are available for use by faculty, students, and staff. ALL materials to be posted (posters, flyers, artwork, signs, advertisements, etc.), by members of the Flashpoint community or outside sources, **must** be approved by the Dean of Students **BEFORE** going up on campus. Students cannot advertise personal services or sell products on campus.

Campus Security

Campus security is everyone's responsibility. For the benefit of all, it is necessary to maintain sound and sensible precautions. **All Flashpoint Academy faculty, staff, and students must visibly wear their Flashpoint IDs while on campus.**

Any and all questionable incidents, unlocked doors or windows, suspicious activities or persons should be reported. During the day, reports should be made to the Dean of Students, 312.506.0630. After 6:00 p.m., all incidents should be reported to Building Security, 312.368.5320.

Guests on Campus

Flashpoint's facilities are open to members of the Flashpoint community and their guests. If a student entertains guests anywhere on campus or at an Academy-sponsored event, the student is responsible for the behavior of those guests at all times. All guests must have a guest ID while on campus. It is the responsibility of the student to see that her/his guest(s) follows all rules of the campus and residence halls.

Guests of Flashpoint Academy students are expected to adhere to the same standards of conduct as other members of the community. Students who invite guests to campus assume responsibility for the behavior of their guests. Guests who violate the Standards of Conduct may be asked to leave the premise and may have negative repercussions for the student.

Lost and Found, Thefts

Lost and found items may be reported to the Dean of Students. Flashpoint Academy is not responsible for personal belongings that are lost or stolen from campus. Students are encouraged to insure their personal items against loss and theft.

Student Rights & Responsibilities

Flashpoint Academy assumes that members of the student body will exhibit mature and responsible behavior at all times. Flashpoint's rules and regulations are designed to encourage students in this direction. The Academy does not attempt to rigidly supervise the life of each individual student on campus or in the nearby community. However, as members of the Academy community, students will be expected to behave in a manner that reflects creditably on themselves and the institution.

The Academy recognizes that individual freedom of expression and different lifestyles are important realities of our society, but it also recognizes that the Academy is a community with certain organizational needs, priorities and responsibilities. Therefore, the Academy, as an educational institution, also must consider that which best benefits the total community.

In dealing with student disciplinary problems, behavior modification is sought when appropriate through sound guidance, mediation, professional counseling, peer influence, or family reinforcement. In cases of behavior which is considered threatening or severely disruptive to the educational community or process, the Academy, acting for the administration, is authorized to take whatever lawful action is required to meet the circumstances of each situation.

Standards of Conduct

General Responsibility – Where violations of the following Standards of Conduct or other disciplinary violations occur, all students found to be knowingly in the presence of, or directly

responsible for, such violations will be subject to disciplinary action up to and including expulsion from the Academy.

1. **Illegal Drugs** – Students are prohibited from the possession, sale, or consumption of any form of narcotics, hallucinogens, amphetamines, controlled substances or any other form of illegal drug on campus or any facility related to Flashpoint Academy.
2. **Alcohol** – Flashpoint Academy students are prohibited from the possession, sale, or consumption of alcohol on campus or any facility related to Flashpoint Academy.
3. **Firearms, Explosives, and other Weapons** – Possession of a firearm, explosive or other weapon will result in discipline, which may include, but is not limited to, suspension or expulsion. Any item or object used to threaten or inflict bodily harm on another individual will be considered a weapon at the time of its use.
4. **Theft/Vandalism** – Theft of or vandalism to property of the Academy or the property of a member of the Academy community is a violation of the civil law and prohibited by Flashpoint Academy. The Academy is not responsible for replacing items lost or stolen from classrooms, the Info Commons, Digital Filling Station, or other public or private areas. Losses should be reported to the Dean of Students.
5. **Disorderly Conduct** – Lewd, obscene, or disorderly conduct on Academy property or other places being used by the Academy is prohibited.
6. **Assault and Battery** – Actions or behavior, including threats, which endanger the safety and /or well being of others, or which cause injury to another person on Academy property are prohibited. This prohibition is intended to cover assaults on Academy property or fighting among students. It includes any harassment and/or intimidation (including phone calls) based on race, gender, ethnicity, religion, color, national origin, sexual orientation, age or disability.
7. **Sales and Solicitations** – The sale or promotion of commercial products by students are restricted to promotional (non-sales) gatherings and must be approved by the Dean of Students. Outside vendors are not permitted on Academy property without prior approval of the Dean of Students.
8. **Failure to Comply** – Failure to comply with the instructions of any authorized Academy representative, faculty, staff, or student, acting lawfully in the performance of his/her duties is considered noncompliance and is prohibited and may result in disciplinary action.
9. **Breach of Security/Safety** – Students are prohibited from entering or providing entry into restricted areas of the campus after normal business hours without prior permission.
10. **Fire Alarms** – Tampering with or misusing fire alarms or fire equipment is an offense that jeopardizes the safety of other members of the community, and is strictly prohibited.

Standards of Dress

Flashpoint Academy prepares its students for professional careers and therefore expects those students to be dressed in appropriate attire while on campus or at any facility being used by the Academy.

Smoking

Flashpoint Academy (and The Burnham Center) is a smoke free environment. Smoking is prohibited in all offices, hallways, breezeways, classrooms, Labs, Editing Rooms, Conference Rooms, Lounges, Screening Room, common areas of the College, and in front of the main entranceway on North Clark Street.

Information Technology, Technical Services, Support (ITTSS)

Responsibilities

Access to information technology resources owned or operated by Flashpoint Academy is a privilege, which imposes certain responsibilities and obligations. Privileges are granted subject to Academy policies, local, state, and federal laws. Acceptable use is always ethical, reflecting academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment. Information technology resources are defined as all computer-related equipment, computer systems, software/network applications, interconnecting wired and wireless networks, facsimile machines, copiers, voice-mail and other telecommunications facilities, as well as all information contained therein owned or managed by Flashpoint Academy.

Computers, networks, and communications equipment owned by Flashpoint Academy are provided to support the educational mission of the Academy. This policy applies to all members of the Flashpoint Academy community: faculty, staff, and students. At the minimum users are expected to:

1. Regard the use of the Flashpoint computer systems, networks, and Internet connectivity as a privilege. Access to these systems and networks may be monitored and recorded. Flashpoint Academy reserves the right to share such data with appropriate law-enforcement officials at its sole discretion and without notice to users. Use of the Flashpoint computer systems, networks, and Internet connectivity constitutes acceptance of this policy.
2. Respect the integrity of computing systems; for example, users shall not install unauthorized software without specific permission of the ITTSS Department. Only software directly related to Flashpoint Academy's curriculum will be installed on any institutional computers.
3. Not create and/or display threatening, abusive, racist, sexist, or harassing material, including broadcasting unsolicited messages or sending unsolicited bulk e-mail (SPAM).
4. Respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, and passwords belonging to other users, or representing themselves as other users.
5. Respect the legal protection provided by copyright and license to media, programs, and data. This extends (but is not limited) to software, audio and visual media, and printed materials.
6. Not use the resources of the Flashpoint computer systems, networks, or Internet connectivity for personal financial gain.

7. Follow all rules and regulations of the Flashpoint computer labs and the lab attendant on duty.
8. Not use the Flashpoint computer systems or networks to view and/or download any abusive pornographic, discriminatory, or offensive materials including images, videos, etc.
9. Not use the Flashpoint networks or Internet connectivity for peer-to-peer file-sharing (bittorrent, limewire, etc.) or other inappropriate downloading or uploading. This includes the use of such software on student owned laptops while connected to the flashpoint networks.
10. Reporting Violations – Any violations of Acceptable Usage Policy must be reported to an instructor, technology support staff, or an administrator. Each user has the responsibility to report any suspected violation of his/her own personal privacy to the administration.
11. Consequence of Violations – Flashpoint Academy reserves the right to discontinue account privileges to any user who violates the acceptable usage policies. Repeated or severe infractions of the policies may result in appropriate disciplinary action in addition to suspension or termination of network privileges. Unauthorized use of the network, copyright violations, intentional deletion, damage to files and data belonging to the Academy or other users and outside agencies may be considered criminal and could result in involvement of governmental authorities.

User Accounts

Upon registration, all students will be issued a master Flashpoint username known as the FPA-Net-ID which takes the form of *firstname.lastname*. The FPA-Net-ID governs student access to the majority of campus technical resources including file servers, content management systems, lab machines, web sites, and e-mail. Additional accounts may be provided for access to specialized systems that cannot utilize the FPA-NET-ID. Note that the Student Portal does not currently use the FPA-NET-ID.

All accounts issued to students are solely for their personal use while at Flashpoint Academy. These accounts MAY NOT be shared with other students or outside personnel. The student assumes full responsibility for use or abuse of these accounts and the access to the networks and systems that they provide.

During registration, a randomly generated password will be generated and issued to the student by the Office of the Registrar. This password can be changed through the WebMail application or on any lab machine on campus. Please contact ITTSS at support@flashpointacademy.com.

Email accounts.

Also see the “E-Mail” section under “Policies”

In conjunction with the FPA-NET-ID, students will be issued e-mail addresses in the flashpointacademy.com domain. The addresses are the FPA-NET-ID@flashpointacademy.com, or *firstname.lastname@flashpointacademy.com*, and are assigned during registration. The password is your Flashpoint email/systems password, NOT your portal password

WebMail:

<https://webmail.flashpointacademy.com/>

The username is the full email address, e.g. *firstname.lastname@flashpointacademy.com*.

Mail client configuration:

IMAP Mail Server: imap.flashpointacademy.com Port: 993

Note: you must have encryption enabled.

SMTP Server: smtp-1.flashpointacademy.com Port: 465

The user name should be simply the username without the domain name, e.g. *firstname.lastname*. Note that encryption and authentication are required here.

Public Computing Labs

Each department has one or more public computing labs available for student use. Additionally, several departments have editing suites and studio systems that can be reserved for sessions. Public terminals are also available in the Library and other areas for general Internet access and e-mail. These systems are provided for student use during class and lab hours and are deployed with the applications required by the various departments' curricula.

To help ensure that all students have access to the technology needed to complete class work in a timely manner; students must adhere to the following rules:

1. Please be quiet so others can work. Any non-school-related conversations should be held in the common areas.
2. If the lab in question is full students needing access for schoolwork should be given priority.
3. "Consumable" materials such as printer paper/ink and CD/DVD media provided by Flashpoint are for Flashpoint project work only. Please do not use the printers or CDs/DVDs in the labs for personal projects.
4. Absolutely no food or drink is allowed with the exception of bottled water in re-sealable containers.
5. Do not attempt to change system system-wide settings on the computers.
6. Do not run software updates (Windows Update, Apple Software Update, or other 3rd party updaters)
7. Do not install new software or attempt to run unapproved software on lab systems. Requests for new software should be directed through faculty members to the IT team.
8. Do not attempt to copy software from lab equipment. This constitutes software piracy and is a violation of both the Flashpoint code of conduct and Federal law.
9. Be sure to log into the lab machines using your FPA-NetID. It is particularly important that you LOGOUT when finished so that someone else not have access to your account.
10. ALWAYS make backup copies of your work to your own personal storage (USB flash drive, portable hard drive, etc.) as well as to the appropriate network storage locations for your classes. User data will be purged from lab machines on a regular basis!
11. Clean up and tidy your area when you leave.

Please bear in mind that you may lose lab privileges if you violate these important regulations, which are designed to protect the facility for all users.

Technical Support

For all technical support issues regarding Flashpoint lab and other computer systems, servers, Flashpoint e-mail, the Flashpoint web site, and other online resources, students are strongly encouraged to contact the ITTSS team at 312-506-0609 or via email at support@flashpointacademy.com. We will make every effort to assist you immediately or to schedule a time to work with you on the problem.

Please note that ITTSS cannot provide hardware/software support for student-owned laptops beyond integration with the campus infrastructure. It is strongly recommended that students purchase a support contract from the hardware vendor or a third-party.

Health and Safety/Campus Security

Campus security is everyone's responsibility. For the benefit of the entire Academy community, it is necessary to maintain sound and sensible precautions. Any questionable incidents, such as improperly unlocked doors or windows or suspicious persons or activities should be reported to the Dean of Students and/or security staff. **All faculty, staff, and students are required to have their Flashpoint Academy ID's visibly displayed while on campus.**

| **Contact: Security Desk: 312. 506. 0725**

COUNSELING SERVICES

Off-Campus Counseling

For referral suggestions for private therapists or local clinics, schedule an appointment or come to the Dean of Students' office. All inquiries and identities will be kept confidential. The Dean can provide referral options appropriate to your particular needs and can evaluate you for insurance eligibility.

You are also invited to explore:

- The [Academy of Chicago's Web site](#), which contains information from Academies around the country on alcohol and drug abuse, anxiety, assertiveness, depression, relationships, and every other mental health topic under the sun.
- The brochures provided by the [American Psychological Association](#).
- Mental health and drug information libraries, interactive questions and answers, and diagnostic screening tests at [Uline](#).

POLICY INFORMATION

FERPA Statement

Flashpoint Academy complies with the Family Educational Rights and Privacy Act (FERPA). This act affords students over 18 years of age ("eligible students") certain rights with respect to their education records.

They are:

1. The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access.
2. The right to inspect the amendment of the student's education records that the student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Students may contact the Registrar's office with further questions regarding FERPA compliance.

E-Mail

E-mail is considered a valid mechanism for official communication with students at Flashpoint Academy. The Academy reserves the right to send official communication to students by e-mail. The Academy has the right to expect that students will receive e-mail and will read e-mail daily.

All Flashpoint Academy students will be assigned an official school e-mail address. All official Academy communications will be sent to the official Academy e-mail address. This address will be maintained in the official school e-mail directory for each student.

Faculty may assume that a student's official Academy e-mail is a valid mechanism for communicating with a student, and faculty may use e-mail for communicating with students registered in their classes. This policy will ensure that all students will be able to comply with course requirements communicated to them by e-mail from their course instructors.

DISCIPLINARY SANCTIONS

Any Flashpoint student who is reported or accused for violation of Academy rules and regulations will first meet with the Dean of Students to attempt to resolve the situation. If the Dean of Student's decision is not acceptable to the student, or if circumstances require greater investigation and/or discussion, the student may request, or the Dean of Students may require, a judicial hearing. In all cases, the judicial procedures and format of appeal outlined below shall be followed. Any of the listed sanctions may be recorded in the student's permanent file.

Definitions of Common Sanctions

Disciplinary Warning - Verbal or written notification that the student has violated provisions of the standards of conduct or other policies, rules, and procedures. Additional violations or behavioral problems will subject the student to further disciplinary action.

Disciplinary Probation/Final Strike Option - A disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes some disciplinary/educational sanctions and restriction of privileges for a specified period of time as determined in each particular situation.

Suspension - A temporary denial of the privilege of continuing as a student at the Academy. At the termination of the suspension, the student will be entitled to resume his or her education.

Expulsion - A permanent denial of the privilege of continuing as a student at the Academy.

Other - Disciplinary sanctions designed to address the conduct of the individual may be imposed if the Dean of Students determines conduct is detrimental to the Academy. See below for greater detail.

General Explanation of Sanctions Structure

Regulations/offenses are categorized in four levels (with Level 1 being the least serious, up to Level 4 as the most serious, category). Recommended (but *not all inclusive*) sanctions are categorized with each level. Inappropriate behavior, and failure to comply with applied sanctions, may be categorized in any level. The levels are as follows:

Level I

Offenses (include but are not limited to):

- Failure to comply with Student Activities policies, or inappropriate behavior at events.
- Littering or Graffiti.
- Participating as an accessory to a Level I offense.

Sanction (one or more may be applied):

- Disciplinary warning.
- Three hours of Flashpoint community service.
- Educational and other sanctions as deemed appropriate.

Level II

Offenses (include but are not limited to):

- Unauthorized entry
- Publicly violating any campus policy or actively challenging any campus authority figure (administrators, faculty, student employees enforcing policy, etc.).
- Participating as an accessory to a Level II offense.
- Participating in a second or repeated Level I offenses.

Sanction (one or more may be applied):

- Administrative probation (including, but not limited to: registration holds applied if other sanctions are not fulfilled on time; required weekly updates signed by instructors; temporary suspension of campus privileges such as access to computer labs, events, etc.).
- Notification of Level II violation provided to Dean of Students, Academic Dean, faculty advisor, Director of Student Life, Registrar, and other appropriate administrative staff.
- Seven hours of Flashpoint community service.
- Educational or other sanctions as deemed appropriate.

Level III

Offenses (include but are not limited to):

- Interfering with officials' response to emergency calls.
- Breach of Security/Safety
- Fire safety (tampering with fire equipment, negligently setting a fire, etc.)
- Falsifying ID.
- Deception (including fraud, plagiarism, and/or dishonesty)
- Harassment.
- Disorderly conduct.
- Participating as an accessory to a Level III offense.
- Participating in a second or repeated Level II offense.

Sanction (one or more may be applied):

- Administrative and academic probation.
- Suspension from Flashpoint Academy.

- Ten hours of Flashpoint community service.
- Notification of Level III violation provided to Dean of Students, Academic Dean, Registrar, and other appropriate administrative staff.
- Educational or other sanctions as deemed appropriate.

Level IV

Offenses (include but are not limited to):

- Physical abuse, or any form of endangerment including verbal threats to self and/or others.
- Vandalism and/or theft.
- Alcohol or Drug use, possession, distribution, manufacture and/or sale of any sort.
- Possession of a weapon.
- Off-campus behavior, which adversely affects Flashpoint Academy's name and reputation.
- Fire safety, level II (setting off false alarms; knowingly or recklessly setting a fire, etc.).
- Assault and/or battery (including verbal, physical, emotional, and sexual forms).
- Failure to comply with previously applied judicial sanctions.
- Participating as an accessory to a Level IV offense.
- Participating in a second or repeated Level III or IV offenses.

Sanction (one or more may be applied):

- Suspension and expulsion from Academy and/or including student housing
- Restitution for time and damages.
- 15-30 hours of Flashpoint community service.
- Notification of "final strike" status provided to Dean of Students, Academic Dean, Registrar, and other appropriate administrative staff.
- Educational and other sanctions as deemed appropriate.

Student Judicial Policies and Procedures

(Non-Academic Grievances++)

Flashpoint Academy student judicial hearings regarding non-academic grievances are designed to protect the interests of all members of the Academy community. To this end, hearings have the goal of fostering growth and understanding within the community. Whenever possible, actions taken by a judicial/appeals board are designed not to be punitive, but educational and growth enhancing.

Suspension or expulsion from the Academy for disciplinary reasons is not desirable but may be necessary in order to protect the well being of the Academy community. Where violations of the Standards of Conduct or other serious violations occur, a student may be suspended or expelled from the Academy in order to protect the Academy community. Such suspension or expulsion may be imposed by the Dean of Students. If the student appeals the decision, the suspension or expulsion will be temporary, pending the outcome of the appeal. All requests for review or appeal must be made in accordance with the time line set forth in the procedures for the initial or appeals hearings.

Judicial hearings are internal matters of the Academy and therefore are not open to the public. A student may be accompanied during any portion of the grievance process by a parent or family member, or by the Academy Counselor/Social Worker, or other counsel. Counsel may assist the student but is not permitted to participate directly during the process. If the student plans to bring legal counsel, the student must notify the Dean of Students in writing 48 business hours (excluding weekends) in advance of the meeting to provide the opportunity for the Academy to have its legal counsel present. The grievance process is not a legal process and the rules of legal process do not apply. **

***Academic grievances are not handled as judicial grievances but are subject to review under a separate process by the Academic Status Committee of Flashpoint Academy.*

Explanation of Judicial Process

Flashpoint Academy has a judicial process designed specifically to hear and make rulings on disciplinary cases. Each party (accused and accuser) involved in a discipline case is entitled and expected to participate in any hearing and/or subsequent appeal of a ruling. A maximum of one appeal is available, regardless of which party files the appeal. All decisions shall be final when a ruling has been made on a second appeal.

Judicial Board - The Dean of Students is responsible for convening a Judicial Board, which is comprised of three people representing, to the greatest extent possible, faculty, students, and staff. The Dean of Students moderates the hearing but is not a voting member. The Judicial Board listens to all parties and witnesses involved with the case and makes a decision as to which party or parties is/are responsible or not responsible for the alleged infractions. Based on the assessment of responsibility, the Judicial Board will decide on the appropriate sanctions to be applied to the student(s) involved. The Judicial Board may include past behavior and prior disciplinary involvement in determining the extent and severity of the sanctions to be levied (see above for a more detailed explanation of the sanction structure). **In all cases the decision of the Judicial Board is final.**

Flashpoint Academy Policy on relationships Between Individual Employees and Students

Flashpoint Academy does not approve of or allow amorous relationships between members of its staff and faculty, and currently enrolled students. Students who are involved in an amorous relationship with a staff or faculty member or who have knowledge of the existence of an amorous relationship between a staff or faculty member and a Flashpoint Academy student should report the relationship to the Dean of Students. Students who feel they have been sexually harassed should consult the Academy's anti-harassment policy in this Handbook, or contact the Dean of Students.

Flashpoint Academy Sexual Harassment and Anti-Harassment Policy

Flashpoint Academy is committed to maintaining an educational and work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of Flashpoint Academy students or employees on Academy property by anyone, including any student, staff member, faculty member, co-worker, vendor, or any third party.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, creed, ancestry, national origin, age, physical or mental disability, marital status, sexual orientation, or other protected group status. The Academy will not tolerate harassing conduct that affects tangible benefits of education or employment that interferes unreasonably with an individual's educational or working environment. Such harassment may include, for example, jokes about another person's protected status, or kidding, teasing or practical jokes directed at a person based on his/her protected status. All threats against any member of the Academy community, or the entire community, are considered serious, regardless of the manner in which they are expressed.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment as follows: (1) when submission to the conduct is an explicit or implicit term or condition of education or employment. (2) When submission to or rejection of the conduct is used as the basis for an educational or employment decision. (3) When the conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include (but is not limited to) "kidding" or "teasing," "practical jokes," jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.

All Academy students and employees are responsible for helping to avoid harassment. Anyone who feels that he/she has experienced or witnessed harassment should notify one of the individuals listed below in the “Whom to Contact with a Report or Complaint” section of this policy. Students or employees may choose/request to report to a person of the employee’s same sex. The Academy forbids retaliation against anyone who reports harassment, assists another person in making a harassment complaint, or who cooperates in a harassment investigation. The Academy’s policy is to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, the Academy will keep the complaints and the terms of their resolution confidential. If an investigation confirms that a violation of the policy has occurred, the Academy will take corrective action, including discipline, up to and including immediate termination of employment and/or expulsion.

WHO TO CONTACT WITH A REPORT OR COMPLAINT

Name Charles Jones, Dean of Students

Telephone 312. 506. 0630

Flashpoint Academy Policy Regarding Services to Students with Disabilities

Flashpoint Academy maintains a strong commitment to make all services, programs, and activities equally available and accessible to students with disabilities. No qualified student with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Flashpoint Academy or be subjected to discrimination by the Academy.

The Academy’s services, programs, and activities are accessible and usable by students who use wheelchairs, and by those who are semi-ambulatory, visually handicapped, hearing impaired, learning disabled, or otherwise disabled.

A student requesting reasonable accommodations and/or academic support services because of a disability may be required to provide the Academic Tutor advance documentation validating the student’s status as “qualified disabled” and the type of accommodation(s) requested. Validation of a student’s eligibility for reasonable accommodations may be ascertained as appropriate from an interview, a case history, results of standardized testing, medical and psychological diagnoses, and/or former school records. The extent to which such documentation is required will be determined on a case-by-case basis.

Flashpoint Academy respects the privacy and independence of people with disabilities. Therefore accommodations are initiated only upon a request by the individual with a disability. Once a request is made, the Academy will maintain confidentiality in accordance with the Family Educational Rights and Privacy Act.

Any person with a disability who believes that he or she has been discriminated against on the basis of disability may file a complaint under Flashpoint Academy’s EEO policy.

Further information pertaining to available services and reasonable accommodations outlined in this section may be obtained by writing or contacting the Director of Student Life or the Dean of Students.

ACADEMIC AFFAIRS

Academic Standards and Regulations

Definitions of letter grades are as follows:

Standard Grades

Grading is based on a 100 point scale and is as follows:

A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D	60-69
F	less than 60 points
I	Incomplete

Letter grading explanation:

[A] Excellent. Student exhibits mastery of the material; demonstrates the ability to express and apply the material in a creative way, i.e., not simply what's been covered in class or the texts. Student demonstrates a strong articulation of personal voice, both in the work completed and in the presentation of material to the class.

[B] Good. Student exhibits an advanced understanding of material covered in class; has some consistency in performance on tests and assignments; presents the material in a clear, organized fashion. Still needs work on clear expression of ideas.

[C] Fair. Basic understanding of material covered in class. Concepts and facts are correct and covered in adequate depth; exhibits inconsistency [some areas covered well, others poorly, indicating some confusion over the material]; or inability to clearly express understanding of the material.

[D] Poor. Student demonstrates a perfunctory coverage of the material; inconsistency of performance on tests and assignments; much misunderstanding of the material; incomprehensive use of skills; excessive absences or lateness.

[F] Failure. Failure to do the assignments as stated; failure to hand in an assignment; complete or near complete misunderstanding of the material; plagiarism; illiteracy; excessive absences or lateness.

[I] Incomplete. A student qualifies for an incomplete grade only if:

1. All work is completed through 80% of the term.
2. Work through that time period is at least “C” level.
3. One or more of the following conditions exists:
 - a.) Certified physical or emotional illness
 - b.) Documented death of a member of the immediate family.

The following procedures apply to students who qualify to receive an incomplete grade:

1. It is the student’s responsibility to contact his instructor and to document condition (3) as noted above, BEFORE the date on which final grades are due at the end of the term in which the course took place.
2. The student and instructor should agree, in writing, to the work that is to be completed and to the time frame allowed for completion of the work. Under most circumstances, this time frame should be limited to five weeks into the term following the term in which the student was enrolled in the course. When this is not possible (due to laboratory needs, etc.), the completion deadline should never extend beyond the last day of classes of the following term, except when the documented problem qualifying the student for the incomplete extends into the next term.
3. The instructor awards the student an incomplete grade on the grading roster and changes the grade when and if the work is completed according to the agreement.
4. Incomplete work must be completed during the following term or the grade will be changed to an “F.”

Academic Progress

In order to progress satisfactorily at Flashpoint Academy and to be in good academic standing, a student must maintain a:

1. Term grade-point average of at least 2.0;
2. Cumulative grade-point average of at least 2.0; and
3. Must not have an incomplete or failing grade in one or more courses.

A student who fails to meet any of the above conditions in any term may be placed on Academic Probation for the following term. Students on probation because of an incomplete grade will be required to complete a weekly assignment determined by their instructor until the incomplete grade is made whole before the end of the next term.

Students who are placed on probation due to overall grades, whether over one term or cumulatively will sign a Performance Contract with their Instructor no later than the first week of the start of the next term. The Contract will require students to meet weekly with the Dean of Students and to maintain at least a “C” average during the term they are on probation.

At the end of the probationary term, students will be required to wait until all of their final grades have been posted. After a review of their grades, the Registrar will determine if they have successfully complied with the terms of their Performance Contract. If successful, they will be removed from probation and permitted to attend classes. If the student has not complied with the terms of his or her Performance Contract, the student will automatically be suspended for the following term.

Students on probation should check their status on the day that grades are due, either in person or by e-mail, with the Registrar. **Students who are on probation should carefully monitor this process** – checking e-mail, determining from the Registrar whether all their grades are in, finding out as soon as possible whether they can then attend classes.

Probationary status means that students must take responsibility for the process and focus on what needs to be done to remain enrolled in the Academy.

If a student placed on Academic Probation fails to meet condition (1) above during the subsequent term of enrollment or fails to maintain the stipulations of his or her Performance Contract, he or she will have to repeat the class and receive a **C** or better or be academically suspended. (Students who have to repeat a course will be charged an additional \$500 per course.) Additionally, students admitted conditionally will be academically suspended if they do not meet the conditions of their admission.

A student may appeal an Academic Suspension to the Academic Status Committee. The Academic Status Committee consists of the Academic Dean (Chair), the four Department Chairs, and one non-voting member, the Registrar. In order to assist with this process, students may consult the Dean of Students, or another non-teaching member of the Academy staff, for impartial advice on how to make appeals and petitions, and resolve academic grievances.

All appeals to the Academic Status Committee must be in writing and submitted to the Registrar. Students with appropriate explanations for failing to meet the grade requirement need to take responsibility for documenting (in writing) this explanation and getting it to the Committee in advance of the scheduled hearing date and time (usually the first day of classes of the new term). Students appealing for readmission may do so following a one-semester suspension and should, at that time, incorporate into the appeal a plan for improving academic performance.

Any appeal of an Academic Suspension must be submitted to the Registrar before the next scheduled meeting of the Academic Status Committee. Students should contact the Registrar for more information regarding the Academic Status Committee. In all cases, decisions of the Academic Status Committee are final.

Students placed on academic probation should make every possible effort to improve their grades in order to avoid the automatic academic suspension. Flashpoint Academy will do everything possible to ensure success and to assist in the process of trying to improve academic performance, but **ultimately success at Flashpoint Academy is up to the student.**

Academic Integrity

Students are responsible for knowing and following all rules of the Academy and all rules for each course in which they are enrolled. Rules for a course are found in the syllabus of each course.

Flashpoint Academy expects all students to fulfill assignments and complete tests independently and honestly. The Academy will penalize any cheating or plagiarism and all other forms of dishonesty.

“Cheating” refers to the use of unauthorized assistance on assignments or tests. Unauthorized aid may include the use of printed material, computer files, equipment, personal notes, or other people. Students should assume that any form of assistance is dishonest unless it has been expressly permitted by the instructor in the course syllabus or written assignment or test instruction. It is the student’s responsibility to know the limits of assistance, if any, allowed.

Plagiarism **“is the offering of words or ideas of another person as one’s own”** (J.D. Lester, *Writing Research Papers*, 4th ed., Scott, Foresman & Co., p. 95). It includes the use of direct or paraphrased material without proper documentation or attribution.

Other forms of dishonesty include (a) falsely claiming to have done work or obtained data, (b) misrepresenting reasons for not completing assignments or taking examinations as scheduled, and (c) submitting the same work in a different course without prior approval of the instructors.

An instructor who discovers any student cheating, plagiarizing, or being dishonest in other ways may take such action as seems warranted, including giving the student a failing grade for the assignment, test, or course. The instructor will report such action in writing to the Academic Dean, and to the Dean of Students. The report will be entered into the student’s official record for possible disciplinary action, including academic probation, suspension, or in extreme cases expulsion.

Class Attendance

Attendance in class is expected at Flashpoint Academy. Each student is responsible for his or her own class attendance and for following the attendance policy of each course in which he or she is enrolled. Each instructor will outline his or her specific attendance policy for that course in the course syllabus. A student can receive an incomplete or failing grade for excessive absences.

Flashpoint Academy Intellectual Property Standards

Students are directed to review and sign the published document:

“FLASHPOINT, THE ACADEMY OF MEDIA ARTS AND SCIENCES, LLC STUDENT INTELLECTUAL PROPERTY AGREEMENT”

Business Office

Tuition, Payments & Fees

Payment Plans

A new student at Flashpoint Academy will need to submit a completed application along with the application fee of \$250. To hold a place in Flashpoint’s class, the student will also need to pay a \$500 initial tuition deposit at the time the application is submitted.

To meet the needs of its students, Flashpoint Academy offers two different payment plans for regular tuition:

- *Payment plan #1:* \$25,000 payment 90 days prior to term start
- *Payment plan #2:* initial tuition deposit of \$500 increases to a full tuition deposit of \$9,000 at least 90 days prior to term start; \$8,000 tuition payment due September 1; \$8,000 tuition payment due January 1

These payment plans exclude the \$250 non-refundable application fee. Students are responsible for keeping accounts current; students who do not pay as agreed may be prevented from enrolling.

Refund Policy

Flashpoint Academy adheres to a fair and equitable Refund policy. This policy applies to students who formally withdraw from the Academy. In order to obtain a refund, the student must submit a written request to the Registrar during normal business hours. Refunds will be effective on the date a withdrawal is received. Refunds are typically processed within 30 days. The amount of a student’s refund depends on when the request for withdrawal is made and processed.

Withdrawal prior to term start

60+ days prior to Term #1 start:

If student withdraws more than 60 days prior to Term #1 start and has paid the tuition deposit, \$4,500 of tuition payments are not refundable (implying a refund of \$20,500 for students on payment plan #1, and \$4,500 for students on payment plan #2).

1-60 days prior to Term #1 start:

From 60 days to 1 day prior to Term #1 start, \$9,000 of payments to date are forfeited.

Withdrawal after term start

Term #1:

Term #1 starts September 17. Term #1 ends January 31. If a student withdraws within the first 25% of the term (for the fall term, this date is October 22) a pro rated portion of tuition paid to date, less the initial tuition deposit of \$9,000 and less an administrative fee of \$1,000, is refundable. If a student has been given a digital recorder and withdraws in Term #1, the recorder fee of \$200 is not refundable. As an example, a student who withdraws on October 22 is entitled to a refund of \$12,800 under payment plan #1, or a refund of \$4,800 under payment plan #2. If a student withdraws after 25% of Term #1 has been completed, no tuition deposit or term tuition will be refunded. This policy is illustrated as follows:

	<u>Payment plan 1</u>	<u>Payment plan 2</u>
Assume October 22 withdrawal		
Tuition paid	\$25,000	\$17,000
Less: Initial deposit (non-refundable)	<u>(9,000)</u>	<u>(9,000)</u>
Remaining balance	\$16,000	\$8,000
Less: Tuition already consumed	(2,000)	(2,000)
Less: Admin fee	(1,000)	(1,000)
Less: Video recorder fee	<u>(200)</u>	<u>(200)</u>
Refund balance	<u><u>\$12,800</u></u>	<u><u>\$4,800</u></u>

Term #2:

Term #2 starts February 4. The cutoff date for tuition is March 7. A student who withdraws within the first 25% of Term #2 is entitled to the portion of tuition paid to date, less the fall term tuition and deposit of \$17,000, and an administrative fee of \$1000. As an example, a student who withdraws on March 7 is entitled to a refund of \$5,000 under payment plan #1 or a refund of \$5,000 under payment plan #2. If a student withdraws after 25% of Term #2 has been completed, no tuition deposit or term tuition will be refunded.

Miscellaneous

A student may receive refunds only for tuition he/she has paid. Tuition refunds will be reduced by the pro rata amount of any scholarships received. If a student withdraws, the refund due will be reduced by the book value of any unreturned or damaged equipment that is in the student's possession. If a student's actions warrant dismissal from Flashpoint Academy as set forth in the Student Handbook, no tuition refunds for past or prepaid coursework will be given.

Student Accounts

Each student will have his or her own student account on file with the business office. These accounts will cover fees and any other expenses or charges incurred by the student.

Students will receive statements of their accounts monthly when there is an open balance. Students are responsible for paying these bills within 30 days of the billing date. Failure to do so may prevent students from attending classes or receiving their certificate or degree at program's end.

Fees & Other Expenses

Flashpoint provides the majority of digital arts equipment for use in classes and labs. However, from time to time, certain additional materials may be required for classes. Fees for these additional expenses (such as books, a computer, etc.) are the student's responsibility and will not be reimbursed by Flashpoint. Flashpoint will seek the best price possible and will organize purchases to acquire volume discounts whenever possible. If Flashpoint must purchase supplemental materials and pass the costs along to students, those costs will be passed along to students and due within 30 days of billing.

Repeated or Make-up Courses

Students who have failed a course will have to re-take the course, the next term, and will be charged \$500.00 per make-up course.

Equipment at 28 N. Clark and Resolution Digital Studios

Offsite use of Equipment

Flashpoint provides equipment for use in classes and laboratories, and provides specific instructions for the use of this equipment. Certain equipment may be checked out for use offsite; students will present their student identification card to check equipment out of the facility and are responsible for its return. In the event that equipment is not returned, or is returned damaged, student accounts will reflect charges for the book value of the equipment at that time, or for the repair of equipment.

Onsite use of Equipment

Flashpoint faculty members provide instruction on how to properly use digital media arts equipment. If a student abuses Flashpoint equipment onsite or offsite, displays negligence in handling or usage of equipment, or ignores directions on the proper use of equipment and thereby causes damage to the equipment, his or her student account will be assessed fees for the repair or replacement (at current book value) of the equipment.

Sound Stage Equipment

Flashpoint has leased space at a commercial sound stage; the privilege of the use of the sound stage has very specific parameters. Faculty and staff are aware of where students may and may not be within the building and will communicate directions clearly to their students. If students enter restricted areas and cause any equipment damage, fines or associated fees from the sound stage, student accounts will reflect these charges.

Location, Hours & Operation

Students may pay bills via mail, by phone, or in person at the business office, located at 28 N. Clark, open from 8AM – 5PM daily. Payments received after those hours will be credited on the next business day.