



INSTITUTE FOR DOCTORAL STUDIES IN THE VISUAL ARTS

## STUDENT HANDBOOK

Published January 2023

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## Preamble

No set of policies or procedures can anticipate every issue or situation, and circumstances may, at times, require alterations or adaptations. What follows are the general policies that will govern these situations routinely while maintaining IDSVA's commitment to these policies and to applying them fairly. IDSVA does, however, reserve the right to modify policies and/or procedures at any time as may be necessary. An updated Student Handbook is published annually on August 1<sup>st</sup>. The latest version applies to all enrolled students.

## Mission & Statement of Purpose

IDSVA was founded for the purpose of providing doctoral studies in philosophy and art theory to visual artists, creative scholars, and arts professionals. With the passage of Maine State Legislature Bill L.D. 462, signed into law by the Governor of Maine on March 1, 2007, the Institute for Doctoral Studies in the Visual Arts was granted legal authority to confer the PhD degree. IDSVA is a Not-for-Profit 501(c)(3) institution.

### MISSION

The mission of the Institute for Doctoral Studies in the Visual Arts is to operate a school of graduate studies providing education in philosophy, aesthetics, art theory, and similar disciplines related to the visual arts. The mission includes the provision of doctoral studies to holders of the MFA or the master's degree in a related field, the conferring of PhD degrees, and otherwise providing education and training related to the arts.

### STATEMENT OF PURPOSE

Traditionally the MFA has served as the terminal degree for studio artists. This degree has trained studio artists in the skills necessary for successful art practice and has prepared artists for teaching in college and university studio art programs. However, there is a strong sense among today's artists and educators that training beyond the MFA and similar degrees would benefit many artists, architects, curators, and creative scholars, especially those who grapple with issues surrounding contemporary media and culture. IDSVA's pioneering curriculum---fusing distance learning with intensive residencies---allows working art professionals to pursue rigorous advanced scholarship without having to interrupt or abandon their teaching careers, art practice, or other professional responsibilities.

### LEARNING GOALS

Insofar as the Institute for Doctoral Studies in the Visual Arts offers to creative practitioners a PhD in philosophy, aesthetics, and art theory, it addresses an important opportunity for contemporary art and culture. The measure of this opportunity can be summed up in terms of IDSVA's primary learning goals. These include the nourishment and cultivation of:

the ability to speak and write critically and philosophically about the relationship between the history of ideas and art in general;

the ability to teach university level courses on subjects dealing with the relation of philosophy and art---such as courses in aesthetics, art theory, and critical theory;

the capacity to situate oneself in the history of ideas and culture in terms of one's creative practice and/or field of inquiry;

and lastly, IDSVA's overarching learning goal is to nourish and cultivate an ethos of inquiry that encourages creative thinkers to conceive new systems of knowledge.

## Accreditation

The Institute for Doctoral Studies in the Visual Arts is accredited by the New England Commission of Higher Education. Accreditation by the Commission indicates that the institution meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

*Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact:*

New England Commission of Higher Education  
301 Edgewater Place, Suite 210, Wakefield, MA 01880  
Phone: 781-425-7785  
Web address: <https://www.neche.org/>

## Administration

President	George Smith	gsmith(at)idsva.edu	(207) 879-8955
Executive Vice President, CFO, Registrar, Bursar, Title IX Coordinator, Disability Support Services	Amy Curtis	acurtis(at)idsva.edu	(207) 879-8757
Director of the School, Vice President for Academic Affairs	Simonetta Moro	smoro(at)idsva.edu	(347) 966-1096
Director of Administration, Director of Financial Aid, Director of Admissions, Technology Support	Molly Davis	mdavis(at)idsva.edu	(207) 771-8887
Librarian	Laura Graveline	lgraveline(at)idsva.edu	

# 1. STUDENT SERVICES

## Tuition and Fees

For information on tuition, costs, and financial aid, see <https://www.idsva.edu/scholarships-tuition>. Tuition is due 30 days before the start of the summer, fall, and spring semesters. Invoices will be emailed from Quickbooks 30 days prior to the due date.

Tuition may be paid by check, Federal Student Loan, or online payment from a checking account through Quickbooks. All tuition for the semester must be fully paid before enrolling in the next semester, or before taking the oral qualifying exam. Neither diploma nor final transcript showing the degree will be released to any student with a past due tuition balance.

Beyond tuition, students must pay for books, airfares to and from residency locations, and some meals during residencies. These costs can be paid with a refund from a student loan.

Tuition is charged for three years (6 semesters) of coursework. After completing the 60-credit course of study, there is a modest dissertation preparation fee per semester. Most students will need at least two years for writing the dissertation.

In cases where a student needs to retake a course (which was fully paid in a prior semester) due to a Withdrawal, Unsatisfactory grade, or expired Incomplete, the course can be retaken for a fee of \$2500. In some circumstances, with the recommendation of the Director of the School, a course may be audited for \$1500.

In cases where a student needs to retake a course in the terms referred to above, precipitated by a medical or a family emergency (proven by adequate documentation), then the student may retake a seminar at no cost, and an Independent Study or Dissertation Preparation for \$1500.

### **Enrollment Deposit Fee**

Matriculating students are required to pay an enrollment deposit fee of \$250 to secure a seat in the enrollment. The deposit is applied to the first semester of tuition. The enrollment deposit is non-refundable.

### **Payment Plans**

Payment plans are available through IDSVA, and can be arranged with the Executive Vice President, Amy Curtis. All tuition must be paid in full by the end of each semester.

## Refund of Tuition & Fees

To receive a refund, students must submit notification by email of withdrawal to the Registrar; the date that email notification is received determines charges and refunds. Notification of withdrawal must be received before midnight Eastern Time for that day to be considered the date of notification. Students may voluntarily withdraw from the Institution at any time.

Students who withdraw or are dismissed less than 31 days before, during, or after a residency period will be charged for the full cost of residency housing and travel. The amount of a refund,

if applicable, is determined by the effective date of the withdrawal. It is understood that a student who fails to notify the Registrar of withdrawal is obligated for all tuition assessed for the complete semester. Final determination of any tuition refunds will be made by IDSVA.

Financial aid adjustments are based on federal guidelines. Title IV funds may need to be returned, leaving the student with a balance due. Please refer to the Financial Aid Handbook and contact the Director of Financial Aid for more information on the return of Title IV funds.

**Tuition will be refunded according to the following schedule:**

31 days or more before the semester begins	100% refund of tuition
30 days or less before the semester begins	100% refund of tuition minus residency costs.
Before week 1 ends	90% refund of tuition minus residency costs
Before week 3 ends	50% refund of tuition, minus residency costs
Before week 6 ends	25% refund of tuition, minus residency costs

## Scholarships

IDSVA offers scholarship support, based on a combination of need and merit. All admitted candidates who complete the FAFSA are considered for a scholarship award. Admitted candidates who have filed a FAFSA are notified of a scholarship award at the time of admission. This scholarship will be awarded annually, for a total of three years, during the course of study.

The annual renewal of the scholarship is contingent on maintaining a minimum GPA of 3.5 (equal to a B+). Failure to maintain a minimum GPA of 3.5 may result in a reduction or discontinuation of the scholarship.

In addition to maintaining a minimum GPA of 3.5, recipients of the Driskell Fellowship must remain in good academic standing (as defined in this handbook) and stay continuously enrolled: a leave of absence beyond one year would be cause for withdrawal of the title.

Admitted and enrolled students may make an appeal for increased support if their circumstances change, or if there are extenuating circumstances that may not be reflected on the FAFSA. Such appeals should be directed to the Scholarship Committee, care of Amy Curtis (via email).

## Holidays

New Year's Day	January 1
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Martin Luther King Day	Third Monday in January
Easter Sunday	Varies from 22 March to 25 April inclusive
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

## Academic Calendar

The Academic Calendar is posted on the IDSVA website: <http://www.idsva.edu/calendar/>

## Residencies

### Attendance

Students are required to be in attendance and stay with the group at the provided accommodations for the entire duration of the residency to receive credit. Exceptions to this policy are considered at the discretion of the Director of the School.

### Visitor policy

Residency intensives are restricted to students. Students' family members and friends are not permitted to attend. This policy extends for the entire duration of each residency, including the first and last days of the residency period.

### Residency Travel Policy

The Institute for Doctoral Studies in the Visual Arts (IDSVA) requires its students to spend periods of time in residencies, as part of its Course of Study. During the three years of their course of study, students travel to locations in the Americas, Europe, and Africa.

IDSVA reserves the right to cancel all or part of a residency at any time, if the situation requires it, in the interest of safety. This cancellation may occur even while the residency is in progress. Circumstances that may prompt a residency cancellation typically are, but not limited to: political unrest, war, pandemics, visa issues, and foreign policy changes between a foreign country and the U.S.

Information about health, safety, and security matters can be found from many sources, including the United States Department of State and the Centers for Disease Control.

Prior to foreign residencies, IDSVA students, faculty, and staff should review the U.S. Department of State [website](#) for information regarding health, safety, and security in all countries to which they plan to travel. They are also encouraged to sign up for the [Safe Traveler Enrollment Program](#). The U.S. State Department publishes travel advisories for all countries,



ranging from ‘exercise normal precaution’ to ‘reconsider travel’. Many of the countries we visit have the designation ‘exercise increased caution’.

Currently, all enrolled students must sign the *Student Agreement and Release Form*, through which they acknowledge that there are inherent risks involved with both foreign and domestic travel, which are beyond the control of IDSVA.

### **Procedures**

If the U.S. Department of State issues an advisory to ‘reconsider travel’ prior to the start of a residency, or if there is information from another source concerning health and safety risks, the Director of the School, in consultation with the President and Executive Vice President, may choose to modify or cancel residency plans.

If a residency has already begun when a ‘reconsider travel’ advisory is issued, the Director of the School will review the situation given actual conditions at the location of the residency.

If the Director decides to allow a residency in progress to remain open, that decision shall be reviewed at least weekly, for the duration of the travel advisory. If the residency remains open but individual students choose to return home, the students will assume the financial and academic consequences of leaving the residency before completion of the program’s requirements.

If a residency is terminated mid-way through, IDSVA faculty and staff will assist students in making travel plans to leave the location. In the event that a student stays at a residency location after a residency has been cancelled, IDSVA assumes no responsibility for the safety of that student.

If a residency is cancelled or terminated, IDSVA will provide alternate programming to fulfill the academic requirements of the coursework. For this reason, tuition refunds will not be given for cancelled or terminated residencies.

### **Residency Safety Procedures**

Before the residency:

- IDSVA requests updated medical alerts and emergency contact info from students, in addition to information about food allergies and any other health-related information.
- IDSVA requests cell phone numbers from students that can be used during the residency.
- Contact information for emergency services at location(s), including hotel phone & address, medical help, & US Embassy when applicable is distributed to students, faculty and staff.
- IDSVA faculty and staff schedule an online Orientation a few weeks prior to the residency, to prepare students with relevant information about the residency location, safety procedures, and the academic program. The sessions are recorded and distributed afterwards.

Orientation at the residency:

- Review general safety precautions about being in large cities and foreign countries.

- IDSVA faculty & staff talk about what they know of the country and offer suggestions about adjusting to the local culture and staying safe.
- Students can share their cell phone with the group if they choose. The cell phone list includes numbers for IDSVA faculty and staff. Outside of the U.S., texting is the preferred method of communication, except in emergency. Mobile apps such as What's App and Viber can be cost effective, but only work with wireless access.
- Students should buddy up into small groups to travel together. Any student without mobile access during a residency should always go around with somebody else who does.
- Even when students are going around with a larger group, they should have a buddy who is aware of their plans. For excursions without an IDSVA faculty/staff member, students should always go around with a buddy, particularly at night. If a student chooses to go on their own, they should let somebody know where they are going and when they expect to be back.

In case of incident:

- Students are responsible for alerting the faculty/staff member(s) as soon as possible. In case an IDSVA faculty/staff member is not immediately available, the student should contact the next available person (another student, or public official). Afterwards, they are expected to follow directions from the person in charge of the residency or particular activity.
- In case a student falls ill during a residency and a different accommodation is needed for the roommate, IDSVA will look for an alternative accommodation when available, on a case-by-case basis. IDSVA will pro-rate the cost of the single room for the sick student in case the need arises, depending on the situation.

Response to an incident:

- IDSVA faculty/staff need to determine whether or not there is an ongoing threat to all the students. If there is an ongoing threat, planned activities will be cancelled or modified, and IDSVA faculty/staff will communicate to students what to do.
- If it is determined to be an isolated incident, IDSVA faculty/staff will provide the affected student(s) with access to the available support resources.
- As a second priority, IDSVA faculty/staff will carry on with the scheduled programming of the residency.
- IDSVA faculty/staff cannot discuss any incident with other students, unless it is deemed to be important information in the case of an ongoing threat.

Please note: IDSVA faculty/staff will offer their help, to the best of their abilities, in resolving incidents, but ultimately every student is responsible for him/herself. This policy is in effect for the entire duration of the residency, and applies, for example, to being in the library or taking a walk at Spannocchia, going with an IDSVA faculty/staff member to a museum in Paris, or walking around Athens with your buddy.

### **Student Agreement and Release Form**

I am a student enrolled at the Institute for Doctoral Studies in the Visual Arts course of study ("IDSVA Program"). An important part of my study includes attendance and participation at

residencies held throughout the year at a number of locations in the Americas, Europe, and Africa. I understand that additional travel and residences may be part of the program, both in the United States and abroad. This Student Agreement and Release shall remain in full force and effect throughout my period of enrollment with IDSVA, except that the provisions of Paragraphs 4 and 5 below will survive the cessation of my enrollment, whether by completion of the program, withdrawal or otherwise.

**1. Risks of Travel.** I understand that participation in the IDSVA Program and international travel involves risks. These include without limitation risks involved in traveling to and within, and returning from, national and international locations; foreign political, legal, medical, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances, and local weather conditions. The country or countries to which I will travel may have health and safety standards substantially different or below those enjoyed in the United States, and I recognize that I may be subjected to potential risks, illnesses, injuries and even death. I have made my own investigation of these risks, understand these risks and assume them knowingly and willingly.

I also acknowledge that in working, living and traveling in cities both in the United States and abroad, I may experience problems associated with urban living, including increased crime, pollution, high population density or standards of living and health standards that are not equivalent to life in the United States. I will take every precaution to safeguard my health and to protect my personal belongings from damage or theft. I acknowledge that IDSVA recommends that I never travel alone, particularly at night. Being alone, especially at night, may present additional danger to my safety and well-being.

I understand that it is my responsibility to study the locale in which the IDSVA Program will be held and make my own independent judgment of the risks of that environment.

**2. Health Insurance; Medical Care; Health and Safety Concerns.** I understand that I am responsible for obtaining any recommended immunizations before traveling to my destination. I understand that I am solely responsible for my own medical care costs, including the costs of any medical care I may receive overseas, or the costs of evacuating me to my home in the event of serious injury or illness. IDSVA strongly recommends that all students check their health insurance coverage for foreign travel, including emergency evacuation, and purchase medical trip insurance if necessary.

I understand and agree that if, during my participation in the IDSVA Program, IDSVA learns that I am experiencing serious health problems, have suffered an injury, or am otherwise in a situation that raises significant health and safety concerns, then IDSVA may contact my “emergency contact” and disclose full information about my condition. I understand that IDSVA ordinarily will not initiate such contact without first having a discussion with me if it is practical and possible to do so. I will update the emergency contact information in the event that it changes during my participation in the IDSVA Program.

**3. Standards of Conduct.** I recognize that I assume an important personal obligation to conduct myself in a manner compatible with local laws and regulations; with IDSVA’s Policies and Procedures as posted on its website or in any handbook that may subsequently be issued, including, without limitation, the Alcohol and Drug Policy, the Harassment and Sexual Violence

Policy, the Anti-Discrimination Policy, and any other policies adopted by IDSVA; and with the policies of my host institution (if any). I promise to act responsibly and will become informed of, and will abide by, all such laws, regulations, policies and standards. I agree that IDSVA has the right to enforce all standards of conduct described above which may involve my suspension or dismissal from the Program for serious violations. In the event of such suspension or dismissal I will not be entitled to reimbursement for any tuition or other payments made to IDSVA.

#### **4. GENERAL RELEASE, HOLD HARMLESS AND INDEMNIFICATION.**

**READ CAREFULLY.** Knowing the risks described above, I agree, on behalf of my family, heirs and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the IDSVA Program. To the maximum extent permitted by law, I release, hold harmless and agree to indemnify IDSVA, and its officers, directors, faculty, staff, representatives, employees, attorneys and agents, from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person or organization, related to my participation in the IDSVA Program (including periods in transit to or from my destination), resulting from any cause, including but not limited to ordinary or gross negligence by IDSVA and others who are released by this document. I further agree to indemnify and hold harmless IDSVA, and its officers, directors, faculty, staff, representatives, employees, attorneys and agents, on account of any claims asserted against any one of them by any third persons or organization on account of my acts or omissions, whether actual or alleged.

**5. Dispute Resolution.** I further agree that any disputes between me and IDSVA or any person released by this document shall be resolved by arbitration before a single arbitrator to be administered by the American Arbitration Association. The place and seat of the arbitration shall be Portland, Maine. I further agree that this Agreement shall be governed by the laws of the State of Maine (excluding its conflict of laws principles), which shall be the forum for any lawsuits filed under or incident to this Student Agreement and Release Form or the IDSVA Program.

## **Health Insurance**

IDSVA is not able to provide a health insurance plan for students. If you need health insurance, we suggest that you search on <https://www.healthcare.gov/>. Before every foreign residency, students should ensure that they have adequate health insurance to cover them abroad, including emergency medical evacuation. Regular health insurance does not necessarily cover foreign locations. If not, it is easy and not too expensive to buy a foreign travel medical insurance for the necessary time period. Some health insurance providers provide an add-on travel policy to your existing insurance (Aetna and Blue Cross/Blue Shield do), or you can purchase this insurance separately. MedEX, International Medical Group, and Travel Guard usually provide good options for this.

## **Wellness**

We urge all students, faculty, and staff to hold health and wellness as a priority in their own lives, and to support each other in doing so.

Studies suggest that a practice of mindfulness can produce an increase in self-efficacy, hope and resilience, and a reduction in depression in graduate students (*Journal of American College Health*, Volume 67, 2019, Issue 4). See this [article](#) in Inside Higher Ed for more information on the study and the practice of mindfulness. There is a [plethora of online resources and phone apps](#) for starting a practice of mindfulness. Please seek out counseling services for issues such as suicidal thoughts, depression, and anxiety. If necessary, students may take a leave of absence for up to one year for mental health reasons without jeopardizing their enrollment status. See the Leave of Absence policy in Section 2 of this Handbook.

IDSVA offers online counseling services through the META Teletherapy app. META offers confidential, virtual counseling through a large network of licensed providers. Please visit <https://www.meta.app/students-meta-teletherapy/> for more information about this service.

- IDSVA will cover your first counseling session at no cost.
- Further sessions cost from \$50-150 per hour, depending on your state of residence and choice of provider.
- META providers accept most major health insurance plans.
- META maintains a large network of licensed providers, offering a variety of expertise.
- META is FERPA and HIPPA compliant, and 100% confidential.
- Meetings with your provider can be held over video, voice call, or chat.
- The app also includes mental/emotional support content through a feature called “Buzz.”

#### How it works

1. [Download the free app](#) and set up a profile using your IDSVA email address and school ID. Your school identification allows you to receive your first session at no cost, **but META keeps that information confidential. IDSVA never receives an account of students who access META services.**
2. Choose a therapist from the directory of providers.
3. Start a brief, complimentary dialog with your chosen therapist to make sure it’s a good fit for you.
4. Schedule your first session.

Other helpful links:

[FAQs](#)

[Technical Support/Contact](#)

Please contact Molly Davis for any questions regarding META Teletherapy

#### **Suicide Prevention and Crisis Counseling Resources:**

- [National Suicide Prevention Lifeline](#) The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.  
1-800-273-8255

- [Crisis Text Line](#) Free, 24/7 support  
Text HOME to 741741
- [Trans Lifeline](#) is a national trans-led organization dedicated to improving the quality of trans lives by responding to the critical needs of our community with direct service, material support, advocacy, and education. Our vision is to fight the epidemic of trans suicide and improve overall life-outcomes of trans people by facilitating justice-oriented, collective community aid.  
877-565-8860
- [IMAlive](#) An online network made up of fully trained and certified crisis intervention volunteers to help those contemplating suicide.

Another aspect of wellness is freedom from the abuse of alcohol and drugs. IDSVA recognizes the need for assistance, intervention and educational programs for anyone who struggles with substance abuse. Students, faculty, and staff are encouraged to seek help through the following resources:

- Alcohol and Drug Abuse Hotline: 800-ALCOHOL
- [Alcoholics Anonymous](#)
- [Drug Abuse Effects & Programs](#): 877-734-6839
- [Cocaine Anonymous](#): 212-262-2463
- [Marijuana Anonymous](#): 800-766-6779
- [Narcotics Anonymous](#)
- National Cocaine Hotline: 800-COCAINE
- [Substance Abuse and Mental Health Services Administration](#): 877-SAMHSA-7

## Technology & Communication

Students must bring their own laptop to residencies, unless otherwise specified by the Director of the School. The laptop should have wireless capability and Microsoft Office. Students must submit assignments in Microsoft Word.

The IDSVA Virtual Campus is comprised of Canvas (for online courses) and Google Apps for Education (for email and calendar), both of which are accessed through a web browser. Students will receive an IDSVA email prior to enrollment, and they are expected to use the IDSVA email for all IDSVA business.

IDSVA email is accessed through <https://mail.google.com/>

To learn about how to use Google Apps (Mail, Calendar, Drive, Meet, and other apps) refer to the [G Suite Learning Center](#)

Google Meet is the recommended videochat platform for one-on-one student/faculty communications, and for study group communications. To use Google Meet, create a calendar event in the IDSVA Google calendar, and invite other IDSVA users by name (knowing the

specific IDSVA email is not necessary). There are options for both videoconference and phone call-in. Individual faculty may opt to use Zoom instead, providing their own Zoom links.

Canvas is accessed through <https://idsva.instructure.com/login/canvas>

To learn how to do things in Canvas, refer the [Canvas Student Guide](#)

For technical help in Canvas, submit a support ticket from the Help page

For both Google and Canvas, students are able to re-set forgotten passwords on their own from the log-in page. For further help, contact Molly Davis at [mdavis@idsva.edu](mailto:mdavis@idsva.edu).

### **Communication Policy**

It is expected that students check their IDSVA emails on a regular basis, and respond to emails within a 48 hour window. Students should notify their instructors ahead of time when planning to travel or be away from a phone line or internet connection for an extended period of time. Failing to do so may result in an Academic Warning.

Faculty and administrators also do their best to respond to emails within 2 working days.

Use proper spelling, grammar, capitalization, and punctuation in all of your writing, including email.

Students will have access to their Google and Canvas accounts while enrolled or on a one-year leave of absence. Students who are suspended will have their Google and Canvas accounts deactivated during the period of suspension. Accounts will be permanently disabled for students who withdraw.

## **Student ID Cards**

All enrolled students will receive a Student ID annually, at no charge. If a student requests a replacement for a lost card, there will be a \$25 fee. Please contact Molly Davis to request a replacement ID card.

## **Americans with Disabilities Act (ADA) Policy & Procedure**

### **POLICY**

#### **1. Definition:**

The Institute for Doctoral Studies in Visual Arts (IDSVA) is committed to meeting its obligation to state and federal laws that prohibit discrimination and ensure access to its programs for students with documented disabilities. Any person who meets the academic standards for admission and continued enrollment at IDSVA will not be denied benefits or subjected to discrimination due to a disability. Toward this end, and in conjunction with federal and state laws, IDSVA provides reasonable accommodations for qualified students. A sample list of accommodations follows, but is not inclusive and is to be used as an example.

- Auxiliary aides, such as tape recorders, note takers or amplification devices will be permitted in the classroom when they are required to ensure the full participation of students with documented disabilities;
- Special equipment or devices used in the classroom (and in some cases teaching techniques that rely upon the sight, hearing, or mobility of students) may require adaptation in individual cases;
- Group meetings, classes, seminars, and/or lectures may have to be relocated to permit access for students with mobility impairments;
- Counseling of disabled students toward more restrictive careers than non-disabled students is discriminatory; unless such counsel is based on strict licensing or certification requirements in a profession.

## **2. Implementation:**

IDSVA will not discriminate against any applicant, who is otherwise qualified, solely on the basis of disability. When a student with a documented disability wishes to request accommodations to offset the impact of their disability they are responsible for contacting Amy Curtis, Executive Vice President who will refer them to the Disability Services Coordinator.

## **3. Preliminary Review:**

In consultation with the student, the Disability Services Coordinator outlines the process for requesting accommodations and submitting appropriate documentation. Appropriate professional assessment and documentation of a disability must come from a qualified, licensed professional and be sent to the Disability Services Coordinator. The qualified, licensed professional is able to provide a comprehensive report, including diagnoses and recommendations for academic or other accommodation. All evaluations must be as current as possible or have been completed within a reasonable timeframe. IDSVA does not conduct nor pay for such assessments. Specific guidelines for documentation can be obtained from the Disability Services Coordinator and can be made available for evaluators to follow.

## **4. Accommodation Profile:**

Upon receipt of appropriate documentation of a disability and determination of eligibility of the need for accommodations, as described within the IDSVA ADA Policy and Procedures, the Disability Services Coordinator, will develop with student and faculty collaboration, as appropriate, a list of recommended reasonable accommodations. The student must share this document with any IDSVA faculty and/or staff who will be involved in the provision of disability accommodations.

## **PROCEDURE**

### **Requesting Accommodations**

As a student with a documented disability, you may self-disclose your disability at the time of your application to IDSVA, or at any other time while enrolled in the program. Disclosure of a disability does not guarantee that accommodations will be made. Upon self-disclosure, it will be necessary for you to actively collaborate with the Disability Services Coordinator (DSC) who will determine if there is a documented disability that has a significant impact on your ability to



access the IDSVA living/learning environment. The following steps will occur in the process of determining your disability status:

1. You must provide current, comprehensive documentation of a disability from a qualified medical or other licensed professional evaluator. The DSC can share with you guidelines to assist your evaluator in providing the necessary current, comprehensive documentation.
2. You must contact the DSC in writing, via email, with a request for accommodation. This should include the nature of your disability, specific accommodations being requested and the rationale for each specific accommodation. Accommodations are not reasonable if they interfere with the essential outcomes of the IDSVA program.
3. The DSC will review the documentation to determine if it meets IDSVA guidelines. If additional information or clarification is needed, the Coordinator will contact you and/or the appropriate health professional.
4. The DSC will contact you to set up an interview to gather additional information in regards to the history and impact of your condition and prior accommodation history.
5. Depending upon the nature of the requested accommodations it may be necessary for the DSC to consult with IDSVA staff/faculty to assess whether the accommodation would pose any interference with the essential outcomes of the IDSVA curriculum or program.
6. When a determination is made that you qualify and are eligible to receive services for a disability under the ADA and/or Rehabilitation Act, the DSC will contact you to discuss reasonable accommodations, procedures for implementing the accommodations and your rights and responsibilities.
7. You will receive a Notification of Registration with Disabilities Services and Recommended Accommodations form, which will outline your approved accommodations. This form **will not** include information regarding the nature of your disability.
8. You will also need to sign an Authorization to Release Information in Regards to Accommodation. This allows the DSC to speak with IDSVA staff and faculty who have questions regarding your accommodations. The DSC does not disclose information regarding the nature of your disability.
9. It is your responsibility to share your Notification form with the faculty and IDSVA staff that has a need to know. If at any time there is an issue with the provision of an accommodation it is your responsibility to inform the Disability Services Coordinator.

### **Disability Documentation Guidelines**

Any student who has identified him/herself as having a disability shall submit the following as written documentation in order for accommodations to be made. As appropriate to the type and severity of the disability, written documentation must include a comprehensive neurological, medical, psychological or educational report from an appropriate licensed medical or educational specialist. This report must contain:

1. Date of evaluation and/or date of original diagnosis and diagnostic statement identifying the disability with a medical or DSM-IV code;
2. Evaluations of learning and attentional disorders must have been conducted using adult normed standardized test instruments;
3. Explanation of diagnostic criteria and/or evaluation measures used with all test scores included;
4. Explanation of current/future functional impact of the condition;
5. Services, accommodations, treatment, medication, and/or assistive devices currently in use or prescribed;
6. Credentials and licensing information of diagnosing professional(s).

### **Voluntary Nature of Disability Disclosure**

Students are not compelled to report disabilities, nor to follow up on referrals to the Disability Services Coordinator, nor to seek and pay for professional assessments. Unless the student voluntarily completes these actions, IDSVA cannot make accommodations for the student.

### **Confidentiality**

The material provided by the student or by professionals who have been involved in the student's diagnosis or treatment will be treated as confidential information. Access will be granted only to the Disability Services Coordinator and those involved in the student's education on a need-to-know basis. IDSVA faculty and staff may be informed and have access to a student's accommodation form but not their disability documentation.

### **Appeal**

Any student dissatisfied with the adjustments made to accommodate a disability will have the right to appeal. The appeal process will be as follows:

The student will initiate a discussion with the Disability Services Coordinator. Should this not resolve the issue, the student will send a written statement of appeal to the Director of the School. This statement should include all relevant information and should request clear remedial action. Based on this statement, the Director will either activate changes to the individual accommodations, or resolve that the profile as developed is appropriate. The Director level of appeal will be final.

## **Title IX**

Title IX of the Education Amendments of 1972 mandates that educational opportunities should be available to all students regardless of sex:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.*

Contact Amy Curtis for any concerns about Title IX violations.

## Academic Records

### STUDENT RIGHT TO PRIVACY (FERPA)

IDSVA complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. The purpose of the act is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records amended and the right to have some control over the disclosure of information from the records. The Act does not apply to students admitted to IDSVA who have not officially enrolled. IDSVA affords all of the rights under the law to its students.

#### **Educational Officials**

FERPA specifies that IDSVA staff and faculty and certain other government or accrediting officials with a legitimate educational interest do have the right to review student records without consent. This includes any person employed by the college in an administrative, supervisory, academic, research, or other administrative position; individuals serving on the Board of Trustees; a student serving on an official committee (such as a grievance or disciplinary committee); individuals, organizations and other entities employed by or under contract to IDSVA (such as an auditor, attorney, contractor, consultant, or collection agent); accrediting or financial aid agencies and state and federal officials conducting lawful activities; and other outside parties providing services and functions or otherwise acting on behalf of the institution. IDSVA staff and faculty with legitimate access to education records must be aware of their FERPA obligations with respect to privacy and disclosure of student information.

#### **Legitimate Educational Interest**

Education officials have a legitimate educational interest when, in the exercise or completion of their administrative, supervisory, academic, research or other administrative responsibilities on behalf of the institution, incur the need to know specific information from education records.

#### **Annual Notification**

Students will be notified of their rights as stipulated by FERPA annually, through the publication of the Student Handbook.

#### **Directory Information**

Student records are confidential, with access limited to those directly involved in the administrative or academic process. In accordance with FERPA, the college will not release student educational information without the expressed, written consent of the student. There are, however, some exceptions. As specified under the provisions of FERPA, certain information is considered to be public information, or “directory information,” provided that students are given the opportunity to prohibit the disclosure of such information.

At IDSVA, the following information is considered “directory (public) information”:

- Student’s name
- Student’s address

- Telephone number
- Dates of enrollment
- Date of separation (but not the reason) if prior to graduation
- Status of enrollment (i.e., whether the student is, or is not, currently enrolled)
- Anticipated date of graduation, if currently enrolled
- Degrees earned, if any, and date conferred

**Students have the right to withhold the release of “Directory Information.”** To do so, a student must make a written request for withholding this information to the Registrar. It should be noted that if a student asks for “Directory Information” to be withheld, it will be withheld from a variety of sources, including: friends, relatives, prospective employers, honor societies and the news media. Students should be aware that directory “blocks” are permanent and will not be removed without written request.

Examples of other exceptions:

- Emergency situation
- Lawfully issued subpoena
- Educational “need to know” by appropriate faculty or staff at the college.

**Students have the right to review any of their educational records.** Students should submit to the Registrar a written request that identify the record(s) they wish to inspect.

**Students have the right to seek amendment of educational records that they believe to be inaccurate or misleading.** They should write to the Registrar, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the Registrar and Director of the School decide not to amend the record as requested by the student, the student will be notified of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. Students who disagree with the resolution of a challenge are allowed to document their objection, and this statement must be retained and released with the education record to which the student objected.

**Students have the right to file complaints with the Department of Education** concerning alleged failure by IDSVA to comply with the law. Written complaints should be directed to the following office:

Family Policy Compliance Office  
 U.S. Department of Education  
 600 Independence Avenue SW  
 Washington, DC 20202-4605  
 (202) 260-3887, Fax (202) 260-9001.

## Transcripts

There is a link to request transcripts on the Canvas Home Page. Or, transcript requests can be emailed to Amy Curtis, as registrar. Please specify whether you will need a pdf copy (unofficial) or hard copy (official). Please provide the email or mailing address to which it will be sent. PDF transcripts will be sent within 3 working days of the request, and hard copy transcripts will

generally be sent within one week. There are certain times of the year when hard copies cannot be sent within a week, but in those cases, we can send a PDF transcript in the meantime.

## 2. ACADEMIC POLICIES

### Transfer of Credits

Students may transfer up to four credits completed at other schools toward the IDSVA PhD. Graduate work is considered for transfer on an individual basis by the Director of the School. The work must be of acceptable quality and appropriate to the IDSVA course of study.

### Enrollment and Deferment

Accepted applicants admitted into a particular enrollment may defer matriculation for up to a year. If, however, admission is delayed for more than one year beyond the initial acceptance, the accepted applicant is required to reapply; readmission is not guaranteed.

Full-time enrollment at IDSVA is defined as 8–10 credits per semester. Half-time enrollment is defined as 5 credits per semester. Students taking 1 dissertation preparation credit per semester are considered to be enrolled half-time.

### Course of Study Progression

Students take courses in the prescribed order. Students who may need to drop to part-time status need to consult with the Director in order to understand the implications for continuing in the course of study. Students are allowed to take courses out of order only with the permission of the Director.

### Expectations of Course Participation

Students are required to attend all scheduled classes (videoconference and on-site seminars), scheduled individual calls with their professors, and mandatory OCF discussions online. Punctuality is a must, and a sign of respect toward classmates and professors. It is good habit to log into all videoconferences at least ten minutes ahead of the official start of the class, to allow for technical issues and troubleshooting.

Students are expected to join each videoconference in class in a quiet, appropriate environment, with their video on. They may keep the audio on mute to prevent disruptions, and unmute themselves when they want to speak. Participating with the video is a sign of respect toward the faculty and peers in the class. Exceptions are considered on a case-by-case basis, and alternative arrangements should be discussed with the faculty in charge prior to the start of the class.

Satisfactory class participation entails not just passive attendance, but active engagement during

seminar discussions. Class participation will be factored into the final grade, to an extent not to exceed 30%. Course syllabi further specify course requirements, goals, and expectations.

## Grading Scale for Course of Study

A grade of ‘B’ is considered the *minimum* requirement for satisfactory performance at the PhD level, where excellence is presumed the standard measure of academic performance. Therefore, a number of B and B+ grades indicates performance below PhD standards, and may result in a discussion with the Director of the School regarding the student’s suitability for the program (see “Good Academic Progress” section below).

Grade point	Letter grade	
4.0	A	Excellent
3.75	A-	Average
3.5	B+	Below Average
3.0	B	Minimum Satisfactory
0	U	Unsatisfactory
	I	Incomplete
	W	Withdrawn

In addition to letter grades, rubrics are used in conjunction with long papers, shorter written exams, and oral presentations. The rubrics have a scale from 1 (lowest) to 5 (highest); they are not to be understood in direct correspondence with letter grades, but rather as a way for the student and the faculty to assess progress and identify steps to be taken to improve outcomes. The faculty also have the option to provide written feedback in addition to letter grade and rubric score.

Course grades are determined by the individual instructor. For questions and concerns about a grade or feedback, the student should first communicate with the faculty member and attempt to resolve the differences/difficulty. If no resolution is reached, they should bring their concern to the Director of the School. In cases where the Director of the School is the course faculty, the student should bring their concern to the President.

## Grade Report

The registrar will send a current pdf copy of the transcript to all currently enrolled students. Transcripts will be sent approximately three to four weeks after the end of the fall and spring semesters.

## Course Evaluation

At the conclusion of every course, including residencies and independent studies, each student will write a course evaluation. Course evaluations are managed anonymously through the

CourseEval platform, and are a vital component of the academic process through which IDSVA can improve its course offering and teaching performances. Instructors do not have access to the course evaluations until grades have been submitted.

## Permission to Proceed to the Third Year

Through the Director of the School, the Institute grants permission to proceed at the end of the second year (completion of 40 credits). Permission to proceed is determined by faculty evaluation of academic performance, and requires at least a 'B' average. However, if a student has a number of B and B+ grades, or does not show promise of excellence in academic research, the Director of the School may recommend the MPhil.

If a student is not given permission to proceed following the second year, but she/he shows promise toward the PhD, the student may be asked to repeat one or more courses in which his or her performance was deemed inadequate. The student's performance in a repeated course must be deemed adequate for permission to proceed to the third year. The Director may also recommend the student to accept the MPhil as the terminal degree without retaking any courses.

## MPhil Degree

IDSVA grants the Master of Philosophy (MPhil) to students who complete a minimum of 40 credits and do not go on to receive the PhD. This degree will be made available to students who enrolled in the PhD program, and who successfully completed the first two years of coursework (40 credits), but who cannot proceed to the third year for personal issues or because their research skills are determined to be unsuitable for the PhD level.

The MPhil is also awarded to those who fail to pass the Qualifying Exams, who do not complete the dissertation, or who do not pass the dissertation defense. Other circumstances, such as health and life changes, may necessitate the granting of the MPhil. The Director of the School, in consultation with core faculty members, will determine which students should be advised to consider the MPhil instead of proceeding to the PhD.

The MPhil is generally considered the most advanced non-PhD degree conferred. The MPhil is considered a more advanced degree than the Master's degree, while the PhD is the highest academic qualification on offer. The MPhil is a valuable [postgraduate qualification](#) that many employers are looking for when hiring people for jobs such as researchers or other areas of academic study.

## Preliminary Qualifying Exams, Dissertation, and Defense

The Oral Qualifying Exams are administered at the end of the third year by committee via videoconference. The 60-credit course of study must be satisfactorily completed and the Written Qualifying Exam must be submitted at least 6 weeks prior to the Oral Exam period. Students who successfully complete the Written and Oral Qualifying Exams are given permission to proceed to the dissertation, and as such are granted PhD candidacy status.

With permission to proceed, students will be assigned to a Dissertation Director. Candidates will receive 1 dissertation credit for each semester of dissertation preparation. A dissertation is expected to require an average of two years for completion. Each semester of dissertation preparation is graded on a Satisfactory/Unsatisfactory basis. Candidates are considered to be enrolled half-time while taking dissertation preparation.

Dissertation Defenses are conducted via videoconference.

The PhD degree is granted upon successful defense of the dissertation. For more information on the Preliminary Qualifying Exams, Dissertation, and Defense, see the **IDSVA Dissertation Handbook** on the Canvas Home Page.

## Degree Requirements

The Institution awards degrees only upon successful completion of its courses and programs of study, including residencies. Degree requirements consist of:

- a. Successful completion of all courses at the grade level of B or better, totaling sixty credits of course work. See the course of study: <http://www.idsva.edu/course-of-study/>
- b. Successful completion of the oral and written qualifying examinations. Qualifying Exams are administered by committee via videoconference at the end of the course of study.
- c. Successful completion of the dissertation and defense thereof. Dissertation evaluation includes the committee's oral evaluation, and any written recommendations for revisions.

## Graduation

Graduation requires both academic and financial clearance. The Director of the School and the Registrar will certify that all academic degree requirements have been fulfilled. The Bursar will audit financial accounts. If academic and/or financial clearance is not granted, a hold will be placed on the graduation process until the academic deficiency and/or the financial obligation is cleared. There is no additional fee for graduation.

Graduation takes place in the second week of January. Attending the Commencement Ceremony is not mandatory to receive the PhD degree. The degree is granted from the moment the candidate passes the defense, and any revisions to the dissertation that may be required have been completed and approved. See the Dissertation Handbook for more details on graduation.

## Advising

Core Faculty members serve as advisors. Advising meetings take place in person and/or virtually, during and after the Winter and Summer residencies. The purpose of these meetings is to provide support for students, as well as to address any challenges evident in student performance. Additionally, second-year students will want to discuss their proposal for the



upcoming Independent Study at the advising meeting. The Director of the School provides advising as needed during the online semesters.

The Executive Team and Registrar meets in committee twice annually to review each student's progress. Following these reviews, the Registrar will remind students with pending Incompletes of their due dates. The Director of the School will follow up with students considered at risk with an Academic Warning.

When students proceed to the dissertation, the Dissertation Director will act as core advisor. That Dissertation Director is responsible not only for helping the student to complete an excellent piece of scholarly work, but also for helping the student to prepare to enter the professional world—which will usually be academia.

## Withdrawals

A student may withdraw from one or more courses within the refund period (the first six weeks of the semester). A student wishing to withdraw from a course during the refund period must notify the Registrar in writing. Withdrawals (W) receive no credit and will not be calculated into the grade point average. After the refund period, withdrawals will be granted at the discretion of the Instructor. The student must submit a written request to the instructor explaining the extenuating circumstances, such as an illness or medical emergency for the student or family member, or a death in the family. Reduced tuition rates are available for either retaking or auditing a course; see the Tuition & Fees section earlier in this handbook.

## Extensions

Late submissions will not be graded unless prior arrangements have been made with the instructor of record. Extensions may be granted on a case-by-case basis in response to special circumstances. If an extension is pressed beyond 2 weeks from the end of the semester the student must take an Incomplete in the course.

## Incompletes

Students who need to take an Incomplete in a course for medical or other reasons need to request permission in writing. Requests should be made to the instructor of record for the course and copied to the Director of the School. Permission for an Incomplete needs to be requested BEFORE the conclusion of the course.

Incompletes (I) are granted at the discretion of the instructor and must be completed within 8 months of the course closing date. Application for extension of an Incomplete beyond 8 months must be submitted to the course instructor and the Director of the School before the expiration of the first 8-month period. If the missing coursework is not satisfactorily completed within one year of the end of the semester, a grade of Withdrawn for no credit will be entered into the transcript for that course. The student must then take the course again. Reduced tuition rates are

available for either retaking or auditing a course; see Tuition & Fees in Section 1 of this handbook.

**Note:** for Independent Study I and II, the faculty who directs the Independent Study is not bound to guide the process after a student receives the grade of “Incomplete.” The teaching responsibility of the faculty is limited to the effective duration of the course. In case students need to ask for an Incomplete at the end of the course, they will be held responsible for completing the Independent Study on their own within the allocated time. Completed IS papers must be sent to the Director of the School. The Director may share the paper with the original IS Director for feedback, or assign the final grade when that option is not available.

For purposes of financial aid certification or student loan deferment, students with Incomplete(s) will not be considered enrolled unless they are simultaneously enrolled in the following semester. No federal, state, or institutional aid will be awarded by the institution for that extension period. Students should consult with the Director of Financial Aid for further information.

If a student takes a Leave of Absence with an outstanding Incomplete, the due date for the Incomplete is automatically pushed to the end of the Leave of Absence.

For students with more than two outstanding Incompletes, the Director of the School may require a Leave of Absence. An advising meeting will be arranged to discuss the student's options and best course of action.

## Repeated Courses

Students may take a given online course a maximum of two times. Repeated courses are only for grades of Unsatisfactory or Incomplete, not for boosting the grade. Residency courses may only be retaken in exceptional circumstances with the permission of the Director. If a student repeats a course only the higher grade will be counted and the lower grade will be deleted.

## Leave of Absence

Enrolled students may request a Leave of Absence from the program for up to one year without jeopardizing their enrollment at IDSVA or their standing in the program. Students contemplating a leave of absence should discuss their individual situations with the Director of the School. Students must submit a written request via email for a leave of absence to the Director of the School no later than four weeks prior to the start of the new semester.

In order to be granted, there must be a reasonable expectation that the student will return from the Leave of Absence. IDSVA may waive the requirement that the request be made four weeks prior to the start of the semester if there are unforeseen circumstances. Those circumstances must be included in the request at the time that it is submitted. In such case, a Leave of Absence may be granted retroactively.

To return to full participation in the program, the student must make written request to the

Director no later than four weeks prior to the next semester.

Students who do not return after a one-year leave of absence are automatically withdrawn from IDSVA, unless they formally request a follow-up year of Leave. Students thus withdrawn must apply for readmission. A student readmitted within five years of being separated from the program will receive credit for previous work done in the program. If a student separated from the program for more than five years reapplies and is accepted into the program, credit for work previously completed will be granted at the discretion of the Director.

Students who do not pass their qualifying examinations, and who do not repeat the examination within one calendar year of their initial exam, must request a Leave of Absence. Please refer to the Qualifying Exam & Dissertation Handbook for further details.

**IMPORTANT:** Leave of Absence status as described above does NOT constitute an “Approved Leave of Absence” as defined by federal financial aid regulations. Recipients of federal student loans must be aware of the implications of a leave on their financial aid situation. Generally, students will go into loan repayment 6 months after the end of the last semester attended. Students contemplating a leave of absence should discuss their individual situations with the Director of Financial Aid.

## Good Academic Progress

A grade of ‘B’ is considered the minimum requirement for satisfactory performance at the PhD level, where excellence is presumed the standard measure of academic performance. If a student does not progress beyond a B+ after the first year of coursework, progress will be subject to discussion with the Director of the School. If the student’s academic performance does not improve after the second year of coursework, the Director of the School may recommend the MPhil.

### Academic Warning

Following bi-annual student reviews, and in consultation with the faculty and the Registrar, the Director of the School may issue Academic Warnings to students considered at risk, with information on the cause of such warning and recommendations on how to proceed. The Director will also schedule a meeting with the student to discuss his/her academic standing either in residency or via telecommunication.

### Academic Probation

A student may be placed on probation by the Director, with consent of the President, if the student has failed to do the minimum amount of work required, has goals or working methods that are inconsistent with the program design and purposes, refuses to participate fully in a residency, or if the student’s work is found to be below the standard of performance reasonably expected at the graduate level. If a student receives a grade of "U" (Unsatisfactory) for any enrolled credits, including dissertation preparation credits, she or he will be placed on probation for the following term. A conference will be held between the Director and the student. Conditions of probation will be detailed in a letter from the Director. The probation letter will

also explain what the student must do to return to satisfactory academic progress. Failure to redress the cause of probation will constitute condition for dismissal.

## Academic Honesty

### What is Plagiarism?

(Adapted from a Yale University document: “What Is Plagiarism?”)

Plagiarism is usually defined as a discrete offense, a specific failure to give credit to a particular source. But it actually raises a much more fundamental question for writers: “Where is my voice in this project?” Seen in this light, the strategies that help you avoid plagiarism can also be strategies that help you gain power as a writer. Once your guiding question about your relationship to sources is “Where is my voice?” you are well on your way to using sources in an effective and legitimate way.

Plagiarism is the use of another’s work, words, or ideas without attribution. The word “plagiarism” comes from the Latin word for “kidnapper” and is considered a form of theft, a breach of honesty in the academic community. Plagiarizers suffer serious consequences at IDSVA—including suspension or dismissal from the Institute.

But beyond the risk of penalties, there are urgent moral and intellectual reasons to avoid plagiarism. When you write for an academic audience, you’re joining an ongoing conversation. When you plagiarize, you join that conversation on false grounds, representing yourself as someone you are not. What is more, the act of stealing another’s words or ideas erases your voice. It may be difficult to think of yourself as making an original contribution in the context of a class taught by an expert. But every assignment is an invitation to add something new to the conversation sparked by the course. You cannot make an original contribution if you are not the owner of the words and ideas that you present.

Plagiarism takes many forms, but it falls into three main categories: using a source’s language without quoting, using information from a source without attribution, and paraphrasing a source in a form that stays too close to the original.

You must always make clear in your written work where you have borrowed from others—whether opinions, questions, ideas, or specific language. This obligation holds whether the sources are published or unpublished and whether they are in print or on the Internet. When in doubt, be sure to check with your instructor about how to acknowledge sources in your papers.

### Cheating, Plagiarism, and Documentation

(Adapted from a Yale University document: “Undergraduate Regulations: Cheating, Plagiarism, and Documentation.”)

*The Faculty and Administration of the Institute for Doctoral Studies in the Visual Arts have approved the following statement:*

By coming to IDSVA, you have implicitly asked the Institute to help you develop a broadly based, highly disciplined intelligence; you’ve asked not just to learn material, but

also to be guided toward a deep and supple understanding of the subjects you study. Course readings, lectures, and discussions are all crucial elements of this learning. Less obvious, perhaps, is what your own writing contributes to this process. It may sometimes seem that papers are meant primarily to measure how much you've learned. But when you complete written course work, you are not merely demonstrating what you've learned, you are doing the very work of synthesis and reflection that constitutes advanced learning. Every writer has had the experience of making discoveries while writing an essay. To have this discovery is to make knowledge, and making knowledge is what joins you to the project of IDSVA.

Students who cheat forfeit the opportunity to make such discoveries. Certainly there are other reasons not to cheat. If you borrow unacknowledged ideas or language from others, you are stealing their work, which denies them their due credit and also impedes the free exchange of ideas. IDSVA regards cheating as a serious offense. But the much more grievous wrong is to the cheating student. Your writing is one of the most powerful sites of learning; students who turn in someone else's work, therefore, are giving away the very substance of their educations.

Graduate-level course work frequently asks students to build on previous scholarship, or to collaborate with other students. The following definitions may help clarify the proper procedures for conducting and documenting these collaborations.

### **A. Plagiarism**

Plagiarism is the use of someone else's work, words, or ideas as if they were your own. If you use a source for a paper, you must acknowledge it. Initially, many students fear that acknowledging sources obscures their own original contribution to a paper. But the very idea of writing at the graduate level is to trace your participation in a conversation of scholars. Showing how your ideas derive from and comment on the ideas of others is one of the high achievements of mature academic writing. It would be a mistake to downplay this achievement in an attempt to suggest greater originality. What we really want to see is an intellectual interdependence between student writers and their sources.

What counts as a source varies greatly depending on the assignment, but the list certainly includes readings, lectures, Web sites, conversations, interviews, and other students' papers. IDSVA's preferred conventions for acknowledging sources is MLA.

But even if you're confused about the specific punctuation and formatting, you must make clear in your written work where you have borrowed from others—whether opinions, questions, ideas, or specific language. This obligation holds whether the sources are published or unpublished.

Submission of an entire paper prepared by someone else is an especially egregious form of plagiarism, and is grounds for the imposition of a particularly serious penalty, up to and including expulsion from the program.

### **B. Multiple submissions**

You may not submit the same paper, or substantially the same paper, in more than one course. If your topics for two courses coincide, you must have written permission from both instructors before either combining your work on two papers or revising an earlier paper for submission to a new course.

### **C. A last note**

Finally, it should be reiterated that the prohibition of cheating and plagiarism is not meant to restrict free discussion and exchange of ideas among students or studying the work of other scholars. Such activities are the very essence of education. Nor are the rules of citation meant to engender a dependent mentality. On the contrary, engaging as an equal with great thinkers is the best evidence of independence.

### **Academic Dishonesty Procedure**

1. When an instructor or supervisor suspects academic dishonesty, he/she may meet with the student to discuss the concerns and allow the student an opportunity to explain his/her actions.
2. If the matter is not resolved, or in cases where the instructor wishes to move directly to the formal process, he/she will fill out the Allegation of Academic Dishonesty Form (AADF) with sufficient information to permit the student to respond to the concern. A copy of the AADF will be sent to both the student and Director of the School.
3. The student has 10 business days from the date of the AADF to submit a written response to the instructor. The response should include all relevant information and materials that the student wishes the instructor to consider. The student should return the AADF, checking the appropriate box to indicate whether or not they accept responsibility for the academic dishonesty charge.
4. If the student does not return the AADF within 10 days, the instructor will assume that the student is taking responsibility for the academic dishonesty charge, and will impose an appropriate sanction.
5. The instructor shall act as fact-finder and explore information relevant to the alleged infraction. The instructor should consider all information provided by the student in response. The instructor may collect additional relevant information to assist in making a determination. The instructor shall work to resolve the matter and make a determination on a timely basis.
6. If the instructor concludes that the student did not commit an infraction, the student shall be permitted to continue in the course and be given whatever grade the student is entitled to without regard to the charge of an infraction.
7. If the instructor concludes, based on available information, that it is more probably true than not true that the student has committed an infraction, the instructor shall make a finding of a violation and impose a sanction as permitted:
  - Assignment - 0/U or Grade Reduction on the assignment only
  - Course Unsatisfactory (Instructor files grade “U” at the end of the semester)
  - Suspension (imposed by the Director of the School)
  - Dismissal (imposed by the Director of the School)

8. When there is significant prior history or especially egregious dishonesty, the case will normally be handled from this point by the Director in consultation with the Executive Administration Committee.

## Copyright

Excerpts from: "Students' Rights in Copyright," November 2003, Volume 1, Issue 5. ISSN 1545-777X by Fritz Dolak, D.A., Copyright and Intellectual Property Office.

### Exclusive Rights

When it comes to copyright, The Copyright Law, Title 17 of the United States Code, grants a number of rights to the holders of a copyright. These are codified in Section 106 entitled, "Exclusive rights in copyrighted works." There are five exclusive rights that are guaranteed any copyrighted work and an additional right, number six, for those works that are art works. The exclusive rights codified in the law are:

1. The right to reproduce the work;
2. The right to distribute the work;
3. The right to publicly perform it;
4. The right to publicly display it;
5. The right to make derivative works; and,
6. The right of attribution and integrity [i.e. moral rights].

The Copyright Law protects the expression of IP [Intellectual Property]. To name just a few expressions that the law protects would include literary works, dramatic works, music and choreographic works, software, sound recordings, any and all types of audio-visual works including motion pictures and multimedia works, all types of art works, architectural works and microprocessors.

### How Do You Get a Copyright?

Copyright protects the expression of IP. And copyright protection is automatic! Since 1989 when the United States signed the Berne Convention, there are only two requirements that need to be met in order to have a copyright. These are:

1. The work has to be an original work of authorship; and,
2. The work has to be fixed in a tangible form.

It follows that copyright is automatically granted from the moment that the work is created and fixed in a tangible form and the copyright lasts, by law, for the life of the author plus 70 years. A United States Copyright Office registration is not needed. Registration is recommended when the work at issue has market value.

### Copyrights for Students

From what has been mentioned above, it should be evident that the answer to student copyright is straightforward. It follows that students own all of the rights associated with Section 106 of the Copyright Law in their IP. Therefore, a student owns any and all rights in and to the works they create as part of their educational experiences. This does include any work a student creates within the scope of any particular class s/he takes. There are reasons for this ownership of IP and

the reasons are legally based.

First of all, the assumption has to be that the student work is an original work of authorship. Secondly, the student's IP has been fixed in a tangible form such as a written paper or digital file or in HTML coding, or a multimedia project, etc. These two Berne Convention criteria make the student's copyright automatic. Finally, all of the exclusive rights of Section 106 pertain to the student's work. Making hardcopies and distributing them or putting the work on a website without permission violates at least two of those exclusive rights: the right to authorize the making of copies and the right to authorize distribution. Using a student's work without permission involves copyright infringement.

### **Fair Use of Student Works**

What about [Section 107](#) of the Copyright Law: Fair use? Fair use does apply to a student work, but fair use involves an analysis that requires meeting the Four Fair Use Factors: the purpose of the use; the nature of the work; the amount used; and the market effect. While the market effect factor would only apply to a student's work being in some way embedded in a commercial use, the third factor of fair use, i.e., the amount being used, does apply. Fair use allows a limited amount of copyrighted material [including student works] use for a limited time. Failing those limits is an infringing act.

### **Guidelines for Using a Student's Work**

Once permission has been obtained, there are some easy guidelines to follow:

1. Do not use, publish and/or associate a student's last name with the work;
2. Do not use, publish and/or associate any personal identifying material such as a picture, student ID #, phone number, a nickname, the year of graduation, a major, etc., with the work;
3. Do not use, publish and/or associate any webpages of a student with the work; and,
4. Do acknowledge that the work is used with the consent and the written permission of the student author, composer, programmer, etc.

Please note that permission in writing must be obtained from the student to use any of the personal information listed in 1, 2, and 3 above.

### **The Bottom Line**

Because of the Internet, intellectual property is available 24/7/365. But the exclusive rights granted to creators of IP are 24/7/365 as well. **Any use of a student work must be with the permission of the student. Written permission is always best.**

### Additional Resources

The "[Fair Use Evaluator](#)," an interactive tool from the American Library Association

[“Thinking through fair use,”](#) an interactive tool from the University of Minnesota

[“Using the four factor fair use test”](#) from the University of Texas

The U.S. Copyright Office's [factsheet on “Fair Use”](#) notes that

*The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or*



*notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.*

Fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law. [Section 107](#) contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work (e.g., whether it is factual or creative in nature)
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work

Keep in mind that these resources provide guidance to help you determine what may be fair use of a copyrighted work. They do not provide a guarantee that your use is a fair one. Only an expert in intellectual and copyright law may be able to make that final determination.

See Dissertation Handbook for Copyright for Dissertations guidelines.

## Library and Learning Resources

Collection Area: Visual Arts, focusing on Aesthetics, Philosophy and Theory

Access the IDSVA Library here: <http://idsva.libguides.com/library>

An IDSVA email is required to access some of the databases within the library.

### General Purpose & History

The general purpose of the library collection is to support the curriculum and research requirements of the students and faculty of IDSVA. The library upholds the Guidelines for Distance Learning Library Services, as approved and published by the Association of College & Research Libraries (ACRL).

<http://www.ala.org/ala/mgrps/divs/acrl/standards/guidelinesdistancelearning.cfm>

The mission of the IDSVA Digital Library is to provide online access to the resources and literature pertinent to doctoral studies in the visual arts. As an entirely digital collection, without a physical library presence, emphasis is placed on providing full text access to journals, books, online indexes, and consortial library catalogs. Library resources are made accessible online to all members of the Institute.

### General Subject Boundaries

#### LANGUAGES

No language is excluded, although English is the primary language of the collection.

## GEOGRAPHIC AREAS

Works are collected in all geographic areas, as they relate to the curriculum and research needs of the students and faculty.

## FORMAT OF MATERIALS

Online electronic resources are the focus of the collection, especially full text journals, online indexes and reference sources, and consortial library catalogs such as Worldcat and Redlightgreen. The library subscribes to a variety of online resources on an annual basis, and may license access to additional electronic sources as determined by the development of the curriculum. Online access provides the most current and up to date access to information, and can be accessed at anytime by all members of the Institute, via the library site on Canvas. Other materials and media will be added at the discretion of the librarian, in consultation with the administration and faculty.

Electronic Document Delivery is made available to students and faculty. Library resources are a prominent part of the online virtual campus site, and can be integrated into assignments and courseware employed by faculty. Research guides for the library are available online and the librarian may be consulted by email, and requests for materials and research assistance may be submitted online.

A professional librarian will administer library policies, oversee collection development, and provide reference assistance online. Additional staff will assist with document delivery and other services, as needed.

## Teaching Assistantships and Fellowships

The Director of the School will appoint TAs and award writing fellowships, teaching fellowships, and post-doctoral fellowships in consultation with the core faculty. Appointments and awards are given on the basis of student merit, and according to institutional need and funding availability. There is no formal application process for these positions. Students who are interested in a TA position are welcome to express their interest to the Director of the School.

TA appointments are generally made on a course-by-course basis. Writing and Postdoctoral fellowships are generally given as one-year appointments, but may be annually renewed at the discretion of the Director of the School. Writing and Postdoctoral fellowships are generally given as appointments to teach or team-teach one or two courses in a given academic year. In exceptional cases, Postdoctoral fellows may teach up to three courses in an academic year.

At the Director's discretion, Postdoctoral fellows may oversee Independent Studies. The Director also appoints the IS and Dissertation Committees Chair, and appoints writing editors and tutors for students revising their written examination. Such appointments are made on the basis of institutional need and funding availability.

### **TA and Fellows Responsibilities and Duties**

Teaching Assistants should follow the instructor of record's requests for each individual seminar. In general, TAs are expected to help with the set-up of videoconferences, and may offer some

extra videoconference meetings to discuss course materials with the students as needed (these meetings should not be mandatory, unless they are part of the course schedule). TAs may also help with individual phone calls and give feedback on drafts of papers in progress, but do not have grading privileges.

Post-Doc and Writing Fellows may be asked to co-teach an online course, teach a residency seminar, or lead a Facilitated Reading period. They may lead course sessions online on their own, and help out with the set-up of videoconferences. Fellows may also help with individual phone calls and give feedback on drafts of papers in progress, as well as with grading. Only Post-Doc Fellows have the right to grade a student paper.

For specific guidelines, TA and Writing Fellows should refer to the protocols contained in the “IDSVA Teaching Assistants Responsibilities” distributed by the Director at the start of their appointments.

### 3. CODE OF STUDENT CONDUCT

#### Principles of the IDSVA Community

The integrity of IDSVA is nourished and cultivated by the students, faculty, staff, and board of directors, who bring the institution to life through what we call the ethos of care. Grounded in the qualities of respect and support, the ethos of care is applied to each and every task, project, and element of the institution, and we believe it constitutes the core strength of the institution. By *care* we mean an ethos whereby one meets his or her obligations to others through cooperation, courtesy, and collaboration, and above all, responsibility. This tradition of mutual respect, interpersonal support, and academic rigor informs all aspects of IDSVA as a community of individuals comprising a shared institutional aspiration and supporting a mode of intellectual inquiry that creates a space for free and generous creative expression.

#### Etiquette

As members of the IDSVA community, it is expected that students will:

Act in a responsible, reliable and dependable manner -- e.g. to manage time well; be on time for assignments and meetings; to plan ahead and to follow through with commitments; to cooperate with faculty and staff; and to take responsibility for absences or missed assignments.

Demonstrate personal integrity, honesty, and self-discipline – e.g. to be consistent and truthful, to show appropriate personal control, to take on tasks that he/she can manage; to be honest in reports and self-evaluations.

Demonstrate compassion and respect toward others and their opinions; to work cooperatively with differences and diversity in personalities and in cultural backgrounds; and to respect the privacy, confidentiality, and individual choices of others.

Show respect to other students, staff, and faculty at all times. Thus, for example, requests for letters of recommendation from faculty should be made in a timely manner, preferably with several weeks' notice. Likewise, faculty should be thanked for providing the recommendation, and there should be a follow-up at a later date regarding the outcome of the application.

Please note: although acts of kindness are very much appreciated, to avoid any possibility of a conflict of interest, IDSVA faculty cannot accept any gifts from currently enrolled students. Things such as a note of thanks or cards do not constitute “gifts” and are always welcome.

#### Drug & Alcohol Policy

IDSVA is sensitive to rising national concerns regarding undergraduate and graduate school drinking trends, which in the past several years appear to be rising to increasingly serious levels, resulting in serious health problems, accidental deaths, suicides, and the failed hopes and dreams

of many who otherwise would have succeeded in their academic and professional aspirations. The misuse of both prescription and non-prescription drugs creates its own litanies of serious consequences, endangers the well-being of the abuser, puts at risk the health and safety of the rest of the IDSVA community, and diminishes the over-all quality of the educational experience.

For help with an abuse problem, please see the list of resources in Section 1 of this Handbook, in the chapter on Wellness.

## Anti-Discrimination Policy

IDSVA is committed to the promotion of personal and professional development of all individuals in its community, and encourages dialogue that will foster the growth, well-being, and dignity of all its members.

In pursuit of these goals, the school is dedicated to maintaining an environment which places the highest priority on collegial relationships, mutual respect, and sensitivity among its students, faculty, and staff. An educational community functions well only when there is civility and respect for the dignity and worth of each individual.

It must be ensured that our school is free from discrimination and acts of intolerance such as those based on race, gender, sexual orientation, religion, national origin, ancestry, age, physical handicap, or other personal characteristics. This commitment remains consonant with the obligation to protect open and wide-ranging public discourse.

The principle of freedom of expression that might otherwise protect even the most offensive public speech does not protect, nor does it even encompass, a right to threaten the dignity and privacy of an individual. Such personally directed behavior will not be tolerated; it is antithetical to academic values, debilitates its victims, compromises the offenders, and undermines IDSVA's fundamental commitment to individual freedom and respect for all its members. Furthermore, acts of discrimination may destroy the very atmosphere wherein freedom of expression is otherwise tolerated and cherished.

### **IDSVA Anti-Discrimination and Affirmative Action Policies**

IDSVA is committed to basing judgments concerning the admission, education, and employment of individuals upon their qualifications and abilities and affirmatively seeks to attract to its faculty, staff and student body qualified persons of diverse backgrounds. In accordance with this policy and as delineated by federal and Maine law, IDSVA does not discriminate in admissions, educational programs, or employment against any individual on account of that individual's sex, race, color, religion, age, handicap or national or ethnic origin; nor does IDSVA discriminate on the basis of sexual orientation.

IDSVA policy is committed to affirmative action under law in employment of women, minority group members, handicapped individuals, special disabled veterans, and veterans of the Vietnam era.

## Offenses

1. Alcohol or drug abuse is cause for suspension or expulsion. “Abuse” of either drugs or alcohol includes, but it not limited to, the use of any such substance (a) that is illegal under the laws where it is possessed or ingested, (b) creates a risk to the health of the student or others, (c) is disruptive of the learning environment or (d) calls the reputation of IDSVA and those associated with it into disrepute.
2. The unlawful possession, use, consumption or distribution of alcohol and other drugs by students or employees as part of any IDSVA activity is prohibited. Federal law prohibits, among other things, the manufacturing, distributing, selling and possession of controlled substances as stated in Title 21 US Code 801through 971.
3. Behavior that disrupts the educational process, either online or at residency
4. Actions that are unreasonably disruptive of IDSVA’s community
5. Lying or purposeful misrepresentation of information to faculty or staff
6. Actions that result in or can be reasonably expected to result in damage to property, whether it is property owned by IDSVA or rented by IDSVA at a residency location
7. Theft or attempted theft of property and/or possession of stolen property
8. Possession, use, or distribution of firearms, ammunition, explosives, or other weapons at a residency location
9. Actions that result in or can be reasonably expected to result in harm to a person or persons. This offense also encompasses behavior that is intended to or can reasonably be expected to result in significant emotional or psychological harm
10. Retaliation: engaging in conduct that may reasonably be perceived to discourage a person from, or punish a person for, reporting a violation and cooperating in the investigation
11. Harassment, Sexual Harassment, and Sexual Violence are prohibited, and are explained in further detail, with their own set of procedures, below

## Complaints and Reports of Information

Members of the IDSVA community may file written complaints and reports of information that allege violations of the Code of Student Conduct with the Director of the School, Executive Vice President, or President. A phone call or email first to one of these administrators is highly encouraged. Complaints must be submitted within sixty (60) days of an incident. A complaint needs to include, in writing, the name(s) of all witnesses or others who may have information concerning the alleged offense(s). When a complaint or report of information is filed more than sixty (60) days after the alleged incident, the Executive Vice President will determine whether circumstances support a late filing of charges.

# Harassment & Sexual Violence Policy & Procedure

## INSTITUTE POLICY

Harassment of students by faculty, fellow students or other persons associated with Institute programs because of race, color, sex, sexual orientation, religion, age, ancestry or national origin, or disability is strictly prohibited. Any verbal, written or physical conduct that is based on these protected characteristics is a violation of Institute policy and may constitute illegal discrimination under state and federal laws. The term “sexual orientation” under Maine law means a person’s “actual or perceived heterosexuality, bisexuality, homosexuality or gender identity or expression.”

All students, employees and other individuals associated with Institute programs are expected to refrain from harassment, sexual harassment and sexual violence. Violations of this policy by faculty/staff may result in termination of employment; violations by students may result in discipline, up to and including expulsion from the program; and violations by other individuals will be addressed on a case-by-case basis.

### **Harassment**

Harassment includes but is not limited to verbal, written, physical or other conduct based on race, color, sex, sexual orientation, religion, age, ancestry or national origin, or disability that interferes with the rights of others.

### **Sexual Harassment**

Sexual harassment includes unwelcome sexual or gender-based verbal, written, physical or other conduct, regardless of the gender of the individuals involved, that:

- Creates a hostile environment (unwelcome advances, requests for sexual favors, or other verbal, written or physical conduct of a sexual nature) that is sufficiently severe, persistent or pervasive, and objectively offensive that it unreasonably interferes with, denies or limits a student’s ability to participate in or benefit from the Institute’s educational program and/or activities; and/or
- Is based on power differentials (quid pro quo); and/or
- Involves retaliation for making a complaint, participating in an investigation and/or participating in the resolution of a complaint.

### **Sexual Violence**

Sexual violence includes any non-consensual sexual contact or sexual intercourse; sexual exploitation (such as taking pictures of sexual activity without permission); coercing an individual to have sex; dating violence or domestic violence (intimate partner violence); or stalking behavior. For sexual activity to be “consensual,” all parties must clearly communicate their willingness to engage in a particular activity through words and/or actions. Being under the influence of alcohol or drugs is never an excuse for sexual violence.

## COMPLAINT PROCEDURE

This procedure is intended to provide prompt and equitable resolution of complaints of harassment, sexual harassment and sexual violence by students.

### A. Making a Report

1. Students are strongly encouraged to notify the Institute's Complaint Coordinator, **Amy Curtis, acurtis(at)idsva.edu, 207-879-8757**, if they believe a violation of this policy has occurred. Faculty and staff are also expected to report possible violations of this policy as soon as possible.
  - a) If the complaint is against the Complaint Coordinator, the report should be made to the President. If there is a complaint against the Complaint Coordinator or the President, the President of the Board of Trustees should be notified of the complaint. In such cases, the President of the Board of Trustees will handle the complaint and shall arrange with an outside investigator to investigate the complaint.
2. Students also have the option to make a report of sexual violence to law enforcement, and will be assisted by the Complaint Coordinator in doing so, if desired.
3. Once a report is made, the Complaint Coordinator may take interim measures to ensure the safety of the students and/or others. These interim measures will depend on the precise nature and circumstances of the complaint.
4. When a complainant requests that their name or other identifiable information not be shared with the accused (hereinafter "respondent") or that no formal action be taken, the Institute will balance this request with its obligations to provide a safe environment for all members of the Institute community and to follow the principles of fundamental fairness that require notice and an opportunity to respond before any action is taken against a respondent. The Institute will take reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on this request.
5. The Complaint Coordinator will inform the complainant in writing of the evidentiary standard (preponderance of the evidence), potential remedies and sanctions, and sources of counseling, advocacy and support.
6. If a report of misconduct under this policy indicates that there is a serious and/or continuing threat to the Institute community, the Institute may institute an Institute-wide warning to protect the health or safety of the community. Such warnings will not include any identifying information about the complainant.
7. The Institute will comply with FERPA, Title IX, the Clery Act and other applicable federal and state laws in reporting and responding to complaints.
8. Students and others will not be retaliated against for making a complaint or participating in an investigation. Retaliation is illegal under state and federal laws and any retaliation will result in disciplinary measures.



9. Students are encouraged to utilize this complaint procedure. However, students are hereby notified that they also have the right to report complaints to the Maine Human Rights Commission, State House Station 51, Augusta, ME 04333 (telephone: 207-624-6290) and/or to the federal Office for Civil Rights, Regional Director, U.S. Department of Education, 5 Post Office Square, 8<sup>th</sup> Floor, Boston, MA 02110-1491 (telephone: 617-289-0111).

B. Complaint Handling

1. The Complaint Coordinator shall meet with the complainant and make an initial assessment of the alleged conduct, including whether any interim measures and/or assistance to the complainant are necessary.
2. The Complaint Coordinator will inform the President that a complaint has been received.
3. If the complainant discloses the name of the alleged respondent, the Complaint Coordinator shall contact him/her to inform him/her that a complaint has been received. In this initial contact, the Complaint Coordinator may keep the name of the complainant confidential. The Complaint Coordinator will inform the complainant in writing of the complaint, the evidentiary standard (preponderance of the evidence), potential remedies and sanctions, and sources of counseling, advocacy and support.
  - a) If the respondent accepts responsibility for misconduct at this point, disciplinary action will be taken based on the facts and circumstances of the particular case.
4. If the respondent does not accept responsibility at this point, the complainant shall be advised of the following options for proceeding:
  - a) If the complainant chooses to pursue a formal complaint, the Complaint Coordinator will personally investigate the complaint, or will obtain the services of an outside investigator to investigate the complaint.
  - b) The complainant may opt out of pursuing a formal complaint, but may still request an opportunity to communicate with the alleged respondent about the effects of the incident in question. This process will not involve mediation if the allegation concerns sexual violence, but it may involve an agreement between the complainant and the respondent about safety measures put in place. The Complaint Coordinator will oversee this process. The complainant may end this informal process at any time and decide to utilize option (a).
  - c) The complainant may request that the Institute take no action at all. In such cases, the Complaint Coordinator will assess whether the request for no action can be honored within the broader context of the Institute's obligation to maintain a safe community. In making this assessment, the Complaint Coordinator will consider the likelihood that the incident will recur and/or put the larger community at risk and whether there have been other reports of misconduct under this policy naming the same alleged respondent.

C. Investigation

The following process will be used when investigations are conducted.

1. The investigator will interview the complainant, the respondent and any other witnesses or individuals with pertinent information, including witnesses named by the complainant and respondent. The complainant and respondent may be accompanied by a supporter at their interviews. At the investigator's discretion, more than one interview may be conducted with individuals involved in the case.
2. The investigator will review any other relevant information, including information provided by the Institute and/or law enforcement, as well as any physical evidence and relevant documents (including but not limited to social media posts, text messages, emails, etc.).
3. The investigator may conduct a site visit(s) as necessary.
4. The investigation will be deemed complete when the investigator determines that all available relevant information has been collected and questions explored.
5. The investigator will prepare an investigation report and submit it to the Complaint Coordinator (or the President, if the investigation was conducted by the Complaint Coordinator). The investigator will make factual findings using a preponderance of the evidence standard (more likely than not) whether the respondent committed one or more violations of this policy, and/or other Institute policies.
6. The investigation will be completed as soon as reasonably possible under all of the circumstances of the case, with a target of 60 days.
7. The complainant and the respondent will have an opportunity to review the investigation report. Within ten days of reviewing the report, the parties may submit personal impact statements of no more than five typed pages for review by the Complaint Coordinator and the President. The complainant and the respondent will also have an opportunity to meet with the Complaint Coordinator to discuss their views about the report, within the ten-day period for submitting personal impact statements.
8. The President will review the investigation report and the impact statements. The President may accept the investigation report or request that the investigator pursue additional information. If additional information is collected, the complainant and respondent will have an opportunity to review the revised report and amend their impact statements.
9. The President has the following options:
  - a) Accept the investigator's finding that the respondent is not responsible. The President has the discretion of implementing remedial measures even when there is a finding of not responsible.
  - b) Accept the investigator's finding that the respondent is responsible and determine appropriate disciplinary action and other remedial measures.

10. A copy of the President's decision will be provided to the complainant and respondent. The respondent will be fully informed of any sanctions. In cases of sexual violence, the complainant will also be fully informed of any sanctions. For other policy violations, the complainant will be informed only of those sanctions that directly relate to the complainant.
11. Investigations conducted under this policy and procedure are entirely administrative and are not considered legal proceedings. Neither party may audio or video record interviews or meetings.
12. The Complaint Coordinator will retain records of all reports, investigations and resolutions. Affirmative findings of responsibility are part of a student or staff member's formal records.

## 4. PROCEDURES FOR THE RESOLUTION OF CONFLICTS

The following procedures will be used when there is an alleged violation of the Student Code of Conduct, or when a further process is required in resolving a conflict arising from the Academic Policies.

### Student Rights

The Principles of the IDSVA community call upon community members to act with integrity in all facets of school life, including involvement with matters being addressed through the Academic Policies and Student Code of Conduct. Students charged with offenses against these policies are afforded the following rights in school proceedings:

- a) To be informed in writing of the charge(s) and alleged misconduct.
- b) To not be presumed responsible of any alleged violations unless so found through the appropriate procedure.
- c) To have a reasonable length of time to prepare a response to any charges.
- d) To be informed of the evidence upon which a charge is based and accorded an opportunity to offer a relevant response.
- e) To be given every opportunity to articulate relevant concerns and issues, express salient opinions, and offer evidence to the adjudicating panel.
- f) To be afforded privacy, in accordance with school practices and legal requirements.
- g) To request that a member of the adjudicating panel be disqualified on the grounds of personal bias.
- h) To have a timely determination of the charges.
- i) To appeal a decision.
- j) To refrain from providing information that is self-incriminating.

### Grievance Procedure

Mediation is the preferred method of resolving cases, except in cases of egregious or repeat violations. The Director may summarily impose suspension for up to 1 year, with the consent of the Executive Administrative Committee, in cases of egregious or repeat violations. The sanction of dismissal can only be recommended by the Adjudication Panel.

Mediation is a voluntary, confidential means of resolving conflict, using the principles of restorative justice. An IDSVA administrator, or a third-party trained mediator, will facilitate a discussion between the parties to find an acceptable and lasting solution. If a matter is referred to

mediation, the timing will be determined by the mediator. If any party to a conflict is unwilling to engage in mediation or if the parties are unable to resolve the conflict through mediation, the matter may be referred to an Adjudication Panel, as below. When parties successfully resolve their dispute through mediation, the mediator will notify the Director of the School that the matter has been resolved.

Possible outcomes of mediation:

- a) Apology or other act of restorative justice to the affected party
- b) Restitution to the school or to an affected party for damages to property or person
- c) Reprimand. A reprimand is a written notice that a student has violated an IDSVA policy and that another violation will likely result in a more severe sanction.

If mediation is not successful or appropriate, violations and conflicts will be reviewed by an Adjudication Panel.

An Adjudication Panel of three will be appointed by the President, comprising a student, a faculty member and an administrator. The first order of business of the panel will be to elect a chair, who will represent the panel in communications.

The panel will review all prior information about the case and will request any further statements as necessary from the parties in the case, including witnesses.

In determining whether or not an offense has been committed, the Adjudication Panel will base its determinations on the standard of preponderance of evidence.

The Adjudication Panel will make a determination of responsibility and will recommend a sanction to the President.

The work of the Adjudication Panel will be conducted virtually, through email, teleconference, or videoconference.

For matters in which individuals pose a danger to themselves or the immediate well-being of the IDSVA community, the President, Executive Vice President, and the Director of the School have the authority to separate a student(s) from IDSVA and to impose any additional conditions deemed necessary.

## Sanctions

Violations of IDSVA Policy may result in the following sanctions, in order of increasing severity. When determining an appropriate sanction, the Adjudication Panel will consider the nature of the incident and its context as well as any prior disciplinary findings and sanctions.

Reprimand. A reprimand is a written notice that a student has violated an IDSVA policy and that another violation will likely result in a more severe sanction.

Suspension is separation from IDSVA for a designated period of time, after which the suspended student may petition the Director for readmission to the Institution. The petition must demonstrate that the student has satisfied any accompanying terms of the suspension. A student

who has been suspended may not participate in any IDSVA programming or activities, either online or at residency. A student's Gmail and Canvas accounts will be deactivated during the period of suspension. A suspension will be entered into the student's transcript.

Dismissal is permanent separation from IDSVA. A student who has been dismissed may not participate in any IDSVA programming or activities, either online or at residency. A student's Gmail and Canvas accounts will be deleted upon dismissal. A dismissal will be entered into the student's transcript.

## Appeals Process

Within five (5) days of notification of a finding of a violation and/or a sanction, the respondent(s) may appeal, in writing, the decisions in the case, setting out the reason(s) for the appeal. Appeals will be submitted to the President. Appeals will normally be considered only when: (1) there is relevant new evidence that was not reasonably available to be presented to the original hearing authority and that in the judgment of the President the introduction of the information may have changed the finding by the original hearing authority; or (2) when a substantial procedural error by the hearing authority is demonstrated and in the reasonable judgment of the President such error is sufficient enough that it may have affected the decision of the original hearing authority. If it is determined that the appeal has merit, the President may reduce the severity or terms of a sanction or may remand the matter to a new adjudicating panel.

## Complaints Against IDSVA

If a student (current or former) has a complaint against IDSVA, they may file a written complaint with the Director of the School, Executive Vice President, or President. Such complaints will be handled through the grievance procedure and appeals process detailed above.

If this process is not satisfactory, the student may file a complaint with the State of Maine Department of Education using this form:

<https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/sara-complaint-form.pdf>