



Other Policies:

COPYRIGHT INFRINGEMENT POLICY

It is against school policy for students to copy or share copyrighted material. This includes unauthorized peer to peer file sharing. Students shall not use school resources or information technology for these activities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties from \$750 up to \$30,000 per work infringed. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

HANDICAP POLICY

Although licensing requirements may restrict some applicants, the School does not discriminate against handicapped persons in its admissions practices or other policies. Specific information regarding licensing requirements and the physical demands of the industry are available at the School.

Students must be able to perform the requirements of the course curriculum. A student who is unable to perform the requirements of the course curriculum will be placed on a leave of absence until such time as the student is able to perform the course requirements necessary for completion.

SEXUAL HARASSMENT POLICY

The School administration, faculty, staff, student employees, and volunteers are responsible for assuring that the School maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the mission of distinction in education, scholarship, and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The School seeks to eliminate sexual harassment through education and by encouraging faculty, staff, students, employees, and volunteers to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working or learning. Sexual harassment can occur between any individuals associated with the School including employees, coworkers; faculty, students, customers, vendors, or contractors.

Any employee who becomes aware of information that would lead a reasonable person to believe that sexual harassment has occurred will file a notification of Discrimination or Harassment with the Administration Office within five working days of becoming aware of the information. Administration will then determine