

**Student Handbook
Master of Arts Programs
2019-2020**

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Christie's Education General Information

MA Academic Calendar 2019-2020

Orientation Week
September 3 - 6, 2019

Fall Term
September 9 – November 8, 2019

Rosh Hashanah Observed
September 30, 2019

Yom Kippur Observed
October 9, 2019

Fall Term Exam Week
November 11 - 15, 2019

Winter Term
January 6 – March 13, 2020

MLK Day Observed
January 20, 2020

President's Day break
February 17 - 21, 2020

Winter Term Exam Week
March 16 - 20, 2020

Spring Term
April 6 – June 5, 2020

Passover Observed
April 9, 2020

Good Friday Observed
April 10, 2020

Memorial Day Observed
May 25, 2020

Spring Term Exam Week
June 8 - 12, 2020

Study Trips
Dates to be announced

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*These dates are subject to change

Accreditation and Degree Granting Status

Christie's Education has been designated as a graduate degree-granting institution by the New York State Board of Regents and its programs are registered with the New York State Education Department, Office of College and University Evaluation Room 969 EBA 89 Washington Avenue, Albany, New York 12234, 518-474-5851. The NYSED Higher Education General Information Survey (HEGIS) number for our programs are as follows:

Master of Arts in Modern and Contemporary Art and the Market: 1099

Master of Arts in Art, Law and Business: 1099

Certificate in Modern and Contemporary Art in New York: 5610

Certificate in Art Business: 5099

Certificate in Collecting Contemporary Art: 5610

Christie's Education is accredited by the New York State Board of Regents and the Commissioner of Education in their capacity as a nationally recognized accrediting agency.

History of Christie's Education

Since its founding in London nearly forty years ago, Christie's Education has been providing the highest quality education in the history of art and in art market studies. From its original focus on the fine and decorative arts, Christie's Education has expanded its areas of training to include art law and art business in order to better adapt to our globalized art world and to the growth of the creative industries. The creation of Christie's Education was an affirmation of the importance of training the eye through direct contact with works of art. But it was also motivated by the belief that contact with art professionals and immersion in the workplace through internships were central to equip students with the transferable skills they would need to reach their goals. Our mission is to provide students with the best possible training in art history, connoisseurship, art business and art market studies. Many of our graduates now hold key positions throughout the art world, and we take this as a powerful symbol of our success.

Christie's Education, New York opened its door in 1993, began granting graduate degrees in 1998 and was accredited in 2007. From its inception, the school's focus was the study of modern and contemporary art (c. 1860 to the present), the development of connoisseurship skills and the study of the art market. Following the evolution of the art world, we have since added the study of art business and art law. Christie's Education has developed unique integrated curricula that enable our students to start their careers equipped with the rigorous academic training and the professional skills that are essential to thrive in the fast-moving art world.

All programs offered by Christie's Education are designed to promote intellectual curiosity, as well as independent and critical thinking. The programs are unique in developing knowledge through practical exercises that replicate real-life experience and offering exposure to art world professionals. The following key areas form the core of our curriculum:

- In-depth study and analysis of the art market
- Research, writing and presentation skills
- Inter-disciplinary approach to study and access to a wide range of art professionals
- Promotion of independent thinking
- Development of transferable professional skills crucial for career development

Faculty Biographies

Ágnes Berecz

is an Associate Professor and has been lecturing at Christie's Education, New York since 2008. She teaches the Languages of Contemporary Art seminar, coordinates the Business of Art course, and lectures in the Modern Art Survey as well as in Christie's Education's short courses programs. A specialist of the post-World War II period with a focus on transnational modernisms and the cultural politics of painting, she received her B.A. and M.A. from the ELTE University, Budapest, and her Ph.D. at the University Paris 1/Panthéon Sorbonne. Her academic writings and essays have appeared in *Art Journal*, *Art in America*, *Artmargins* and the *Yale University Art Gallery Bulletin* as well as in numerous European and US exhibitions catalogues. She is the author of the books, *Contemporary Hungarian Painting* (2001), *Simon Hantai* (2013), and *100 Years, 100 Artworks: A History of Modern and Contemporary Art* (2019). Dr. Berecz is a lecturer at The Museum of Modern Art in New York, and the New York correspondent of *Műértő*, a Budapest based art monthly.

Véronique Chagnon-Burke

is an Associate Professor and Academic Director. She teaches the History of the Art Market and Mapping the Art World Courses. A specialist in the history of nineteenth century French landscape painting, her fields of expertise also include nineteenth century art criticism and the art market and the role of women in the art world. She received her Ph.D. from The Graduate Center of the City University of New York, her M.A. from the Institute of Fine Arts of New York University, and her Licence from the Université Paris-Sorbonne. She is also a graduate of the Ecole du Louvre in museum studies. She has taught a wide range of subjects at Queens College, Parsons School of Design, and Hunter College, among other institutions. Her museum and research positions have included work at the Museum of Modern Art and the College Art Association, and she has also worked at the Hôtel Drouot in Paris. She has published on women art critics, the Parisian Salon and the art market in Paris. Most recently she has been focusing on organizing academic conferences which bring together art history and art market studies, the two most recent ones include *Celebrating Female Agency in the Art* in June 2018, and *Women Art Dealers 1940-1990* in May 2019. She is founding member of the New York chapter of The International Art Market Studies Association [TIAMSA].

Marisa Kayyem

Is Director of Continuing Education at Christie's Education. An art educator and art advisor, Marisa has been immersed in the art world for over 25 years. At Christie's, Marisa established the art business certificate program, as well as courses that deal with the Art Market and Collectors, Art, Wealth and the Law, Art as an Asset Class, and Valuation. She has organized and taught lectures and tours in NY and internationally, bringing the public and Christie's employees into direct engagement with artists, art works, and art dealers.

As an art advisor, Marisa is known for her knowledge, discretion and transparency, and her ability to assess quality and value in established as well as emerging artists. She has assembled collections for both private individuals and corporations.

Marisa Kayyem has taught, lectured and participated in panel discussions about art, art history, collecting, the art market, and art as an asset class at art fairs auction houses and universities. She received her PhD and MA from Columbia University with a focus on American Art and the History of Photography. Her field of expertise also includes the art market and art business.

Noah Kupferman

is Program Director of the M.A. in Art, Law and Business. He received a B.A. from Oberlin College, an M.A. from Columbia University's School of International and Public Affairs, an MBA from New York University's Stern School

of Business, and an advanced certification in International Affairs from the Johns Hopkins University School of Advanced International Studies. As a former banker, Kupferman also holds the Certified Financial Planner designation.

Noah's previous roles at Christie's include Co-Head of the Chinese Works of Art Department in New York as well as Head of Christie's Secured Art Finance. Prior to joining the faculty at Christie's Education, Noah was the Managing Director at Shapiro Auctions – a boutique fine and decorative art auction house in New York City. Beginning his career at Sotheby's as a Classical Chinese Paintings Specialist, Noah moved to the world of finance and banking where he spent 12 years as a corporate and private banker before re-joining the ranks of the art world. Noah has been on faculty at New York University as well as The Sotheby's Institute and has lectured at Columbia University, Brandeis University, as well as Christie's Education on the intersection between finance and fine art. He has commented on the art market for The New York Times, The Far Eastern Economic Review, Grant's Interest Rate Observer, Art Info, Bloomberg and Art Market Monitor among others.

Karen Maguire

is the Learning Resources Manager for Christie's Education. B.A., University of Vermont; M.S.L.I.S., Long Island University Palmer School of Library and Information Science.

After a career in information technology with IBM, Karen graduated from the University of Vermont with a B.A. in Art History and from the Palmer School of Information Science at Long Island University with an M.S.L.I.S. with a concentration in Rare Books and Special Collections. Before coming to Christie's Education she was a researcher and web designer for Vance Jordan Fine Art and managed a private collection in New York. Karen is a member of the Volunteer Organization at the Metropolitan Museum of Art and the Art Libraries Society of North America and is an avid patron of New York's galleries, museums and libraries.

Matthew Nichols

is an Associate Professor at Christie's Education, where he teaches the Connoisseurship seminar and lectures in the Modern and Contemporary Art Survey course. A specialist in modern and contemporary American art, he received a B.A. from Vassar College and his M.A. and Ph.D. from Rutgers University. Matthew has taught numerous art history courses at The New School, where he was an adjunct assistant professor for ten years. Since 2008 he was thrice appointed visiting critic in residence for the MFA program at Montclair State University. His writing has appeared in Art in America, Photograph, and various exhibition catalogs. As an independent curator, he has organized exhibitions of contemporary art in and around New York.

Julie Reiss

is Associate Professor and Program Director of the M.A. in Modern and Contemporary Art and the Market at Christie's Education, New York where she teaches the Critical Perspectives seminar, and lectures in the Modern and Contemporary Art Survey course. She received her B.A. in art history from Reed College, and an M.Phil. and Ph.D. from The Graduate Center of the City University of New York. While in graduate school she was awarded a National Endowment for the Arts Curatorial Fellow by the Guggenheim Museum, and subsequently was Assistant Curator for Contemporary Art at the Jewish Museum, New York. Prior to joining the faculty at Christie's, she taught courses on twentieth-century art at Hunter College and SUNY Purchase. Dr. Reiss has lectured extensively on modern and contemporary art, and is a regular lecturer at the Metropolitan Museum of Art. A pioneering scholar in the field of installation art, she is the author of *From Margin to Center: The Spaces of Installation Art* (Cambridge: MIT Press, 1999). Her anthology on art in the climate crisis, *Art, Theory and Practice in the Anthropocene*, was published by Vernon Press in the fall of 2018. She will present a lecture on this subject at Yale University in the fall of 2019.

Faculty Office Hours

Ágnes Berecz

Monday 1:00-2:00
Tuesday 4:00-5:00
and by appointment

Véronique Chagnon-Burke

Monday 4:00 to 5:00
Wednesday 12:30 to 1:30
and by appointment

Noah Kupferman

Wednesday, 1:00 - 3:00 PM
And, by appointment

Matthew Nichols

Wednesday, 12:30 PM to 1:30 PM
and by appointment

Julie Reiss

Tuesday 12:30 PM to 1:30 PM
and by appointment or drop-in

Staff and Faculty Office Contact Information

Staff

Sarah Buccarelli
Continuing Education Coordinator
212 355 1501 ext. 3315
sbuccarelli@christies.edu

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*Vice President, Director of Business Affairs
and Student Services*
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Christie's Education Library

The Christie's Education Library is available for use by students only during the posted hours (see below). Please be advised that these hours may vary, and that while staff and faculty want to make sure it is available for your use as often as possible, when a member of the staff or faculty announces that the library will be closing, students must respect this and leave when asked.

Our library is an excellent resource that we are pleased to be able to offer to our students. The librarian is available to assist with reference queries during the open hours of the library.

Library Circulation Policy

While most books in the collection can be borrowed, borrowing is at the discretion of the librarian. Current term texts, reserve materials and Special Collections materials do not circulate.

Books in the circulating collection may be borrowed for **4 weeks**. Items loaned to a student are for the personal use of that student only and remain their responsibility until the material(s) are returned to the library and the loans are canceled. Borrowers are responsible for the replacement cost of any damaged or missing items.

Reserve shelf use: for library materials used over several days, items may be put "on hold" or "on reserve" on the library reserve shelves. There is a **one-week, five-item limit** for holds. Special collections items may not be put on hold.

Learning Resources:

Christie's and Sotheby's Sales Catalogues

For reference use only in the library.

Computers

See *E-mail and Computer policies*

A selection of current and past periodicals

For reference use only

A selection of online databases including ArtNet, Grove art Online, ART Full Text and JSTOR (Arts and Sciences III collection)

Library Hours:

Monday: 9:00 am – 7:00 pm

Tuesday: 9:00 am – 7:00 pm

Wednesday: 9:00 am – 8:00 pm

Thursday: 9:00 am – 5:00 pm

Friday: 9:30 am – 5:00 pm

This schedule is subject to change.

General Information

Office Hours

Christie's Education hours: Monday-Thursday 9:00 AM - 5:00 PM, and Friday 9:30 AM - 5:00 PM. During these times only can students expect to find Christie's Education staff available. This schedule is subject to change and will vary depending on the time of year.

Library Hours

Monday-Tuesday 9:00 AM- 7:00 PM, Wednesday 9:00 AM – 8:00 PM, Thursday 9:00 – 5:00 PM; Friday: 9:30 AM – 5:00 PM. This schedule is subject to change and will vary depending on the time of year.

Emergency School Closing

In the event that school must close due to inclement weather or because of an emergency situation, students will be sent a notification in the form of an email, text and/or phone call by 7:30am on the day of the closure via the Christie's Emergency Closure Notification System. In some instances, if there is advance notice of an issue, notification will be made the night before a closure.

Visitors

Visitors may attend lectures by invitation or with permission of the Program Directors only; visitors are not permitted in seminars. If a visitor is approved make sure to notify the front counter so he or she can be added to the security portal.

Xeroxing and Printing

Students have access to the printers and photocopier in the library. You will be assigned an access code that will allow you to use these devices. Students will be charged .08¢ per black and white print/photocopy and .35¢ per color print/photocopy.

ID Cards

Photo ID cards from the building and from Christie's will be distributed during orientation week. Please carry this card with you at all times as it permits access to Christie's Education, Christie's Rockefeller Plaza and free or corporate access to certain museums. There is a of \$21 fee to replace building ID cards.

Mail

Students may not have mail or packages sent to Christie's Education. Anything that is sent to the school for a student will be turned away and returned to sender.

Transcripts

Christie's Education provides official transcripts at the written request of its current or former students. Requests will be granted within one week of the request. There is a \$15.00 fee required for each official transcript. Please also refer to the TUITION and FEE POLICIES sections for transcript fee. Requests for transcripts should be made using the official transcript request form, which can be obtained by contacting the Director of Business Affairs and Student Services.

Enrollment Verification Letters

Students may request letters verifying their enrollment by completing an enrollment verification request form, which can be requested by contacting Amanda Muscato, Academic and Financial Aid Coordinator, AMuscato@christies.edu.

Non-Discrimination Policy

Christie's Education does not discriminate in admissions, employment, programs or services of the basis of race,

sex, color, religion, age, creed, national origin, ethnicity, gender, sexual orientation, marital status, citizenship status, disability, and veteran or military status. Questions regarding compliance with the above requirements and requests for assistance should be directed to the Academic Director or Director of Business Affairs and Student Services.

M.A. in Modern and Contemporary Art and the Market

Master of Arts Program Objectives: Modern and Contemporary Art and the Market

The program is designed to develop a variety of logistical, critical, deductive and analytical skills that will help the student cultivate a successful career in the art world. A student's level of competence and performance will be assessed using following criteria*:

- **Original Perception and Critical Thought:**

Ability to select a subject original to the student; ability to plan and carry through a program of research relevant to that subject and present a structured study of the subject with a reasoned conclusion based on evaluation and synthesis of written sources; ability to discuss a work of art without reference to secondary written sources

- **Research:**

Ability to plan a program of research and carry the plan through, including the identification and use of primary and secondary sources; the ability to use a library and library catalog, archival and digital resources; the ability to locate primary source material

- **Writing for Different Contexts in the Art World:**

Ability to write catalogue entries following the auction house format and to produce art business reports and short format texts for broader audiences.

- **Identification, Description and Visual Analysis of Works of Art:**

Ability to describe, analyze, identify works of art in term of medium, technique, condition, style, date, or artist, using the correct vocabulary and technical terminology. Ability to write and speak clearly about art

- **Interpretation and Assessment of Quality:**

Ability to analyze a work of art in terms of its content, its cultural and social context and the ability to determine if a work of art is a good example of its type

- **Knowledge of the Art Market and of the Structure of the Art World:**

Identify the component segments of the art market and the factors affecting the market value of a work of art both inside and outside of the auction house. Understand the interplay between the commercial and non-profit sectors

- **Art Historical Knowledge:**

Ability to show a sound knowledge of art historical development, including the progression of styles, recognition of key works, and key information on major artists; ability to place individual works of art in context with the above

- **Ability to Navigate Art Careers:**

Skill in résumé building, interviewing techniques, building professional networks; familiarity with functions performed and skills needed for a variety of arts and arts-related careers particularly through internships in arts or arts-related institutions and businesses

- **Correct and Professional Presentation of All Work:**

All written work must display the appropriate conventions for its context. Academic work should demonstrate a careful presentation and integration of text and illustrations, footnotes, bibliography, proper grammar and vocabulary, and show evidence of careful proof reading; verbally presented work must show careful time management, and clearly present a concise and logical argument

Master of Arts in Modern and Contemporary Art and the Market Required Program Components

Orientation

A program that takes place the week before the fall term begins. Orientation is an introduction to the program, the auction house and auction process, and resources & collections in the area.

Modern and Contemporary Art Survey I, II, III, 1860-the Present (2.5 credits per term/7.5 credits total)

The lectures survey key developments in art from 1860 to the present day with a primary focus on painting, sculpture and photography.

Taught by faculty and visiting lecturers.

Lectures presented Tuesday, Wednesday and Thursday mornings.

Connoisseurship I, II, III (3 credits per term/9 credits total)

A seminar designed to explore issues of connoisseurship and to develop visual analysis, written description, and practical connoisseurship skills. Emphasis on art historical material under consideration in the art history course component. Weekly field studies to public and private collections are selected to complement material presented in the seminar and in the modern and contemporary art survey.

Taught primarily by faculty with some visiting lecturers.

Seminar on Tuesday or Wednesday afternoons.

Field Studies on Thursday afternoons.

Spring term final presentations will be incorporated into the spring Connoisseurship grade.

Art Market Studies I, II, III (3 credits per term/9 credits total)

An introduction to the history of the art market, its history and its practices. Special emphasis is placed on understanding the auction house. The seminar is complemented by weekly field studies, normally with Christie's specialists in the salerooms. A broad array of fine and decorative arts sale categories will be reviewed, providing practical demonstrations of specialist skills and auction house practices.

Taught by faculty with Christie's specialists

Field Studies on Monday mornings

Seminar on Monday mornings

Fall term final presentations will be incorporated into the winter Art Market Studies grade.

The Business of Art I, II, III (2 credits per term/6 credits total)

Designed to provide an overview of the professions and institutions that shape the art world. Guest speakers include a wide range of art world practitioners who address economic, legal and ethical issues.

Taught by faculty and visiting lecturers

Class meets on Monday afternoons

Winter term final presentations will be incorporated into the winter Business of Art grade

Critical Perspectives I, II, III (3 credits fall and winter term/1.5 credits spring term/7.5 credits total)

A seminar in three parts designed to help students interpret a wide range of art works across time and to prepare students for their independent thesis research and writing. In the fall term, the seminar addresses questions of

interpretation by exposing students to various art historical methodologies. In the winter term, the seminar emphasizes research methods and critical theory. In the spring term, the seminar functions as a thesis-writer's workshop as students define and propose their thesis topics.

Taught by faculty

Seminar meets on Tuesday or Wednesday afternoons

M.A. Thesis (3 credits)

To be completed no later than the beginning of December of the year following enrollment. The thesis is an original research paper of approximately 45 pages. It includes tutorial sessions with advisor. Topic must be approved by faculty and cannot be changed after final approval. A grade will be given to the final thesis and counted as part of cumulative GPA.

Assigned faculty read theses.

Internship (2 credits)

A required and monitored component of the program. The internship will be graded on a pass/fail basis. Students, with the assistance of the Career Services Officer, will research internship opportunities and target three to four prospective placement sites to which they will apply for an internship. Students must complete 45 days at the internship and will be required to write a brief summary of the internship experience.

Modern and Contemporary Art Survey Final Exam and Final Presentations

Our curriculum is designed so that work in each component of the course of study reinforces the others, and both the Modern and Contemporary Art Survey final exam and the final oral presentation will challenge students to apply all that they have learned during the term in each of the seminars, field studies and lectures.

There will be two assessments during each term. One will be a quiz half-way through the term and the other a final exam held during reading week. Review sessions will be held prior to both. These exams are designed and administered by the Modern and Contemporary Art Survey Course Coordinator, who also will read and grade them. They will include slide IDs, short essays and compare and contrast essays in some variation. Students are expected to prepare independently for these exams, which will cover material addressed during the entire term, with specific images drawn from the Image File on Canvas.

During Exam Week, students are required to give a final oral presentation. The final presentations will vary significantly in format from term to term. Students will receive written instructions about these at the beginning of each term. Presentations will be individual or group projects, and may take place outside of the classroom. They will involve incorporating a broad range of research, analysis and presentation skills, and require you to use what you have learned in all courses. The faculty will design and grade these assignments. Students are expected to prepare for these presentations independently throughout the term, individually or in groups.

Final presentations will be graded and calculated into the grade of Art Market Studies during the fall term, of The Business of Art during the winter term and of Connoisseurship during the spring term.

M.A. Thesis

Christie's Education M.A. theses address topics in the history of art from 1860 to the present, the thesis is the culminating independent project that allows students to develop their voice through researching and writing on a topic of their own selection. All theses should aim to involve the study of original works of art, the use of primary source documents of some kind, and the survey of existing published research on the topic. Students utilize entry points they have mastered during their coursework, including critical reception, problems of connoisseurship, issues related to the art market and other methodologies. Each thesis must address a specific issue or topic, and reach a conclusion concerning it. Often, small focused topics with larger implications will make the best thesis topics.

Students must complete each phase of their thesis work on time. During the spring term of Critical Perspectives, students work closely with faculty and with their guidance refine their thesis topics to prepare a final proposal. Without faculty's approval of the thesis topic, students are not permitted to begin writing their thesis. Once the faculty has approved a student's thesis topic, it may only be changed with approval from the program director and thesis reader. Failure to complete any portion of the thesis and/or adhere to the deadline schedule will jeopardize receipt of the degree. A faculty member or a regular visiting lecturer will be assigned to each student as a Reader. Readers are available for informal consultation on thesis research and students are required to meet with them at least once, but students are ultimately responsible for completing their research and writing under the supervision of their reader.

Theses are to be of approximately 45 typed, double-spaced pages (with conventional margins) in length. Each thesis will include: acknowledgements (optional), table of contents, text, foot- or endnotes, bibliography, and illustrations with captions. Theses are to follow the formatting principles in Kate Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations: Chicago Style for Students and Researchers*. Chicago guides to writing, editing and publishing, ninth edition. Chicago: University of Chicago Press 2018. Students are responsible for their own spell-checking, proofreading and formatting of text; drafts may not be presented for review unless correctly presented in all regards. Drafts must be delivered in duplicate and unbound. Upon final approval, theses are to be bound with protective covers, and submitted for deposit in the Christie's Education archives. Degrees will not be awarded until theses have been deposited, grades have been received, and all other academic requirements have been met.

Foreign Language Requirement

Proficiency in a foreign language is necessary for graduation from the M.A. in Modern and Contemporary Art and the Market program and is established by meeting one of these conditions: 1) The applicant is a native speaker of a language other than English; 2) The applicant received a grade of B or better in two consecutive academic years (4 semesters) of study in the designated language, at a U.S. college or university, within the last 5 years; 3) The applicant successfully passes a translation exam in a foreign language, to be administered once in the fall Term and once in the winter term; 4) Takes a course at a designated institution approved by the Academic Director and passes with a B or above.

M.A. in Art, Law and Business

Master of Arts Program Objectives: Art, Law and Business

The programs are designed to develop a variety of logistical, critical, deductive and analytical skills that will help the student cultivate a successful career in the art world and in the creative industries. A student's level of competence and performance will be assessed using following criteria:

1. Effective Communication Skills

Ability to understand, to analyze and then articulate a diverse range of business tactics and strategies; by the end of the program, students will feel confident approaching both written and oral communication with ease and professionalism.

2. Originality of Thought:

Ability to select a subject original to the student; ability to plan and carry through a program of research relevant to that subject and present a structured study of the subject with a reasoned conclusion; ability to design and present a creative piece of work showing original perception and thought; ability to discuss a work of art without reference to secondary written sources.

3. Strategic Research and Analysis:

Ability to conduct thorough research and effectively analyze business strategies and interpret data all with the use of both primary and secondary sources; proficiency in providing evaluative feedback and in-depth analysis across a range of art business disciplines.

4. Writing for the Art Market:

Ability to write catalogue entries following the auction house format and to produce art business reports, analyses and proposals.

5. Identification, Description and Visual Analysis of Works of Art:

Ability to describe, analyze, identify works of art in term of medium, technique, condition, style, date, or artist, using the correct vocabulary and terminology. Ability to write and speak clearly about art

6. Interpretation and Assessment of Quality:

Ability to analyze a work of art in terms of its content, its cultural and social context and the ability to determine if a work of art is a good example of its type.

7. Knowledge of the Art Market and of the Structure of the Art World:

Identify the component segments of the art market and the factors affecting the market value of a work of art. Understand the interplay between the commercial and non-profits sectors.

8. Knowledge of the Auction House:

Identify the role of the auction house in the art market, be familiar with the processes, communicate knowledge and information related to press and publicity materials effectively, evaluate the role of technical and other staff within the institutional framework of a large auction house.

9. Art Historical Knowledge:

Ability to show a sound knowledge of art historical development, including the progression of styles, recognition of key works, and key information on major artists; ability to place individual works of art in context with the above.

10. Knowledge of Art Careers:

Skills in résumé building, interviewing techniques, and networking; familiarity with functions performed and skills needed for a variety of arts and arts-related careers particularly through internships in arts or arts-related institutions

and businesses.

11. Correct and Professional Presentation of Academic Work:

All written work must display a careful presentation and integration of text and illustrations, footnotes, bibliography, proper grammar and vocabulary, and show evidence of careful proof reading; all verbally presented work must show careful planning, and clearly present a concise and logical argument.

Master of Arts in Art, Law and Business Required Program Components

The full-time graduate program is fully integrated so that students participate in all course offerings for the full program rather than selecting individual electives for shorter time increments. The first nine months are divided into three academic terms and are devoted to coursework, followed by the summer to write your capstone project and a 45 day internship in your second fall with the program.

Art Business I, II, III

One of the foundational courses in the Art Law and Business Program, Art Business (I, II and III) is intended to provide students with a basis of qualitative, quantitative and analytical skills necessary to run a business. The course is designed to provide a general understanding of the commercial and financial markets in general and the art market in detail. Art Business provides an introduction to the main players and their interaction within the art markets; also introduced are the tools that are necessary to critically assess the markets qualitatively and quantitatively. The Art Business Course investigates the dynamics of the art market(s) within the current international economy. Topics covered include: economics, finance, accounting, statistics, spreadsheet construction, marketing and strategy. (3 credits per term / 9 credits total)

Language of Contemporary Art I, II, III

This course surveys the history and development of global contemporary art from the 1960s to the present. Its goal is to provide students the necessary art historical background to understand the principles of formal and stylistic components of contemporary art. The geographic scope will include both established western canon as well as emerging art centers worldwide. The course will progress both thematically and chronologically. The lecture series will introduce students to major artists and movements from Europe, North and South America, Africa, Asia, Australia, and the Middle East. Each week will highlight a theme that examines the recognized artists whose work engages with these issues. It will also include lectures on the watershed exhibitions that define that moment as well as lectures on specific artists. Students will be assessed through mid-term and final exams. (2 credits per term / 6 credits total)

Mapping the Art World

The goal of the course is to familiarize the students with the institutions that have historically played an essential role in shaping the art market (private dealers, galleries, collectors, auction houses, critics, museums). This unit looks at the various players who are central to the global art world. Students will hear from dealers with international galleries, advisors who travel internationally to keep up with art fairs and dealers, curators of international exhibitions and biennials, artists who show works around the world and public relations and marketing firms which will allow students to hear first-hand the issues central to working within a global economy. In addition to the lecture, students will attend field studies once a week in and around New York. The goal of the field studies is to foster connoisseurship skills and to build an understanding of the current art market and of various art world environments. The field studies are a unique opportunity for students to develop the ability to look critically at artworks and to begin making determinations about value, based on specific criteria. This class will conclude with a trip to Miami Basel. (3 credits)

Art Law, I, II, III

The Art Law course investigates the role that law plays in the commercial art world. It explores key legal instruments used in transactions, the roles of national and international legislation in the governance of the art market and the effects these have on the free movement of cultural objects between key international selling centers. These courses will provide the students with a knowledge of a range of areas in international art business including: art law and taxation, appraisal/valuation, intellectual property rights, ethics and corporate social responsibility and use of information and communication technology; knowledge that is essential to become an art world professional. (2

credits per term / 6 credits total)

Marketing the Art World

This course introduces students to the practical application of marketing strategies for the arts within the context of the ever increasing competitive economic environment. Students will encounter a wide spectrum of important marketing topics and issues facing the art world in this class, including: digital and traditional branding, communication and media relations strategies, use of social media, developing and maintaining audiences, market research and segmentation and pricing issues. These important concepts are applied in practically based term-long projects as each student develops a full marketing plan for an art-focused exhibition or cultural event.(2 credits)

Risk and Reward in the Art Market

Art collecting is an endeavor of passion, commitment and intellectual journey – it is, however, also fraught with risk. Through a series of in-class lectures, guest presentations and case studies, students will be introduced to the various types of risk that exist when transacting in the commercial art world. Students will learn to identify, manage and mitigate transactional risks that are important to understand when operating in the current art market. Students are challenged to view risk and reward in the commercial art market from a business operations perspective, topics include: fine art insurance coverage, gallery risk management, risk transference, collections management, art handling, condition reporting, art transport and fine art insurance claims case studies. (2 credits)

Management in the Arts: The Art Advisory and Gallery Business

This course provides students the opportunity to understand the processes involved in launching and successfully managing a commercial art gallery and art advisory business. In addition to reviewing the historical development of the gallery, students will study current art businesses specializing in different media and historical periods as well as galleries operating at different business levels and range of contexts. Guest speakers from diverse commercial venues provide first-hand art market insight into how successful galleries manage the dynamic complexity of the art market. Students will also explore the impact of art fairs and online sale platforms on the traditional brick and mortar gallery art business. A term-long project will take students through the journey of planning and preparing to open an art gallery or art advisory business. This project provides a platform upon which students are able to synthesize and apply their learning in a practical hands-on manner. (3 credits)

Appraising and Articulating Value

The value of art is a topic of great interest in the current art market as prices climb ever higher and the stakes grow ever larger. When discussing value, however, we can speak of different types: aesthetic, art historical, symbolic, cultural and, of course, monetary. No matter the type or amount of value, the ability to articulate the conditions that have influenced the value of art is of particular importance. This course offers a methodology for engaging and interpreting works of art, with particular emphasis on the articulation of value and meaning. The course provides students an opportunity to learn to present a cogent argument for value upon which all formal written appraisals of fine and decorative art are based. Readings and case studies will be complemented by a series of intensive, hands-on individual and group projects. (2 credits)

The Auction Business

This course introduces students to the inner workings of the auction business by focusing on how property is obtained for sale, how the major auction houses compete for consignments, the inter-departmental teamwork involved with bringing works of art to the auction block, and finally what actually happens in the auction sale room. Key moments in auction house history are combined with the evolution of the rules and regulations that govern the NY auction world. Students are given an inside perspective to buying and selling at auction, the fine points of “saleroom science,” and how private sales and online bidding have changed the auction industry. Additional insight is provided by guest speakers from Christie’s auction house who will explain their various roles in key departments.(2 credits)

Capstone Project

This is the culminating independent project that allows students to develop their voice through researching and writing on a topic of their own selection. The project can take a variety of forms. The subject could be a body of work analyzing a sector of the market, a business plan, a study on the impact of a specific area of law or regulation, or another piece of commercial analytical work. (3 credits)

Internship

Master's students pursue full-time internships for 45 days in September, October and November after the completion of their coursework. Students secure internships in a wide range of sites including Christie's auction house, commercial galleries, not for profit art institutions and elsewhere. (2 credits)

Study Trips

All M.A. students participate in study trips to a major international art fair or other art event. Students will interact with the art and network with professionals while applying their newly acquired skills in a real-world setting.

Final Exams and Final Presentations

For each course in the Art, Law and Business curriculum there will be meaningful and appropriate assessments during each term – assessments may include any combination of the following depending upon individual course content and structure: in-class and/or take-home examinations, short essay assignments, individual and group presentations, long form essay assignments.

During Term I of the Art Business course, there will be weekly written assignments based on the required reading for each particular week.

Review sessions will be held prior to each exam for each course. These exams are designed and administered by the relevant instructors as well as the Art Business professor/Program Director - each relevant instructor will be responsible for reading and grading the exams. The exams will include short answer questions, short essays, reading responses and other examples in some variation. Students may prepare independently and/or in groups for these exams, which will cover material addressed during the term.

During Reading Week of Term III, students in the Art Business course will be required to prepare final presentations. Presentations will be group projects and will involve incorporating a broad range of research, analysis and presentation skills. Faculty and visiting outside panelists will assess each presentation. Students will be expected to prepare for these presentations throughout the term both individually and in groups.

M.A. in Art, Law and Business Capstone Project

The Capstone project is a requirement for graduation for all students in the Christie's Education Art, Law and Business MA Program. The project is the culminating academic endeavor for all students. The project provides students with the opportunity to explore a problem or issue of particular personal or professional interest and to address that problem or issue through focused study and applied research under the direction of a faculty member. The project should demonstrate the student's ability to synthesize and apply the knowledge and skills acquired in his/her academic program to real-world issues and problems. This final project should affirm students' ability to think critically and creatively, to solve practical problems, to make reasoned and ethical decisions, and to communicate effectively.

Process:

Step 1: Identify a Capstone Topic

In consultation with primary academic advisor, students identify a broad area of interest as well as a faculty member with whom he/she might partner on the project. Students may use course work or projects conducted in the degree classes as the basis for a Capstone project but the original work must be built on and expanded for the Capstone project.

Step 2: Identify a Capstone Advisor

Identify faculty members whose research interests and expertise are in the topic area and/or methodology that are relevant and who might be available to advise the project. Faculty advisors may also serve as your Capstone advisor.

Step 3: Identify the Capstone Project

Discussion of projects and format of projects will begin within the Art Business III term. Students design basic outline of project and meet with Capstone advisor to discuss project of interest and identify several organizations that could provide guidance and/or mentorship on the project. Discuss an overall timeline for completing the various sections of the project. During Week 7-8, each student presents project to panel of faculty members for suggestions and critique.

Step 4: Submit a Capstone Project Prospectus

Based on faculty critique and Capstone Advisor comments, students submit a Capstone Project Prospectus. Submission should occur prior to summer break. The Prospectus must include the names of your Capstone Advisor, a working title, identification of the organization with whom you will work, a description of deliverable, and a summary of the project itself, including a timeline and a discussion of the project's overall aims and your expectations.

Step 5: Submit First Draft of Capstone Paper

The deadline for submitting the first draft to Capstone advisor should be about five weeks before the final deadline for submission of the approved paper. This time allows for revisions to occur in preparation for the final draft submission. Communicating with your Capstone advisor is critical during this phase.

Step 9: Submit Final Draft of Paper to Capstone Advisor for Approval

This submission will be reviewed by the capstone advisor for any final edits and recommendations to be made for final approval and submission.

Step 10: Final Presentation

Students present findings to faculty and outside advisors. Final grade will take into consideration full range of student work including: depth of research, creativity, written assignment, and presentation. Presentation to be

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made using PowerPoint.

Christie's Education Policies

Code of Conduct

Student Code of Conduct

Students are expected to support that environment and the community in which they work and live by actively adhering to Christie's Education's (CE) Code of Conduct. As members of the community they are also afforded a student bill of rights, outlined below.

Students are reminded that they are in a professional environment and always need to act accordingly. Treat everyone with professionalism, dignity and respect, fostering an environment where diversity of thought and background is welcomed and everyone can contribute to make CE a welcoming and dynamic education center for all. If students exhibit unacceptable conduct or behavior at CE premises or at an off-site location for school purposes (field study visits, trips abroad, etc.) that is detrimental to the faculty, staff or other students, faculty may issue formal written warnings, or report the breach of discipline to the Academic Director and the Director of Business Affairs and Student Services for further action. Students who continue to exhibit unacceptable behavior may face suspension or expulsion. Students who are removed from CE will not be refunded any tuition or travel fees.

Students' Bill of Rights

CE students, who experience campus-related sexual or gender-based harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to the following rights:

1. Make a report to local law enforcement and/or state police
2. Have disclosures of Domestic Violence, dating violence, stalking, and sexual assault treated seriously
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes and violations
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident
8. Be protected from retaliation by the institution, any student, the accused and/or respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution
9. Access to at least one level of appeal of a determination
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution

3. Social Conduct Code

In order to give students a better understanding of the kind of behavior that violates the Student Code of Conduct, and is therefore subject to disciplinary action, a list of possible offenses follows. While the policy provides examples of the broad scope of prohibited conduct, it is not exhaustive and students should use their best judgment to act appropriately

3.1 Dress

Professional and appropriate attire is expected of all students when they are attending events at Christie's auction house at Rockefeller Plaza. For women, this means dresses or skirts of conservative length, suits or pants suits. For men, suits or pants with sports jacket and tie. In the saleroom, do not wear loud colors and noisy jewelry as they are distracting to clients and the auctioneer. Sneakers, mini-skirts, tank tops, cotton t-shirts, leggings, stretch pants, shorts or jeans are inappropriate. When Christie's Education students visit Christie's Rockefeller Plaza, these dress codes should be followed.

Certain evening sales may be designated as black-tie events. If you are asked to attend the sale, it is recommended that women wear conservative evening dress, men must wear tuxedos.

3.2 Drug and Alcohol Policy

Christie's Education is committed to creating a safe and healthy academic environment for its students, faculty and staff. Smoking, including the use of electronic cigarettes, is prohibited on the CE campus and at Christie's Auction House. The school expressly prohibits the unlawful possession, use, or distribution of drugs and alcohol by students, faculty, or staff members on school property, or while conducting school business off-premises. Members of the school community are responsible for complying with federal, state, and local laws on the possession, use, and sale of alcohol and illicit drugs. Those who violate such laws will be subject to discipline, up to and including expulsion.

General Policies

1. The unlawful manufacture, distribution, dispensing, possession or improper use of either illicit or prescription drugs, or alcohol is prohibited.
2. Students and others who have demonstrated a repeated abuse of alcohol will be referred to appropriate counseling services.
3. Disruptive behavior, inappropriate behavior or intoxication caused by drugs or alcohol use will not be tolerated. Violators are subject to removal from campus and disciplinary action.
4. All members of the Christie's Education community, including staff and faculty, must abide by the terms of this policy.
5. Violations of the policies, rules and standards adopted by Christie's Education concerning substance abuse should be reported to Christie's Human Resources Department when the violation involves an employee. Student-related reports should be made to the Director of Business Affairs and Student Services for Christie's Education.
6. Any member of the Christie's Education community found to be in violation of this policy will be subject to disciplinary action, which may range from referral for counseling, disciplinary probation, suspension or dismissal from the school or employment, based on the merits of the case.
7. Any student convicted under federal, state or local law applicable to the policy stated above (No. 1) must report said conviction to the Director of Business Affairs and Student Services within five days.
8. According to federal regulations, students convicted for a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal Financial Aid, may lose eligibility for Federal Aid.

Rules Governing the Use of Alcohol

1. Students are not permitted to bring alcoholic beverages anywhere on school grounds, the auction house facilities or sites visited during field studies.
2. Alcoholic beverages may be provided only through Christie's Education for special events, including but not limited to the graduation reception and alumni events. No other alcoholic beverages may be brought onto campus or served.
3. When alcoholic beverages are provided on campus, food and non-alcoholic beverages must also be made available.

Sanctions for Violation of these Policies, Rules and Standards

Students charged with violations of this policy shall be referred to the Academic Director and Director of Business Affairs and Student Services and outcomes of disciplinary proceedings may result in the following determinations:

- Dismissal of charges, student found not responsible
- Student found responsible and sanctions imposed
- Depending on the merits of the case, possible sanctions may include:

- Referral for substance abuse assessment, counseling and/or treatment
- Probation
- Loss of privileges
- Suspension from Christie's Education
- Expulsion from Christie's Education

In addition to school sanctions, the Academic Director and Director of Business Affairs and Student Services, or a designated representative, may refer the students to appropriate governmental authorities when the student's activity is in clear violation of federal, state or local laws.

Employees are subject to the same sanctions for violations as students and should refer to the Christie's Employee Handbook for details on employee conduct and work rules pertaining to drugs and alcohol. Additional information can also be obtained by contacting a Human Resources representative at Christie's.

Counseling and Treatment

Students are encouraged to speak with the Academic Director or Director of Business Affairs and Student Services if they have any questions on drug and alcohol counseling and treatment programs in New York City.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program (EAP). The EAP may be reached by calling toll free (877) 243-6215. They may also wish to discuss these matters with their managers or the Human Resources Department to receive assistance or referrals to appropriate resources in the community.

Employees with drug and alcohol problems may be eligible to participate in a rehabilitation or treatment program through Christie's health insurance benefit coverage. In accordance with New York State law, smoking is not permitted on CE premises or Christie's Auction House. CE strictly prohibits the illicit use, possession or dispensation of controlled substances on the premises or on official visits and travel

3.3 Maintaining a Safe and Healthy Environment

Christie's Education (CE) promotes the safety and well-being of all members of the community. Disorderly, disruptive or aggressive behavior that interferes with the general comfort, safety, security, health, welfare or education of a member of the CE community or the regular operation of the school is prohibited. Engaging in, or threatening to engage in, any behavior that endangers the health or safety of another person, property or oneself including physical violence, actual or threatened, against any individual or group of persons is also prohibited and may result in referral to law enforcement. Use, possession or storage of any weapon, dangerous chemical, fireworks or explosives, regardless of the presence of a state or federal license of possession is not permitted. Students who are deemed harmful to themselves or others and/or are hindering the activities of students, faculty and staff will be suspended or dismissed from CE immediately.

3.4 Access and Property

Students are permitted access to CE during regular business hours and during special events. Unauthorized entry or misuse of school property, vandalism or damage to personal or CE property, theft of services or property, including failure to report knowledge of possession of stolen property is prohibited. Unauthorized use of keys or forcible entry to any institutional rooms or facilities or restricted areas including roofs is also strictly prohibited.

3.5 Harassment

Christie's Education believes that all students, staff and faculty have a right to a safe and healthy school environment. The school has an obligation to promote mutual respect, tolerance, and acceptance. Christie's Education will not tolerate behavior that infringes on the safety of any member of the school community. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; cyber-bullying via email, social networks or other online platforms; and social isolation or manipulation. Christie's Education expects students and/or staff and faculty to immediately report incidents of bullying to the Director of Business Affairs and Student Services or Academic Director. Staff and Faculty who witness such acts

must take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during breaks from class, whether on or off campus, and during school-sponsored activities.

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Christie's Education prohibits retaliatory behavior against any complainant or any participant in the complaint process.

3.6 Sexual Misconduct Policy

It is Christie's Education policy that all forms of sexual harassment and violence are unacceptable. The school strongly supports efforts to eliminate any sexual misconduct occurrence and to discipline offenders. If the incident occurs on school property or during a school scheduled event, a sexual assault victim is encouraged to inform the Academic Director or Director of Business Affairs and Student Services immediately. For all information, please see the Christie's Education Sexual Misconduct Policy. Students found guilty of a sexual offense will be subject to discipline, up to and including expulsion.

3.7 Guidelines for Visiting Collections, Galleries and Museums

Field trips/studies often involve visits to artist's studios, galleries or private collections. Frequently these venues are the artists' or collectors' homes as well as their workplace. In either case, it is a privilege to enter these spaces, and it should go without saying that as visitors, we should conduct ourselves accordingly. Professors will often provide information about the artists and their work or the collectors and their collections prior to the field trip. There is often a discussion prior to off-site visits and the opportunity to ask any questions you may have, so that when you arrive you are prepared to ask pointed and relevant questions. This will enable students to engage in a knowledgeable and concise discussion, which is built upon what is learned in class, and to use the off-site experience advantageously.

Field studies and field trips are strictly academic functions, attendances are recorded and visitors are not invited. Students must adhere to a strict code of conduct during academic lectures conducted outside of CE:

- Do not utilize visits for personal business dealings or contacts
- Do not discuss any site visit with a member of the press or media
- No use of mobile phones (including text messaging) for the duration of all visits
- No gum chewing or food and drink of any kind
- No smoking
- No sound or video recording
- No side conversations while lectures and tours are in progress
- Appropriate attire at all times

Adherence to all rules and restrictions published, posted or communicated by the host institution.

3.8 General Internet and Technology Policies

E-mail: All students are required to have e-mail accounts of their own. Though we are unable to provide institutional e-mail accounts for you, you can easily create free-of-charge e-mail accounts at any of a number of internet service providers such as gmail.com, yahoo.com, hotmail.com, and so on. Essential academic and administrative correspondence will be dispatched via e-mail throughout the year, and we ask that you check your incoming e-mail at least once a day to keep up with it. This allows us to keep in timely contact with all students, to circulate essential information in a timely and accurate manner, and to save time and paper in communicating to a large group of students.

Each student should provide e-mail contact information to the administrators as soon as possible. Home mailing addresses and phone numbers are also needed. This information will not be distributed to anyone outside our faculty and staff as needed. It is crucial to keep Christie's Education informed if students' contact information changes.

Computer Access: Computers with access to word-processing, the internet and electronic art reference resources are available for student use in the Library. All users of such resources are expected to behave in an ethical, responsible and legal manner. For example, electronic communications or any websites accessed by a student

should not contain anything that would reasonably be considered offensive or disruptive. Offensive content includes, but is not limited to, racial slurs, sexual content or images, or any comments that would offend someone based on age, gender, sexual orientation, gender identity, religious beliefs, political beliefs, race, national origin or disability status. Personal work may not be saved to these computers so please save all work to memory stick or a cloud based share-drive. As a large number of students need to access this facility, students must limit the time spent on these computers.

No Expectation of Privacy: Users should not have any expectation of privacy in anything they create, send, receive, or store on the Christie's Education computer system. CE has the right, but not the duty to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites visited on the internet; material downloaded or uploaded by users to the Internet; reviewing e-mail sent and received and reviewing

what is printed by students. At its sole discretion, CE may access any and all information, files, or documents on any CE owned computer system.

Statement on Intellectual Property- Respect for intellectual labor is vital to academic discourse and to every intellectual and creative enterprise. This principle applies to works of all authors and publishers in all media. Christie's Education New York disapproves of the unlawful use of others' intellectual property. The employees and students of Christie's Education New York are prohibited from unlawful use of others' intellectual property. Employees or students who make unlawful use of others' intellectual property do so at their own risk and assume all liability for such use. Questions concerning this statement should be directed to the Christie's Education librarian.

P2P File Sharing and Illegal Downloading- The use of P2P file sharing applications on the Christie's Education network without prior authorization is strictly prohibited. These applications consume bandwidth and technological resources and may expose the Christie's Education network to attacks, viruses and spyware. In addition to consuming bandwidth and technological resources, P2P file-sharing exposes the University network to viruses, spyware and other attacks and is frequently used to illegally distribute copyrighted works.

Penalties for Copyright Violation- If a copyright owner successfully prosecutes an infringer, the penalties are set at "not less than \$750 or more than \$30,000" per infringing work. However, if the copyright owner can establish that the violation was "willful" the penalty can be \$150,000 per work. (from US Code Title 17 Chapter 5 Section 504: <http://www.copyright.gov/title17/92chap5.html>) Furthermore, The US No Electronic Theft Act establishes that penalties can be charged even if the infringer did not profit in any way from the violation. 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. (See http://en.wikipedia.org/wiki/NET_Act)

Legal Sources for Copyrighted Media: There are many on-line sources that give legal access to copyrighted works

- EDUCAUSE, an association of colleges and universities, maintains a list of legal media sources: <http://www.educause.edu/legalcontent>
- The RIAA provides a list of legal music sources: <https://www.riaa.com/resources-learning/>
- The MPAA provides a similar list of video sources: <http://www.mpaa.org/contentprotection/get-movies-tv-shows>

A violation of these policies may result in disciplinary action, including dismissal. The computer and online environment at large is dynamic and constantly evolving. Therefore, the abovementioned policies may change accordingly. It is the responsibility of all students to remain informed of current policy.

3.9 Laptop, Internet Usage and Distracted Attendance

Computer usage is monitored while in the classrooms. Students are permitted only to have Word (or some other word-processing program) open during lectures for the purposes of note taking, unless otherwise given specific instructions. Surfing the web, shopping, emailing, playing games or similar computer usage during lectures will not be tolerated. Additionally, cell phones and smartphones are to be turned off during all teaching sessions (both on campus and while on official site visits or study trips) and when in the Library. The use of MP3 players, headphones or other communication devices is strictly prohibited during class hours. Any violation of this policy

will lead to students being required to leave the classroom; this will result in the recording of an absence. More than one violation will result in laptop privileges being rescinded for the remainder of the semester.

3.10 Recording of Lectures

The recording of lectures by students is strictly prohibited, except as an approved accommodation for a disability or other special condition approved by the Program Directors. Students granted permission to record lectures due to a documented disability are required to complete a permission form.

3.11 Smoking

The policy of Christie's in regard to the Smoke Free Air Act, New York City Local Law No. 5 of 1995, is one which maintains a smoke free environment. Smoking, including the use of electronic cigarettes, is not permitted within the confines of the premises at Christie's or Christie's Education.

4.0 Academic Integrity Code

Academic integrity is the cornerstone of any institution of higher education; Christie's Education endeavors to create an environment in which a commitment to honesty and integrity is fundamental to all members of the institution's community.

4.1 Cheating

The Following is considered cheating:

- using notes, books, electronic media, or electronic communications in an exam without prior permission
- talking with fellow students or looking at another student's work during an examination
- submitting substantially the same work in multiple courses without the explicit prior permission of the instructors
- submitting work previously created for another course without the instructor's knowledge or permission
- fabricating a citation or using a false citation

Any and all books, papers and electronic devices must be left outside the room in which quizzes or exams are given. At the discretion of quiz or exam proctors, students found cheating will be dismissed from the classroom and given a failing grade for the quiz or exam being administered. Christie's Education may exercise the right to permanently dismiss from the course any student who has been found cheating on a second occasion.

4.2 Plagiarism

Plagiarism (presenting as one's own ideas or statements of another) or unattributed quotation in written work is unacceptable. Examples of plagiarism include, but are not limited to:

- including a sequence of words quoted without quotation marks
- including a paraphrased passage from another writer's work
- including ideas, sound recordings, computer data, or images composed or created by someone else
- purchasing a paper, or hiring someone else to write a paper
- allowing another student to present one's work as his/her own
- altering or forging academic documents, including but not limited to admissions materials and medical documentation
- unauthorized collaboration on work that was assigned to be done individually
- Theft of another student's work and presenting it as one's own
- Submitting the same work for more than one course
- Aiding or abetting an act of academic dishonesty
- Any attempt to improve academic performance by presenting misleading information and/or making deceptive statements or falsifying documents Students must consult with and receive prior permission from their instructors to submit the same or substantially overlapping material for two assignments. Submission of the same work for two different assignments without prior approval of the instructor is plagiarism and will be subject to the

relevant penalty.

Students found plagiarizing will receive a failing grade for the assignment in question. Christie's Education may exercise the right to permanently dismiss from the course any student who has been found plagiarizing or using unattributed quotations on a second occasion.

If you are uncertain as to what constitutes plagiarism or cheating, have any questions concerning enforcement of these guidelines and the consequences of not adhering to them, or if you feel your right to conduct your work in an honest and independent manner is being compromised by another student, please speak to your instructor or the Academic Director immediately. Christie's Education is committed to ensuring and supporting the highest standards of academic integrity among its students, and will support them in pursuit of these standards.

5.0 Violations of Code of Conduct

51. Suspension and Dismissal

Any student or staff or faculty member may bring to the attention of the appropriate Program Director, Academic Director or Director of Business Affairs and Student Services an allegation that a student has violated the Nonacademic Code of Conduct. After a review of/investigation into the situation by the Program Director and the Associate Director of Student and Academic Services, a student may be subject to suspension and/or dismissal from CE when, in their judgment, the student has violated the Code of Conduct and said violation warrants suspension or dismissal. In other instances of violation, the Program Director or Academic Director or Director of Business Affairs and Student Services may issue a warning and have a meeting with the student reminding him/her of the requirements of the Code of Conduct.

The student will be notified of suspension or dismissal in writing and email (and verbally when possible) by the Program Director, Academic Director or Director of Business Affairs and Student Services as soon as possible following a determination by them that suspension or dismissal is warranted. In the event of a suspension, the notification will include the terms of the suspension and may outline the stipulations for re-entry, if relevant. In either event, the student may request a meeting for further discussion or to refute the charges by emailing the author of notification within two business days of receipt of the issuance of the suspension or dismissal notice. Once the documented request has been received, a meeting will be scheduled to be conducted as soon as possible but not exceeding two weeks after receipt.

Three impartial members of the faculty or staff will attend the meeting. One impartial member will chair the meeting. The student may bring a fellow student if he/she so chooses. The purpose of the meeting is to afford the student suspended or dismissed the opportunity to explain his/her perspective as to the behavior of which he/she has been accused and/or request a dismissal of charges.

After the meeting, the impartial members of the faculty or staff will together make a determination upholding or overturning the suspension or dismissal, or altering the re-entry requirements, if relevant, and the chair of the meeting will so inform the student in writing within one business day.

The student may further appeal in writing within 5 business days of receipt of the decision directly to the Academic Director. The suspension or dismissal may be upheld or overturned by the Academic Director, who will inform the student in writing of her decision within 2 business days of receipt of the appeal. The Academic Director's decision is final.

The exception to this process is a violation of the Sexual Misconduct policy. The reporting process, investigation and decision process will be handled as stipulated in that specific policy.

5.2 Transcript Notation Policy for Violent Crimes

Pursuant to Article 129-B §6444.6 of the New York State Education Law, if a student is found responsible through the institution's conduct process for crime(s) of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. § 1092(f)(1)(F)(i)(I)-(VIII) ("Clery crimes of violence"), the Title IX Coordinator will direct that a notation be placed on

the student's transcript.

- Where the sanction is a suspension, the following notation will be listed: "SUSPENDED AFTER A FINDING OF RESPONSIBILITY FOR A CODE OF CONDUCT VIOLATION."
- Where the sanction is expulsion, the following notation will be listed: "EXPELLED AFTER A FINDING OF RESPONSIBILITY FOR A CODE OF CONDUCT VIOLATION."

If a student respondent withdraws from Christie's Education, while such institutional conduct charges are pending for allegation(s) related to crimes of violence and the student declines to complete the student conduct process, the Title IX Coordinator will direct that the following notation be placed on the student's transcript: "WITHDREW WITH CONDUCT CHARGES PENDING."

- Students who withdraw from Christie's Education and decline to complete the student conduct process forfeit any right to resume the conduct proceedings at any point in the future.
- Conduct charges are considered "pending" once a student is informed in writing that there are allegations that the student may have violated the institution's Code of Conduct.

Vacating a Finding of Responsibility

If definitive proof of a student respondent's non-responsibility is determined, any such transcript notification shall be removed. Only definitive proof can vacate a finding of responsibility. A not-guilty verdict in a criminal court is not, in itself, definitive proof of non-responsibility, nor is a failure to prosecute. If there is a student complainant in the conduct process, the institution will notify the student complainant and the student complainant will have an opportunity to be heard if a respondent provides definitive proof resulting in vacating a responsibility determination.

Further Appeals

A student whose transcript states "SUSPENDED AFTER A FINDING OF RESPONSIBILITY FOR A CODE OF CONDUCT VIOLATION" may appeal, in writing, to the Title IX Coordinator to have the notation removed. Appeals may be granted provided that:

- (i) One year has passed since the conclusion of the suspension;
- (ii) The term of suspension has been completed and any conditions thereof; and
- (iii) It has determined by the institution that the student is once again "in good standing" with all applicable institutional academic and non-academic standards.

A student whose transcript states "EXPELLED AFTER A FINDING OF RESPONSIBILITY FOR A CODE OF CONDUCT VIOLATION" or "WITHDREW WITH CONDUCT CHARGES PENDING" is ineligible to appeal to have the notation removed.

Those students who were expelled or withdrew with such notifications on their transcripts will leave the institution with the status "not in good standing" and will be ineligible for readmission to Christie's Education, absent any vacating of a finding of responsibility.

Admissions Policy

Master of Arts in Modern and Contemporary Art and the Market Master of Arts in Art, Law and Business

Christie's Education welcomes applications from all qualified candidates with or without art history backgrounds. We seek students of diverse backgrounds, interests, ages and life experience. The institution will admit a limited number of applicants who have submitted completed applications and all supporting documentation, as set forth below, and who have, in the judgment of Christie's Education, demonstrated the necessary background and qualifications for the successful completion of the program for which they are seeking admission.

Admissions Requirements, to be submitted in hard copy:

- Bachelor's degree or international equivalent
- Completed admission application form
- Non-refundable admission application fee
- Essay statement
- Sample of writing (no more than 10 pages)
- Official transcripts from all post-secondary institutions attended in sealed envelopes (transcripts in other languages must be accompanied by English translations certified by official translation professionals or agencies)
- All international transcripts must be submitted to World Education Services (wes.org) for an official equivalency report.
- Official Graduate Record Exam (GRE) score report (optional)
- Official Test of English as a Foreign Language (TOEFL) score report (if applicable, see below)
- Three letters of recommendation from writers who know the applicant's abilities well academically or professionally. Letters must be submitted on official letterhead with original signature and accompanied by the letter of recommendation form.
- Personal interview (by invitation only)

TOEFL and GRE Exams

Applicants to the Christie's Education M.A. program must be proficient in English. M.A. applicants whose native languages are not English or who are graduates of non-English speaking colleges and universities must take the TOEFL. Applications to the M.A. programs have the option of taking the GRE. The TOEFL and GRE test takers must have their scores forwarded to Christie's Education by Educational Testing Services (ETS) which administers these exams. They must enter the Christie's Education code, 9394, on the TOEFL and GRE Score Report Request form.

Admissions Procedures

Applicants should send their complete application in hard copy to the Admissions Committee, 1230 Avenue of the Americas, 20th Floor, New York, New York 10020. The Committee reviews complete applications only, and invites select candidates for an interview that is required for admission to the M.A. programs. The successful candidates will receive an admission acceptance letter and be required to secure their place in the program by paying a non-refundable tuition deposit and submitting an enrollment agreement form within a predetermined time. Christie's Education reserves the right to refuse enrollment if the enrollment agreement form and tuition deposit are not received by the designated deadline.

Conditional Admission to the Master's Program

Applicants who have not submitted all of the required application documents may be admitted on a conditional basis in some instances at the discretion of the Admissions Committee. Conditionally admitted students must present the required documents within the first two weeks of the fall term, by a deadline designated by the Admissions Committee. Failure to do so will prohibit further enrollment and eligibility for financial aid. International students cannot be admitted on a conditional basis.

Deferred Admission

When an applicant has gone through the admission process and has been accepted into one of the Master's programs, they are given the option of deferring their enrollment for one academic year. Once the applicant is accepted, they are required to complete the enrollment agreement form indicating their intentions to defer enrollment. This form must be submitted along with the tuition deposit in order to reserve a place in the program for the following year.

*This policy is in effect for the 2019-2020 academic year. Please see website for updated policy.

Satisfactory Academic Progress Policy

Satisfactory academic progress is defined as proceeding toward successful completion of degree requirements and all students are required to meet the requirements listed below in order to be eligible for a Master's degree at Christie's Education.

Students attending Christie's Education and who are in receipt of Federal Financial Aid are required to make satisfactory progress in their degree program in order to remain eligible for federal aid. The institution is required by the US Department of Education to check the academic progress of students and we will do this prior to releasing disbursements of federal financial aid funds.

Please note that the federal regulations stipulate that students may not take more than 150% of the normal duration to complete their studies in order remain eligible for and continue to receive federal financial aid.

Satisfactory Academic Progress Requirements

All graduate students are expected to maintain full-time status, with part-time study permitted on a case-by-case basis only with special permission from the institution. Master of Arts students are to complete their coursework, internship and thesis within 15 months and are required to maintain a 3.0 grade point at the conclusion of each of the three terms. M.A. students must have a cumulative grade point average of 3.0 at the completion of the program in order to graduate.

The Master of Arts degree is awarded upon successful completion of the required credits listed below:

M.A in Modern and Contemporary Art and the Market:

Modern and Contemporary Art Survey I, II, III	7.5 credits (2.5 credits per term)
Connoisseurship Seminar/Field Study I, II, III	9 credits (3 credits per term)
Art Market Studies/Field Study I, II, III	9 credits (3 credits per term)
The Business of Art I, II, III	6 credits (2 credits per term)
Critical Perspectives I, II, III	7.5 credits (3 credits fall and winter, 1.5 credits spring)
Internship	2 credits
M.A. Thesis	3 credits

M.A in Art, Law and Business:

Art Business I, II, III	9 credits (3 credits per term)
Language of Contemporary Art I, II, III	6 credits (2 credits per term)
Art Law I, II, III	6 credits (2 credits per term)
Mapping the Art World	3 credits
Marketing the Art World	2 credits
Management in the Arts: The Art	
Advisory and Gallery Business	3 credit
Assessing Risk and Reward in the Art Market	2 credits
The Auction Business	2 credits
Appraising and Articulating Value	2 credits
Capstone Project	3 credits
Internship	2 credits

M.A. candidates must pass all classes and graduation requirements.

Academic Warning

Students' academic progress will be monitored closely by faculty and the Academic Director through each term and those students who risk failure to meet satisfactory academic progress will be given a notice of academic warning after mid-term grades are recorded during week six of each term. Students who receive a notice of academic warning will be asked to meet with the Academic Director and their professors. The warning period will be in effect until the end of the term.

Failure to Maintain Academic Progress

A student in the M.A. program whose term grade point average falls below 3.0 for one term will be placed on academic probation. An M.A. student whose term grade point average falls below 3.0 for two consecutive terms will not be allowed to continue in the M.A. program. An M.A student whose cumulative GPA falls below a 3.0 at the conclusion of the third term will not be permitted to continue but may be given the option to graduate with an Advanced Certificate if their Graduation/Retention GPA is above a 2.8 and he or she successfully completes the Internship requirement.

A student who fails to achieve the required cumulative Graduation/Retention GPA of 3.0 will be placed on financial aid probation for the following term of enrollment at Christie's Education. A student may receive financial aid while on probation, but must meet the standards in the "Satisfactory Academic Progress Requirements" section in order to clear the probation and continue to be eligible. If the student does not meet academic standards by the end of the probation period, they will no longer be eligible for financial aid. An appeal can be made to the institution in writing if this situation arises.

Graduate Assistants and Scholarship Recipients on Academic Probation

Graduate Assistants on academic probation may be in jeopardy of having their position terminated for failure to maintain satisfactory academic progress or to maintain the minimum 3.3 grade point average required of graduate assistants. Scholarship Recipients are also required to maintain a 3.3 grade point average or their scholarship offer will be rescinded and the student will be fully responsible for payment all tuition and fees due as a result. Scholarships and graduate assistantships are paid by term and awards or partial awards applied to tuition or paid out in a previous term cannot be revoked.

Transfer Credits Policy

The graduate programs at Christie's Education is a fully integrated program of study and will not consider transfer credits from other institutions, except in cases involving VA recipients (See the Credit Evaluation Policy for VA Recipients below).

Transfer of credits from Christie's Education to graduate programs in other institutions may be possible, subject to the approval of those institutions.

Credit Evaluation Policy for VA Recipients

The Department of Veterans Affairs requires that Christie's Education inquire about each veteran or veteran benefits eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit may be granted as deemed appropriate by the Admissions Committee. It is the applicant's responsibility to ensure that acceptable records are submitted to Christie's Education for evaluation.

Grading Policy

Upon completion of their courses, students receive final grades. A final grade is a letter grade that carries with it a numerical value, as outlined below. These grades and their point values are used to calculate a student's grade point average (GPA).

NUMERICAL VALUE

A, B, C, D, F (excellent, good, fair, poor, failing) are used in the graduate program grading system. Pass and Fail are used for the foreign language exam and internship only. The internship is a graduation requirement and the credits earned are not calculated into the cumulative grade point average. INC (incomplete) indicates that the student has not yet submitted the required evidence for a final grade.

Letter Grade	Number Grade	Quality Points
A	95-100	4.0
A-	92-94	3.7
B+	89-91	3.3
B	86-88	3.0
B-	83-85	2.7
C+	80-82	2.3
C	77-79	2.0
C-	74-76	1.7
D+	71-73	1.3
D	68-70	1.0
D-	65-67	0.7
F	0-64	0.0

CALCULATING THE GPA

The following grades are included in the GPA computation: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Pass grades are not included. To compute the GPA, multiply the numerical value attached to each letter grade by the number of credits assigned to each course. The product of this multiplication (numerical value of grade x number of credits) determines the quality points for each course. Finally, divide the total number of points earned in all courses by the total number of credits.

$$\text{GPA} = \frac{\text{Total Quality Points Earned}}{\text{Total Credits}}$$

Students can use the [College GPA Calculator](#) site to calculate their grades

Incompletes

Incompletes are awarded sparingly, if at all. Illness, family emergencies or other crises are possible justifications for requests for an incomplete. All requests must be submitted in writing and reviewed by the instructor and the Program Director before an incomplete can be recorded. If incomplete work is not completed by the first day of the next term, the late assignment will turn to an F and will be factored into the final grade for the course. Incomplete work remaining from the spring term must be completed within one month of the final day of the spring term, or the late assignment will be marked as an F and factored into the final grade.

Meeting Deadlines

Each term, students will receive numerous assignments in each of the seminars. These may vary in nature from term to term, and at the discretion of the instructor. Students are responsible for completing all assignments on time, as directed. Because of the intricate nature of our integrated curricula, severe difficulties ensue when a student falls behind in any aspect of the work assigned. Only serious illness or personal emergency can excuse lateness in presentation of any assigned work. It is the students' responsibility to communicate with professors and seek their assistance promptly should there be a missed deadline. If more than one assignment is due at the same date, students are expected to plan ahead accordingly.

Attendance Policy

Only students who are registered for courses, and whose name appears on the official class roster may attend courses at Christie's Education. Graduate students make a commitment to be active participants in their educational program; class attendance is an integral part of this commitment. Attendance requirements for each course will be announced by the faculty member at the beginning of each term. Students are expected to be present promptly at the beginning of each class period, unless prevented by illness or by other compelling cause. Students, not faculty or staff, are responsible for coordinating the acquisition of missing notes, handouts, and so on for any missed classes.

Because of the intensive and accelerated schedule of our graduate program, it should be understood that excessive absence or tardiness will inevitably affect a student's performance, and therefore his or her grade. As participation is taken into account while calculating the grades at the end of each term, excessive lateness or absence from class or field studies will be taken into account.

The continued registration of any student is contingent upon regular attendance. Irregular attendance, neglect of work, or failure to comply with Christie's Education regulations are regarded as sufficient reasons for dismissal. Unexcused absences in excess of five per term may result in the dismissal of the student from the Master of Arts program. More than three unexcused absences in one class may result in course failure at the discretion of the instructor.

In the case you do expect to be absent, you must email the school office at newyork@christies.edu by 9:30 AM. You must state why you are going to be absent; not merely that you'll be absent. It is also important that you later speak or communicate directly with all relevant Christie's Education faculty members about coursework missed. Medical documentation or other supporting documentation may be requested for excused absences.

Lateness

We recognize that, despite the best of intentions, occasional circumstances arise that interfere with a student's ability to arrive at a lecture on time. However, in consideration of the lecturer and students who do arrive on time, students should do their best to minimize lateness. In the case that you are late for the Modern and Contemporary Art Survey lecture, in particular, please refrain from entering the classroom until the scheduled break. Students should do their best to restrict leaving and entering the lecture room to the scheduled break so as not to disturb the lecturer or fellow students.

Accreditation and Degree Granting Status

Christie's Education has been designated as a graduate degree-granting institution by the New York State Board of Regents and its programs are registered with the New York State Education Department, Office of College and University Evaluation Room 969 EBA 89 Washington Avenue, Albany, New York 12234, 518-474-5851.

The NYSED Higher Education General Information Survey (HEGIS) number for our programs are as follows:

Master of Arts in Modern and Contemporary Art and the Market: 1099
Master of Arts in Art, Law and Business: 1099
Certificate in Modern and Contemporary Art in New York: 5610
Certificate in Art Business: 5099

In 2007, Christie's Education, New York was accredited by the New York State Board of Regents and the Commissioner of Education in their capacity as a nationally recognized accrediting agency.

Student Leave of Absence Policy

Christie's Education expects its students to maintain continuous registration in an academic program with the exception of institutionally scheduled breaks. However, it is sometimes necessary for a student to take a leave from enrollment for a period of time. Such leaves may be voluntary or involuntary, and will be handled in accordance with the Christie's Education Student Leave of Absence Policy. Students must also visit the Academic Director and Director of Business Affairs and Student Services for additional information concerning the impact of a voluntary or involuntary leave and any additional requirements for such leaves.

I. Voluntary Leave of Absence

Policy:

Christie's Education recognizes that situations may arise when a student may want to voluntarily interrupt his or her academic studies. The institution is committed to handling reasonable requests for leaves in a responsible manner. This policy may not be used in lieu of disciplinary action to address any violations of Christie's Education rules, regulations, policies, or practices. A student who is granted a voluntary leave while on academic and/or disciplinary status will return to that same status.

A voluntary leave is defined as a student's request to separate from Christie's Education for a temporary period. The duration of the leave must be agreed upon by both the student and the Academic Director, or the Director's designee. An extension of the original agreed upon duration may be granted for good cause. However, a Leave of Absence together with any additional leaves must not exceed a total of 180 days in any 12-month period.

A student on an approved leave of absence will be considered enrolled at Christie's Education and would be eligible for an in-school deferment for student aid loans. Federal financial aid and in-school deferment may be negatively impacted if a student fails to apply for the leave of absence or if the application is denied. (*This impacts students who receive Title IV federal financial aid or who want to have a federal student loan deferred from payment while in school*). Students will not receive disbursements of Title IV student loan financial aid funds during the leave of absence.

Procedure:

The following procedure must be followed in order for a student to be granted an official voluntary leave of absence:

1. The student should discuss a leave of absence with the Academic Director.
2. The student must submit a written request for a voluntary leave of absence, outlining the reasons for the leave, to the Academic Director and Director of Business Affairs and Student Services. This letter must be signed and dated by the student before submission.
3. If the student is seeking a voluntary leave due to a medical or psychological condition, he/she must submit documentation from a medical professional to the Academic Director.
4. The student will be notified in writing by the Academic Director or the Director's designee of the approval or denial of the request for a leave within ten business days. If the request is approved, the terms and conditions of the leave shall be set forth in the approval letter.
5. If a voluntary leave is approved, the Christie's student identification card is to be returned to Christie's Education.
6. The notation "leave of absence" will be entered on the student's transcript.
7. The official leave of absence start date will be the date the leave was granted by Christie's Education, as recorded in the approval letter sent to the student.

If the student is a federal loan recipient he or she must meet with the Financial Aid Administrator before starting leave.

Returning from a Voluntary Leave of Absence

Students may return early from an approved leave of absence prior to the official leave end date only with the approval of the Academic Director. For students receiving federal financial aid, failure to return from an approved leave of absence may have an impact on student loan repayment terms as well as the grace period. The first day of the leave will be reported as the beginning of the grace period for those that fail to return.

A student requesting a return after a leave of absence must put their request in writing and send to the Academic Director within the designated time period. Re-admittance to the Master of Arts program following a leave of absence is not guaranteed. The student's written request, along with the following criteria will be considered when a request for readmission to Christie's Education is submitted following a leave of absence:

- a) Overall standing at Christie's Education
- b) The student's activities during the leave of absence
- c) Any disciplinary actions pending or in force
- d) Availability of space in the Master's program
- e) Other documentation may be required on a case by case basis

II. Involuntary Leave of Absence

Policy:

Christie's Education may place a student on an involuntary leave of absence from the student's academic program when that student: (1) poses a direct threat to health and safety of self or others; and (2) is not able or not willing to take a voluntary leave of absence.

This policy may not be used in lieu of disciplinary actions to address any violations of Christie's Education rules, regulations, policies, or practices. A student who is placed on an involuntary leave while on academic and/or disciplinary status will return to that same status.

Procedure:

1. When an involuntary leave is under consideration, the Academic Director or Director's designee will request a meeting with the student. The student will be asked to provide relevant medical and/or psychological information from his or her health care provider.
2. A decision will be reached by the Academic Director or Director's designee. The student will be informed in writing of the decision and the terms and conditions of the leave and re-enrollment within ten business days.
3. If a student is placed on an involuntary leave, the Christie's student identification card is to be returned to Christie's Education.
4. The notation "leave of absence" will be entered on the student's transcript.
5. The official start date of the leave of absence will be the date the student was informed in writing of the decision reached by the Academic Director or Director's designee.
6. If the student is a federal loan recipient he or she must meet with the Financial Aid Coordinator before starting leave

Appeal of an Involuntary Leave Decision:

A student who is placed on an involuntary leave may appeal the decision to the Director of Business Affairs and Student Services within ten business days of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The Academic Director and Director of Business Affairs and Student Services shall review the record and any additional information submitted by the student. The Director and Director of Business Affairs and Student Services will affirm or reverse the decision, which is then considered final.

Return from an Involuntary Leave/Re-enrollment:

1. At least eight weeks before the start of the term in which the student is expected to return, the student must notify the Academic Director in writing of the intention to return/re-enroll at the conclusion of the leave period. If the conduct giving rise to the involuntary leave was caused by a psychological or medical condition, the student must also submit documentation from a medical professional confirming that the student is fit to return to school.
2. Following the review of the re-enrollment request and upon consideration of information provided by the student's health care provider, a decision will be reached by the Academic Director whether the student may return/re-enroll in the Master of Arts program and the terms and conditions of such a return. The Academic

Director or Director's designee will notify the student in writing of the decision.

3. Failure to contact the Academic Director within the designated time period may result in the denial of re-enrollment.
4. The student must have left the program in good academic standing in order to be considered for re-enrollment
5. All of the criteria considered for returns from voluntary leaves of absence on the previous page apply to requests for re-admittance after involuntary leaves of absence.

Appeal of Decision Denying Re-enrollment:

A student may appeal a decision denying re-enrollment to the Director of Business Affairs and Student Services in writing within ten business days of receiving the decision. The Academic Director and Director of Business Affairs and Student Services shall review the record and any additional information submitted by the student and render a decision. The decision reached shall be final.

Withdrawal Policy

Students who are considering withdrawing from the Master of Arts program are encouraged to meet with the Academic Director in advance of making their decision. Those students who intend to officially withdraw from Christie's Education should inform the Academic Director and Director of Business Affairs and Student Services in writing, outlining the reasons for their withdrawal and the last date of attendance in class.

Upon notification, the student will be officially withdrawn from the Master of Arts program. The official withdrawal date listed in the student's record will be the date the withdrawal notification was made to the Academic Director and Director of Business Affairs and Student Services.

Students receiving federal financial aid who are considering withdrawing should refer to the Return to Title IV policy outlined in this handbook.

All students should refer to the official refund policy when withdrawing from the Master of Arts program.

Unofficial Withdrawals

Students who do not attend class for a period of 14 class days and do not notify Christie's Education of their intentions will be withdrawn from the Master's program. The date of withdrawal for students who do not submit a notification of withdrawal letter will be the last known date of attendance. Christie's Education will send notice of this withdrawal to the student in writing.

Readmission after a withdrawal

There is no guarantee that students who withdraw from Christie's Education will be readmitted. If students withdraw on good academic terms, their requests will be considered on a case by case basis at the discretion of the Academic Director.

Those students who want to be considered for re-admittance following a withdrawal from the program must meet the following criteria in order to be considered for re-enrollment:

- a) the student left the program in good academic standing; if a student who was on academic warning or academic probation during their last term of study requests consideration for re-enrollment, the request may be considered but the student would enter the program on academic probation if re-enrollment is granted.
- b) the student has no disciplinary action pending or in force
- c) The student officially notifies the Academic Director of his/her intention to re-enroll in writing and outlines their reasons for wanting to re-enroll in the program

Failure to meet any of the above criteria may result in denial of re-enrollment into the Master of Arts program. Students requesting re-admittance may be asked to submit updated application materials in order to be considered after their period of withdrawal from the Master of Arts program.

2019-2020 Tuition and Fees Policies

M.A. MODERN AND CONTEMPORARY ART AND THE MARKET

TUITION

M.A. program (44 credits) \$1,487 per credit

FEES

Library and Media fee \$588
 Student Registration and Services Fee \$727
 International Student Registration Fee (F-1 status only) \$95

Tuition and fees for the 2019-2020 academic year are due on the dates specified in the chart below:

Itemization	Payment Deadline	Total
Tuition Deposit	One Month from Acceptance	\$1,000.00
Fall Term 2019 – 13.5 Credits*, less Deposit	August 12, 2019	\$19,074.50
Library Fee	August 12, 2019	\$588.00
Student Registration/Services Fee	August 12, 2019	\$727.00
F-1 International Student Services Fee	August 12, 2019	\$95.00
Winter Term 2020 – 13.5 Credits	December 3, 2019	\$20,074.50
Spring Term 2020 – 12 Credits	March 4, 2020	\$17,844.00
Fall Term 2020 – 5 Credits	August 10, 2020	\$7,435.00

M.A. IN ART, LAW AND BUSINESS

TUITION

M.A. program (40 credits) \$1,651 per credit

FEES

Library and Media fee \$588
 Student Registration and Services Fee \$727
 International Student Registration Fee (F-1 status only) \$95

Tuition and fees for the 2019-2020 academic year are due on the dates specified in the chart below:

Itemization	Payment Deadline	Total
Tuition Deposit	One Month from Acceptance	\$1,000.00
Fall Term 2019 – 12 Credits, less Deposit	August 12, 2019	\$18,812.00
Library Fee	August 12, 2019	\$588.00
Student Registration/Services Fee	August 12, 2019	\$727.00
F-1 International Student Services Fee	August 12, 2019	\$95.00
Winter Term 2020 – 11 Credits	December 3, 2019	\$18,161.00
Spring Term 2020 – 12 Credits	March 4, 2020	\$19,812.00
Fall Term 2020 – 5 Credits	August 10, 2020	\$8,255.00

METHODS OF PAYMENT

Tuition payments may be made by check, money order, wire transfer and credit card (MasterCard, Visa and American Express). All fees are payable to Christie's Education in U.S. dollars and drawn on U.S. banks only.

Checks should be made payable to "Christie's Education" and sent to:

Christie's Education
c/o Director of Business Affairs and Student Services
1230 Avenue of the Americas, 20th Floor
New York, NY 10020

Payments made by bank transfer should be sent to:

Christie's Education Inc.
JPMorgan Chase Bank
New York, NY
Account #: 134642996
ABA/Routing #: 021000021
SWIFT Code: CHASU33

All questions regarding tuition payments should be directed to the Director of Business Affairs and Student Services.

MISCELLANEOUS FEES

Late payment and uncollected fees	1 ½% monthly penalty
Returned/Bounced check fee	\$25 per transaction
Christie's Education transcript fee	\$15 per official transcript
Replacement Diploma/Certificate	\$25 per copy

Trips: M.A. Students, for who these trips are mandatory and any Certificate students who sign up will be charged for admission and transportation fees for field trips if they fail to attend. There is a cancellation fee of \$400 if a student cannot attend the extended study trip that takes place once a year.

School policy does not permit students who do not meet payment requirements to attend internship programs and graduation, as well as to obtain academic advisement, diploma, transcript, employment recommendations and all other services. Students who fail to make tuition payments on time will be prohibited to attend classes and any school functions.

PROGRAM EXTENSIONS

In the rare event that a MA student is granted an extension to complete his/her thesis beyond the December graduation date, the student will be responsible for paying maintenance of matriculation fee of \$2,805 for each 6-month period of extended enrollment. Additionally, students who are granted any other type of program extension will be required to pay additional tuition and fees. Please contact the Director of Business Affairs and Student Services for further information.

Refund Policy

Students who intend to withdraw from Christie's Education should advise the Academic Director and Director of Business Affairs and Student Services in formal writing. After the notification of withdrawal is submitted, students will promptly receive an official withdrawal letter from school.

Those students who officially withdraw from the Christie's Education Master of Arts program may be eligible for a refund of tuition. The date in which official notification is received by the institution determines the students' refund. Refunds will be issued within 45 days of notification to the institution.

Withdrawal prior to the 1 st day of term	100%
Withdrawal within the 1 st week of term	50%
Withdrawal within the 2 nd week of term	20%
Withdrawal after the 2 nd week of term	0%

Students considering withdrawal who have received federal financial aid funds should refer to the "Return to Title IV" policy and are strongly encouraged to meet with the Financial Aid Administrator prior to notifying the institution of their decision.

Financial Assistance

Federal Financial Aid Application

In order to apply for Federal Aid, students must file the Free Application for Federal Student Aid (FAFSA). The FAFSA should be filed early each year, prior to fall enrollment. Graduate students who are admitted will be notified of their eligibility for financial aid once Christie's Education receives their application information. This aid will be awarded across Fall, Winter and Spring semesters. For more information on interest rates and how to apply contact Amanda Muscato at amuscato@christies.edu or 212-355-1501 x3300.

Federal Direct Unsubsidized Loan

Graduate Students may apply for a Federal Direct Unsubsidized Loan of up to \$20,500 per academic year. The cumulative loan limit is \$138,500 for graduate or professional students. Eligible students must (1) be U.S. Citizens or permanent residents, (2) enroll at least half-time per semester, (3) be matriculated and (4) make satisfactory academic progress. The borrower is responsible for interest that accrues while enrolled in school; repayment can be deferred until graduation or withdrawal.

Graduate Federal Direct PLUS Loan

Eligible graduate students whose full cost of attendance is not covered by the Federal Direct Unsubsidized Loans may apply for the Federal Direct PLUS loan, Federal Unsubsidized Direct Loans must be utilized before applying for the Federal Direct PLUS loan. Students may apply for up to the full cost of attendance minus any financial aid. The loan subject to credit approval and is not guaranteed. The borrower is responsible for interest that accrues while enrolled in school; repayment can be deferred until graduation or withdrawal.

Veterans Assistance - Post 9/11 GI Bill (Applicable to MCAM program only)

Christie's Education is approved for the training of U.S. veterans and their eligible dependents in accordance with the Provisions of Section 3675, Title 38, US Code. Applicants' eligibility will be determined by the Department of Veterans' Affairs. Please visit www.gibill.va.gov for more information.

Return to Title IV Policy for Federal Financial Aid

Christie's Education, in accordance with 34CFR Sec. 668.22, calculates the return of Title IV Funds for any student whom received Title IV Aid and subsequently withdraws from the institution.

If a student completely withdraws from Christie's Education and has used Federal Title IV funds (i.e. Federal Direct Unsubsidized Stafford Loan, Federal Direct Graduate PLUS Loan), during the enrollment period (i.e. term) in which they withdraw, the institution will observe the federally mandated process in determining what, if any amount of money must be returned to the federal program(s). Title IV recipients who withdraw completely before completing 60% of the enrollment period for which the student has been charged will be required to return a portion of the federal funds they received.

Official Withdrawal Policy

Students who intend to officially withdraw from Christie's Education should inform the Academic Director and Director of Business Affairs and Student Services in writing, as outlined in the Academic Policies, Standards and Integrity section of the Student Handbook. In cases where a student has received federal financial assistance during that term, the Financial Aid officer will determine what, if any adjustment be made. This determination will be based on the formula mandated in the federal regulations for the return of Title IV funds. This determination is made on the basis of the number of calendar days completed in the term prior to the student's notification to withdraw, divided by the total number of days in the term. If the resulting percentage is greater than or equal to 60%, no return of federal funds will take place. If the percentage is less than 60%, this percentage will be used to determine the portion of Title IV aid that has been "earned." The remaining amount must be returned to the federal loan programs.

Determination of Withdrawal Date

The official date of withdrawal for a student is the date the institution was formally notified of the student's intention to discontinue their enrollment. If a student is administratively withdrawn (i.e. dismissed from the institution for academic or other reasons), the official withdrawal date shall be the date the institution informed the student of this decision. In the case where a student ceases to attend classes without formally informing the institution, the official withdrawal date will be the date the institution became aware that the student ceased attendance.

Refund Policy

Refunds as a result of official withdrawals will be made in accordance with the Christie's Education refund policy. Refunds will be issued within 45 days of the withdrawal date and in the following order:

- Federal Unsubsidized Stafford Loans
- Federal Direct Graduate PLUS Loans

After a withdrawal from the institution, if the amount of money that must be returned to the Title IV programs exceeds that which exists in the student's account as a result of the institution's refund policy, the student will be notified as to the amount of any financial aid that must be repaid to the federal loan program(s). This repayment must take place in order for a student to reestablish eligibility to receive federal funds in the future. Any loan proceeds must be repaid under the normal repayment procedures for the federal loan program and the terms and conditions of the promissory note of the loan signed by the student.

The official refund schedule of Christie's Education is as follows:

Withdrawal prior to the 1st day of term

100%

Withdrawal within the 1 st week of class each term	50%
Withdrawal within the 2 nd week of class each term	20%
Withdrawal after the 2 nd week of class each term	0%

Personal Information

The privacy and protection of our students' personal information is extremely important to Christie's Education. Our Privacy Notice at <http://www.christies.edu/privacy-policy> explains in detail what personal information we collect about you and why, when we share it with others, and how long we keep it.

We update the Privacy Notice from time to time, and recommend that you check the page regularly. If you prefer to receive a printed copy of the privacy notice, please contact the Director of Business Affairs and Student Services.

Christie's Education Inc. complies with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Our FERPA Policy on the following page of this handbook explains your rights under FERPA and how you can exercise these.

If you have any questions or concerns about your personal information, please do not hesitate to contact the Margaret Conklin, Director of Business Affairs and Student Services at (212) 938-0726 or mconklin@christies.edu.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Overview

The Family Educational Rights and Privacy Act of 1974 is a federal law designed to protect the privacy of educational records; to establish the rights of students to inspect and review their education records; and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. The law applies to any individual who is or has been in attendance at an institution and regarding how the institution maintains educational records.

Primary rights of Students under FERPA

1. To inspect and review educational records
2. To seek to amend educational records through informal and formal hearings
3. To have some control over the release of information about educational records

Educational records contain information that is directly related to a student and are maintained by the institution, or a third party acting on behalf of the institution.

Examples of education records include:

1. Handwritten notes,
2. Computer files/generated information,
3. Printed information,
4. Video or audio tapes,
5. Film,
6. Microfilm or microfiche, and
7. Any information maintained in *any way* about a student.

Directory Information

Some information in a student's educational record is defined as Directory Information under FERPA. Under a strict reading of FERPA, the school may disclose this type of information without the written consent of the student. However, the student can exercise the option to restrict the release of directory information by submitting a request to the school to limit disclosure. Such request can be made by completing a FERPA Hold Directory Information Form, which can be obtained by contacting the Recruitment and Admissions Officer, and can also be found online at www.christies.edu.

Christie's Education, in accordance with FERPA, has designated the following categories of information about individual students as public, or directory information. This information will be routinely released to any inquirer unless the student specifically request that all or part of the following list be withheld:

- Student name
- Address
- Email address
- Telephone number
- Date of birth
- Enrollment status (part/full time)
- Field of study
- Dates of attendance
- Degree and date of graduation including anticipated graduation date
- Awards received including academic awards
- Previous institutions attended

Unless covered by an exception, Christie's Education staff may not release:

1. Social Security number,
2. Race/ethnicity/nationality,
3. Gender,

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4. Grades, or
5. Other personally identifiable information without written consent or when covered by an exception.

To have Christie's Education staff release information other than directory information, students must authorize access to non-directory information for third parties. This can be done by completing a FERPA Non-Directory Information Release Form, available at www.christies.edu or by contacting the Director of Business Affairs and Student Services.

Exceptions

Under FERPA, educational institutions may release information from student records without prior consent:

1. To school officials with legitimate educational interest* (as defined by institution within FERPA guidelines).
2. To schools in which the student seeks or intends to enroll.
3. To federal, state and local authorities involving an audit or evaluation of compliance with education programs.

*Legitimate educational interest

Christie's Education discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official is a person employed by Christie's Education in an administrative, supervisory, academic or research, or support staff position; a person or company with whom Christie's Education has contracted as its agent to provide a service instead of using Christie's Education employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Academic Advisory Board; a student serving as a graduate assistant; or a student serving on an official committee, such as the staff and student forum or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Christie's Education.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities.

In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Access to Education Records

Students have the right to inspect and review their education records within 45 days of the day Christie's Education receives a written request for access, any time after their enrollment.

Students should submit their written request, identifying as precisely as possible the record(s) they wish to review, to the Academic Director or Director of Business Affairs and Student Services or other appropriate official records custodian. The Christie's Education official will make arrangements for your review of the education records, or will

advise you of the correct official to whom the request should be addressed.

If a student wishes to photocopy or otherwise reproduce all or a portion of their education records, they may do so, for those items to which they have not waived their right of access, at the cost normally charged students for use of such school equipment.

Records Not Open to Student Review

In accordance with federal regulations, students do not have the right to review the following records:

1. The financial records of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access.
3. Records connected with an application to attend Christie's Education if that application was denied.
4. Education records containing information about more than one student, in which case Christie's Education will permit access only to that part of the record which pertains to the inquiring student.
5. Those records which are excluded from the FERPA definition of education records.

Right of Christie's Education to Refuse to Provide Copies

Christie's Education reserves the right to deny copies if the transcripts or other records are not required to be made available under FERPA, if the student has an overdue financial obligation to Christie's Education or if there is an unresolved disciplinary action against the student.

Request Amendment of Education Records

Students have the right to request amendment of their education records if they believe they are inaccurate or misleading. They should write to the Academic Director and Director of Business Affairs and Student Services, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

Christie's Education officials will reach a decision and inform the student within fifteen business days after receiving the request. If the student's request to amend the record is denied, the school officials will advise the student of their right to a hearing on the requested amendment.

The hearing will be conducted by a hearing officer or committee appointed by the Academic Director. The hearing will be held before an officer or committee with no direct interest in the outcome of the hearing. However, the hearing officer or committee may be employed by or exist at Christie's Education. The hearing will be held within a reasonable amount of time after the request for a hearing has been made. The hearing officer will notify the student, reasonably in advance, of the date, place and time of the hearing.

The student will be afforded a full and fair opportunity to present evidence relevant to the issue raised. The student may be accompanied by one or more other persons, including an attorney. The hearing officer or committee will make a decision in writing based on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the hearing officer or committee supports the complaint, the education record will be amended accordingly and the student will be so informed. If the hearing officer or committee decides not to amend the education record, the student has the right to place in the education record a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as the contested portion is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

Destruction of Records

Nothing in this policy requires the continued maintenance of any student record for any particular length of time. However, if under the terms of this policy the student has requested access to their education record, the record will not be destroyed before the custodian has granted them access.

Compliance

Under FERPA, students have the right to contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605, with a complaint about the Christie's Education's compliance with FERPA.

Complete regulations and full definitions of terminology are at <http://www2.ed.gov/policy/gen/reg/ferpa/index.html>.

Student Grievance Procedure

Students who have complaints associated with academic or nonacademic issues and who seek a review of their complaints should follow the guidelines below within three weeks from the time the event occurred and/or grade was posted. The complaint process described herein is intended to establish guidelines for the proper evaluation of grievances. This process should include the following steps.

I. Informal Resolution

Any student wishing to grieve an alleged violation of CENY's policies shall first contact, within ten (10) working days of any occurrence giving rise to the grievance or the time they could reasonably have learned of such occurrence, the person responsible for the matter being grieved (the respondent) and attempt to resolve the grievance informally.

Students uncertain about how to proceed may consult the Academic Director or the Director of Business Affairs & Student Services who shall identify the appropriate person.

Upon the request of either party, a neutral third party (CENY employee) shall arrange for a meeting of the parties, attend such meeting(s), and attempt to aid in the resolution of the grievance.

II. Formal Complaint

If the grievance is not resolved informally within fifteen (15) working days after the grievant contacted directly the appropriate person to attempt an informal resolution, a student may obtain review by submitting a written complaint within twenty (20) working days of the first direct contact to the Director of Business Affairs and Student Services (DBASS). If the DBASS is directly involved in the matter, the matter shall be referred to the Academic Director.

The written complaint should include the CENY policy that allegedly has been violated, describe the facts and evidence supporting the alleged violation, indicate what redress the grievant seeks, and provide a brief history of the attempts to resolve the grievance.

The DBASS is responsible for conducting the investigation in a thorough and impartial manner within ten (10) business days of receiving the complaint. The DBASS shall inform the grievant that an investigation is being commenced and shall inform the respondent of the allegations of the reporting individual, including a copy of the written complaint. The DBASS shall coordinate investigative efforts with CE's administration, and may designate another trained individual to conduct all or part of the investigation.

Depending on the complaint, the DBASS may take immediate steps including:

1. Taking interim measures;
2. Preventing retaliation;
3. Providing the reporting individual and the respondent with periodic status updates and notice of outcomes of the investigation;
4. Maintaining all documents of the investigation;

Once the investigation is complete the DBASS will meet with both the Grievant and Respondent to notify them of the findings and any appropriate redress or remedies of the situation. These meetings will be followed by formal written communication of the decision.

III. Board of Trustees

Both the Grievant and respondent have the right to appeal the decision made by the DBASS within ten (10) working days of receiving it by submitting the decision and complaint to the Secretary of the Board of Trustees.

The Board of Trustees (BoT) may dismiss the complaint without a hearing if it determines that there would be no violation of University policy even if the facts alleged by the grievant were true.

It shall conduct such proceeding as it deems appropriate, provided that

- a. It shall not consider any matters not included in the written complaint. If the BoT feels the grievant did not have access to the facts necessary to make his complaint complete when first submitted, BoT may allow the grievant to submit an amended complaint.
- b. Both parties shall have access to all documents submitted to the committee and shall have the right to question all witnesses.
- c. It shall not hold public sessions unless both parties and a majority of the BoT members agree to do so, and shall not do so without all members present.
- d. The grievant may be accompanied by another person before the committee.

The BoT shall render a written decision within thirty (30) working days of the day it was designated, with copies to the grievant, the respondent, and the DBASS. The decision shall include findings of fact, a statement of the policy that is alleged to have been violated, an opinion on the validity of the grievance and, if appropriate, remedial recommendations. The BoT decision is final.

Safety and Security Information

The safety and wellbeing of students, faculty and staff have always been an essential concern at Christie's Education. Located in midtown Manhattan, Christie's Education benefits from the vibrant neighborhood and is committed to the community's safety.

New York State law, Article 129-A of the Education Law requires Christie's Education to provide you with information on security services, procedures, and resources available at school, and to remind you of the need to cooperate in crime prevention.

Security

Christie's Education is open 9am-5pm, Mondays through Thursdays, and 9:30am-5pm on Fridays during the academic year. A Tishman-Speyer ID is required to enter the building and a Christie's ID is required to enter the school.

If an emergency and crime situation occurs where a person's life is in danger, call 911 immediately. If the emergency or crime takes place at school, please report it to the Academic Director, or Director of Business Affairs and Student Services. The school will immediately notify the New York City Police Department and will assist any student who wishes to make a complaint to the police.

While at a class at Christie's auction house at Rockefeller Plaza, students may dial Christie's Operator (0), who can contact Security by a 2-way radio.

Students are strongly encouraged to safeguard their personal belongings at and outside school.

In the case of a large scale emergency and evacuation, all staff and students are to report to the rear of 1221 6th Ave (the building across 6th avenue). In the event of an evacuation you must check in or you will be reported as missing.

Timely Warning Policy

In the event that a situation arises, either on or off campus, that, in the judgment of the Academic Director, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The Warning will be issued through e-mail and classroom announcements to students, faculty and staff as well as the Christie's Emergency Notification System.

Preparation of Disclosure of Crime Statistics

Christie's Education annually prepares a report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with Christie's Security and local law enforcement and available upon request.

How to Report Criminal Offenses

Christie's Education is committed to good practice in admissions and to ensuring applicants are If it is a violent emergency situation please call 911. For non-emergency situations please report the offense to a Christie's Education Staff member. An incident report will be completed and a determination as to whether an investigation is necessary will be made in a timely manner. Furthermore, Christie's Education will determine whether local law enforcement should be called.

Security and Access

During business hours, Christie's Education will be open to students, parents, employees, contractors, guests and

invitees. During non-business hours only employees will have access through use of a key card. 1230 Avenue of the Americas, the building in which Christie's Education is located, is open 24 hours a day, seven days a week and has a security guard posted at all times in the lobby.

Campus Law Enforcement

Christie's Education does not have a campus police department, but relies on Christie's Security, Tishman Speyer Security and local law enforcement. Christie's Education employees, Christie's Security and Tishman Speyer Security have the authority to ask persons for identification and to determine whether individuals have lawful business at Christie's Education or Christie's Auction House. Employees and security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on campus. All crime victims and witnesses from crimes on campus are strongly encouraged to immediately report the crime to Christie's Education as well as the local police. Prompt reporting will assure timely warnings and timely disclosure of crime statistics.

Statement Addressing Sex Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide Christie's Education with a list of registered sex offenders who have indicated that they are either enrolled or employed at Christie's Education.

Christie's Education is required to inform the campus community that a registration list of sex offenders enrolled or employed at Christie's Education will be maintained and available upon request.

In addition, a list of all registered sex offenders in New York is available from the New York State Division of Criminal Justice Services at: <http://www.criminaljustice.ny.gov/nsor/>

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Statement Addressing Counselors and Confidential Crime Reporting

All reports will be investigated. Christie's Education does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Academic Director for disciplinary action. When a potentially dangerous threat to the university community arises, timely reports or warnings will be issued through email, in-class announcements, the Christie's Emergency Notification System and other appropriate means.

Statement Addressing Criminal Activity Off Campus

Christie's Education does not operate any off-campus housing or off-campus student organization facilities.

Statement addressing Substance Abuse Education

Christie's Education does not provide on campus substance abuse education or counseling services for students on site, but students are provided with resources for both services during orientation week and in the student handbook.

Sexual Assault Policy

It is Christie's Education policy that all forms of sexual assault are unacceptable. The school strongly supports efforts to eliminate any sexual assault occurrence and to discipline offenders. Please see the Sexual Misconduct policy for resources and procedures.

****For a complete write-up of Safety and Security policies and procedures, as well as crime statistics, please see the Annual Security Report available upon request by emailing Hilary Smith, HSmith@christies.edu**

Drug and Alcohol Policy

Christie's Education is committed to creating a safe and healthy academic environment for its students, faculty and staff. The school expressly prohibits the unlawful possession, use, or distribution of drugs and alcohol by students, faculty, or staff members on school property, or while conducting school business off-premises. Members of the school community are responsible for complying with federal, state, and local laws on the possession, use, and sale of alcohol and illicit drugs. Those who violate such laws will be subject to discipline, up to and including expulsion.

General Policies

1. The unlawful manufacture, distribution, dispensing, possession or improper use of either illicit or prescription drugs, or alcohol is prohibited.
2. Students and others who have demonstrated a repeated abuse of alcohol will be referred to appropriate counseling services.
3. Disruptive behavior, inappropriate behavior or intoxication caused by drugs or alcohol use will not be tolerated. Violators are subject to removal from campus and disciplinary action.
4. All members of the Christie's Education community, including staff and faculty, must abide by the terms of this policy.
5. Violations of the policies, rules and standards adopted by Christie's Education concerning substance abuse should be reported to Christie's Human Resources Department when the violation involves an employee. Student-related reports should be made to the Director of Business Affairs and Student Services for Christie's Education.
6. Any member of the Christie's Education community found to be in violation of this policy will be subject to disciplinary action, which may range from referral for counseling, disciplinary probation, suspension or dismissal from the school or employment, based on the merits of the case.
7. Any student convicted under federal, state or local law applicable to the policy stated above (No. 1) must report said conviction to the Director of Business Affairs and Student Services within five days.
8. According to federal regulations, students convicted for a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal Financial Aid, may lose eligibility for Federal Aid.

Rules Governing the Use of Alcohol

1. Students are not permitted to bring alcoholic beverages anywhere on school grounds, the auction house facilities or sites visited during field studies.
2. Alcoholic beverages may be provided only through Christie's Education for special events, including but not limited to the graduation reception and alumni events. No other alcoholic beverages may be brought onto campus or served.
3. When alcoholic beverages are provided on campus, food and non-alcoholic beverages must also be made available.

Sanctions for Violation of these Policies, Rules and Standards

Students charged with violations of this policy shall be referred to the Academic Director and Director of Business Affairs and Student Services and outcomes of disciplinary proceedings may result in the following determinations:

- Dismissal of charges, student found not responsible
- Student found responsible and sanctions imposed

Depending on the merits of the case, possible sanctions may include:

- Referral for substance abuse assessment, counseling and/or treatment
- Probation
- Loss of privileges
- Suspension from Christie's Education
- Expulsion from Christie's Education

In addition to school sanctions, the Academic Director and Director of Business Affairs and Student Services, or a designated representative, may refer the students to appropriate governmental authorities when the student's activity is in clear violation of federal, state or local laws.

Employees are subject to the same sanctions for violations as students and should refer to the Christie's Employee Handbook for details on employee conduct and work rules pertaining to drugs and alcohol. Additional information can also be obtained by contacting a Human Resources representative at Christie's.

Amnesty for Drug and Alcohol Use

The Health and Safety of every student at CE is of the utmost importance. CE recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. CE strongly encourages students to report instances of sexual misconduct to institution officials or law enforcement. A bystander acting in good faith or a reporting individual acting in good faith that discloses an incident of sexual misconduct to officials or law enforcement will not be subject to CE's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of sexual misconduct.

Counseling and Treatment

Students are encouraged to speak with the Academic Director or Director of Business Affairs and Student Services if they have any questions on drug and alcohol counseling and treatment programs in New York City.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program (EAP). The EAP may be reached by calling toll free (877) 243-6215. They may also wish to discuss these matters with their managers or the Human Resources Department to receive assistance or referrals to appropriate resources in the community.

Employees with drug and alcohol problems may be eligible to participate in a rehabilitation or treatment program through Christie's health insurance benefit coverage.

****For a complete write-up of Drug and Alcohol policies procedures please see the Annual Security Report available upon request by emailing Hilary Smith at HSmith@christies.edu**

Sexual Violence and Misconduct Prevention and Response Policy

Statement of Purpose

Christie's Education (CE) will not tolerate sexual abuse, rape, sexual assault, domestic violence, intimate partner violence, stalking, sexual coercion, or other forms of sexual violence by or against students, staff, faculty, alumni, or visitors. Conduct prohibited by this policy may also be unlawful. Individuals may decide to use this policy and the legal system simultaneously to address covered conduct.

The policies outlined in this document are in support of CE's commitment to a safe learning environment and go hand in hand with CE's Title IX policies. The policies will outline the following:

- Definition of sexual misconduct and terms
- Definition of Consent
- Awareness and prevention
- Reporting guidelines
- Prompt response and investigation
- Continued support and resources

Definition of Terms

Sexual misconduct can take a wide range of forms. To make these policies as clear as possible, we have defined certain terms below.

Affirmative Consent

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Participants must be of legal age and ability to give consent. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent may be initially given but withdrawn at any time, and for any reason or for no reason.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

Sexual Activity: shall refer to both "sexual act" and "sexual contact" as provided in 18 U.S.C. 2246(2) and 18 U.S.C. 2246(3).

"Sexual act" means:

- (A) contact between the penis and the vulva or the penis and the anus, and for purposes of this subparagraph contact involving the penis occurs upon penetration, however slight;
- (B) contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
- (C) the penetration, however slight, of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or

- (D) the intentional touching, not through the clothing, of the genitalia of another person who has not attained the age of 16 years with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person;

“Sexual contact” means the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Sexual misconduct is a broad term encompassing any of the above behavior committed without consent or by force, intimidation, coercion, or manipulation as well as verbal communication regarding sexual acts that is unwelcome. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender.

Sexual assault: Sexual activity without affirmative consent.

Policy of Amnesty for Drug and Alcohol Use in Sexual and Interpersonal Violence Cases

The Health and Safety of every student at CE is of the utmost importance. CE recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic or dating violence, stalking, or sexual assault between students or on CE's premises occurs, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. However, CE strongly encourages students to report instances of domestic or dating violence, stalking, or sexual assault between students or on CE's premises to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses an incident of domestic or dating violence, stalking, or sexual assault to officials or law enforcement will not be subject to CE's Code of Conduct action for violations of alcohol and/or drug use policies occurring at or near the time the conduct was committed.

Domestic Violence, Dating Violence, Stalking and Sexual Assault Awareness and Prevention

Christie's Education will provide education on domestic and dating violence, stalking and sexual assault between students or on CE's premises to each incoming class during orientation week in September. These events will be required of all students enrolled in degree programs. Students will be required to confirm their participation in the programs and acknowledge their understanding of the CE policies by signing a Sexual Misconduct Policy acknowledgement form. In addition to the live event in the fall, resources will be listed in the student handbook and posted on campus bulletin boards.

The health, safety, and well-being of all members of the CE community are of the utmost importance. Among the requirements for Article 129-B of the New York Education Law is that every institution conduct campus climate surveys to ascertain general awareness, experience and knowledge of sexual misconduct, and policies and procedures surrounding these issues. Every spring term, CE will conduct a Campus Climate Survey for all students and will post the results on the website. The information obtained therein will be used to improve both the policies and awareness campaign each year.

Students' Bill of Rights

CE students, who experience campus-related sexual or gender-based harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence or dating violence, are entitled to the following rights:

1. Make a report to local law enforcement and/or state police
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available

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6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes and violations
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident
8. Be protected from retaliation by the institution, any student, the accused and/or respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution
9. Access to at least one level of appeal of a determination
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution

Reporting Misconduct to Christie's Education

Reporting individuals have the right to:

- make a report to security, local law enforcement, and/or state police, or choose not to report;
- to report the incident to CE;
- to be protected by CE from retaliation for reporting an incident;
- and to receive assistance and resources from CE.

CE encourages individuals who have experienced sexual harassment, gender-based harassment or sexual violence to report the incident(s) to campus authorities, including to the Title IX Coordinator or Deputy Coordinator, even if they have reported the incident to outside law enforcement. Notifying CE will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Individuals should be aware that there are employees with whom they can speak on a strictly confidential basis before determining whether to make a report. Those designations are listed in the Statement of Privacy and Confidentiality which is located at Christie's Education, 1230 Avenue of the America, New York, NY.

CE will seek consent from reporting individuals prior to conducting an investigation. Declining to consent to an investigation shall be honored unless CE determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual or other members of the community. Honoring such a request may limit CE's ability to meaningfully investigate and pursue action against an accused individual.

Factors used to determine whether to honor such a request include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender
- Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior
- The increased risk that the accused will commit additional acts of violence
- Whether the accused used a weapon or force
- Whether the reporting individual is a minor
- Whether CE possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group

Reporting individuals have the right to withdraw a complaint or involvement from CE's process at any time.

Sexual Misconduct Response Process

Students, faculty, staff, administrators and visitors who experience any form of sexual misconduct are strongly encouraged to immediately report the incident by contacting CE's Title IX Coordinator or Deputy Coordinator, and/or local law enforcement by calling 911. CE will always promptly respond to complaints, reports, allegations, and information about sexual misconduct in order to stop prohibited conduct, prevent its recurrence, and address any lingering effects on campus.

When reporting any incident of sexual misconduct, domestic violence, dating violence, stalking, or sexual assault, all students have the right to request that student conduct charges be filed against the accused. Upon receiving a complaint covered under this policy, CE will begin an investigation promptly but within no less than 3 days. The

Title IX Coordinator shall coordinate investigative efforts with CE's administration, and may designate another trained individual to conduct all or part of the investigation.

In all instances in which a report results in student judicial or conduct charges, the respondent will be provided with notice of the allegations, including any specific Code of Conduct provisions alleged to have been violated, and an opportunity to respond. The CE Title IX Coordinator or another impartial designee will conduct a prompt and thorough investigation of the allegations. Both parties will have the opportunity to present evidence during the investigation. CE's investigation will run concurrently with any existing criminal justice investigation and will not be delayed due to the pendency of any other investigation except as provided by law. At the conclusion of an investigation, CE will provide the parties with a written statement detailing the factual findings supporting the determination and the rationale for any sanctions imposed.

Appeal Process

Should a party wish to appeal CE's determination at the conclusion of the investigation, he or she may submit a written request for an appeal to the Title IX Coordinator. The appeal will be conducted before an impartial panel consisting of CE's Program Directors or other CE designees, as necessary, to ensure that no conflict of interest exists. In such cases, the parties will receive written notice of the findings of fact, the decision and the sanction (if any) and the rationale for the decision in advance of the panel appeal. The panel will review the determination and issue a decision in a timely manner.

Transcript Notation and Appeals Policy

For crimes of violence, including but not limited to sexual violence, after completing its investigation and upon a determination that sexual violence occurred, CE will make a notation on the transcript of the student found responsible that they were "suspended after a finding of responsibility for a Code of Conduct violation" or "expelled after a finding of responsibility for Code of Conduct violation." If the student withdraws while the charges are pending, and declines to complete the disciplinary process, CE will make a notation on the transcript of such students saying they "withdrew with Code of Conduct charges pending."

Transcript notations for a student suspended because of a Code of Conduct violation may be removed after no less than one (1) year following the completion of the suspension. A student may request to have the transcript notation removed by submitting a Transcript Notification Appeal Form to the Academic Director. Such students may appeal to the Academic Director to have the notation removed. Appeals may be granted provided that: (i) one year has passed since the conclusion of the suspension; (ii) the term of suspension has been completed and any conditions thereof satisfied; and (iii) the Academic Director determines that the student is in good standing and fully compliant with all applicable academic and non-academic standards.

Transcript notations for a student expelled because of a Code of Conduct violation will not be removed and are not eligible for appeal. If a finding of responsibility is overturned for any reason, CE will remove any such transcript notation.

Title IX Coordinators

Christie's Education has designated two Title IV Coordinators to help address issues of sexual and gender-based harassment within the school. The Title IX Coordinators play an integral role in carrying out the school's commitment to a positive learning, teaching and working environment for the entire Christie's Education community. The Title IX Coordinators are a resource for any questions or concerns about sexual harassment, sexual violence, or sexual misconduct and are available to discuss the rights and judicial options of all members of the school community. Every student has a right to emergency access to a Title IX Coordinator or other appropriate Title IX official trained in interviewing victims of sexual assault and available upon the first instance of disclosure by a reporting individual to provide information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible.

Title IX Coordinator:

Margaret Conklin / Vice President, Director of Business Affairs and Student Services
1230 Avenue of the Americas, 20th Floor
New York, NY 10020

Phone: (212) 355-1501, ext. 3302
Email: mconklin@christies.edu

Deputy Title IX Coordinator:

Hilary Smith / AVP, Admissions and Recruitment Officer
1230 Avenue of the Americas, 20th Floor
New York, NY 10020
Phone: (212) 355-1501, ext. 3309
Email: hsmith@christies.edu

Conflicts of Interest

If any administrator designated by this policy to participate in the investigation or resolution of a complaint (including but not limited to the Title IX Coordinator) is the respondent, the Academic Director will appoint another administrator to perform that person's duties under this policy. If the Academic Director is the respondent, the investigation will be handled by the Title IX Coordinator or her/his designee.

Statement of Privacy and Confidentiality

All CE employees, except the Academic Director and MCAM Program Director, are responsible for redressing and immediately reporting actual or suspected non-consensual or forced sexual contact/activity, sexual coercion, sexual exploitation, sexual harassment, sex/gender discrimination, stalking, and relationship violence ("sexual misconduct") to the Title IX Coordinator or Deputy Coordinator. CE is committed to protecting the privacy of all individuals involved in a report under this policy. CE is also committed to providing assistance to help reporting Individuals make informed choices. With any report under this policy, CE will make reasonable efforts to protect the privacy interests of the individuals involved in a manner consistent with the need for a careful assessment of the allegation and reasonable steps available to eliminate the reported conduct, prevent future incidents and address its effects. Privacy and confidentiality have distinct meanings under this policy.

Privacy: Privacy generally means that information related to a report of misconduct will be shared with a limited group of individuals considered "need-to-know" in order to assist in the active review and investigation of the misconduct. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. All CE employees who cannot guarantee confidentiality will maintain Reporting Individuals' privacy to the greatest extent possible. The information provided to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator or designee to investigate and/or seek a resolution. Even CE offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information any individual provides to a non-confidential resource shall be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

Confidentiality: Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without express permission of the individual, or as otherwise permitted by law. Campus and community professionals designated as such include medical providers, mental health providers, and ordained clergy, all of whom normally have privileged confidentiality that is recognized by the law. These individuals are prohibited from breaking confidentiality unless (i) given permission to do so by the person who disclosed the information; (ii) there is an imminent threat of harm to self or others; (iii) the conduct involves suspected abuse of a minor under the age of 18, or (iv) otherwise required or permitted by law or court order.

Non-Confidential/Not Private: Any other CE employee who is not designated as a confidential resource under this policy is required to share a report of sexual and gender-based misconduct with the Title IX Coordinator or designee. The Title IX Coordinator or designee will conduct an initial assessment of the conduct, the reporting Individual's desired course of action, and the necessity for any accommodations to protect the safety of the reporting Individual or the community. The goal is to eliminate any hostile environment.

All CE proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, Title IX, Violence Against Women Act (VAWA), New York's Enough is Enough law and other state and local laws, and Institute policy. No information shall be released from such proceedings except as required or permitted by law and CE policy.

Action by Bystanders and Other Community Members

CE encourages all community members, including faculty, students and visitors, to take reasonable actions to prevent or stop an act of sexual misconduct that they may witness between students or on CE's premises as a bystander. Although any potential actions will depend on the circumstances, they include direct intervention, calling law enforcement, or seeking assistance from a person in authority.

In addition, CE encourages all bystanders to report sexual misconduct incidents between students or on CE's premises that they observe or become aware of to the Title IX Coordinator or Deputy Coordinator.

Reporting Retaliation

An individual may file a complaint with the Title IX Coordinator if she/he has been retaliated against for reporting sexual misconduct, assisting someone making such a report, or participating in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence complaint. All retaliation complaints will be investigated in accordance with the investigation procedures set forth in this policy, and individuals who are found to have engaged in retaliation will be subject to disciplinary action.

Institutional Crime Reporting

Reports of certain crimes, including those of sexual violence, occurring on campus or on official trips shall be included in CE's Annual Security Report pursuant to the Clery Act, 20 U.S.C. 1092 (F), in an anonymized manner that identifies neither the specifics of the crime nor the identity of the reporting individual. CE is also obligated to issue timely warning of crimes occurring or that have occurred on campus or in the vicinity of official trips that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual.

Pursuant to NYS Education Law 129B (6446)(1.)(G.) CE is allowed to share information with parents or when there is a health or safety emergency or when the student is listed as a dependent on either parent's prior year federal income tax return. Beyond that, CE will not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the permission of the reporting individual.

Statement Addressing Sex Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide Christie's Education with a list of registered sex offenders who have indicated that they are either enrolled or employed at Christie's Education.

Christie's Education is required to inform the campus community that a registration list of sex offenders enrolled or employed at Christie's Education will be maintained and available upon request.

In addition, a list of all registered sex offenders in New York is available from the New York State Division of Criminal Justice Services at: <http://www.criminaljustice.ny.gov/nsor/>

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Interim Accommodations

The college will take immediate steps to protect the complainant and other affected parties, as well as the college community at large, following an allegation of sexual harassment, gender-based harassment or sexual violence. In general, when taking such interim and supportive measures, CE will seek to minimize the burden on the reporting individual. Accommodations will be determined on a case by case basis.

Interim and supportive measures may include, among other things:

1. Making necessary changes to academic programs, including a change in class schedule, making appropriate accommodations to permit the reporting individual to take an incomplete without penalty,

- permitting the reporting individual to attend a class via skype or other alternative means where appropriate, or extending deadlines for assignments;
2. Changing an employee's work assignment or schedule;
 3. Prohibiting contact between the complainant and the respondent ("no contact" orders);
 4. Providing the reporting individual with assistance in obtaining medical and other services, including access to rape crisis centers;
 5. Providing the reporting individual assistance with filing a criminal complaint and seeking an order of protection;
 6. Enforcing an order of protection;
 7. Addressing situations in which it appears that a reporting individual's academic progress is affected by the alleged incident;
 8. In exceptional circumstances, seeking an emergency suspension of a student or an employee

Requesting Review of Interim Accommodations

Both the accused or respondent and the reporting individual shall, upon request and consistent with institutional policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of a no contact order, including potential modification, and shall be allowed to submit evidence in support of his or her request. Due to the nature of the programs at Christie's Education and space constraints, the accused or responder may be put on temporary leave while the investigation is carried out. Any individual requesting review of a decision regarding an interim accommodation should submit a written request for review to the Title IX Coordinator or the Deputy Title IX Coordinator. CE will review the request for an appeal promptly.

Medical Attention and Emotional Support

CE is committed to assisting anyone who experiences sexual misconduct with seeking comprehensive medical attention as soon as possible to treat injuries, obtaining preventative treatment for sexually transmitted diseases and preserving evidence, among other things. For rapes in particular, immediate treatment and preservation of evidence of the assault are important for many reasons, including facilitating a criminal investigation, even if an individual is not sure how they wish to proceed.

In New York State, medical providers who treat victims of sexual assault are required by law to notify those individuals that the cost of a forensic rape exam (FRE) they undergo can be billed directly to the state Office of Victim Services (OVS). This requirement means there is no cost to victims for this exam.

Below are resources that can aid in medical and emotional support after an incident:

1. Local Police

Midtown North Precinct
Commanding Officer: Inspector Peter Venice
306 West 54th Street, New York, NY, 10019-5102
(212) 767-8400

Contact Information

Precinct: (212) 767-8400

Community Affairs: (212) 767-8447

Crime Prevention: (212) 767-8445

Domestic Violence: (212) 767-8448 /49

Youth Officer: (212) 767-8472

Auxiliary Coordinator: (212) 767-8404

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Detective Squad: (212) 767-8415

2. Emergency Medical Centers

Brooklyn:

Brooklyn Hospital Center- Downtown
Address: 121 Dekalb Ave, Brooklyn, NY 11201
Phone: (718) 250-8000

Emergency Department at NYU Langone Hospital—Brooklyn
Address: 150 55th Street, Brooklyn, NY 11220
Phone: 718-630-7185

NYU Langone Health—Cobble Hill
Address: 83 Amity Street, At the Corner of Amity and Hicks Streets, Brooklyn, NY 11201
Phone: 646-754-7900

Bronx:

Bronx-Lebanon Hospital Center
Address: 1650 Grand Concourse, Bronx, NY 10457
Phone: (718) 590-1800

Manhattan:

Bellevue Hospital Center
Address: 462 1st Avenue, New York, NY 10016
Phone: (212) 562-8052

Lenox Hill Hospital
Address: 100 E 77th St, New York, NY 10075
Phone: (212) 434-2000

New York-Presbyterian Weill Cornell Medical Center
Address: 525 E 68th St, New York, NY 10065
Phone: (212) 746-5454

Queens:

Mount Sinai Queens
Address: 25-10 30th Ave, Queens, NY 11102
Phone: (718) 932-1000

Staten Island:

Staten Island University Hospital
Address: 475 Seaview Ave, Staten Island, NY 10305
Phone: (718) 226-9000

3. Counseling and other resources:

DOMESTIC AND OTHER VIOLENCE EMERGENCIES (DOVE)
New York-Presbyterian/Columbia University Medical Center
622 West 168 Street
New York, NY 10032
212-305-9060

<http://www.nyp.org/clinical-services/social-work/domestic-and-other-violence-emergencies>

New York State Hotline for Sexual Assault and Domestic Violence:
1-800-942-6906- The Hotline is for crisis intervention, resources and referrals and is not a reporting mechanism, so a reporter can anonymously disclose.

New York City Alliance for Sexual Assault
<http://www.svfreenc.org/>

Safe Horizons
<https://www.safehorizon.org/>

National Sexual Assault Telephone Hotline
800.656.HOPE (4673)

RAINN- The nation's largest anti-sexual violence organization
<https://www.rainn.org/>

New York State Office of Victim Services-

The Office of Victim Services may be able to help with medical bills and counseling expenses; burial and funeral costs; lost wages; and other types of assistance. The agency also funds a network of victim service providers across New York State. Don't wait another minute to learn more.

<https://ovs.ny.gov/>

Center for Disease Control (CDC) informational pages on sexually transmitted diseases and infections
<https://www.cdc.gov/std/default.htm>

NYC Crisis Services and Mental Health resources
<https://www1.nyc.gov/site/doh/health/health-topics/crisis-emergency-services.page>

Title IX Policy

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex at any federally funded educational program or activity. It protects victims of sexual or gender-based bullying, harassment or violence.

Consistent with Title IX, Christie's Education does not discriminate against students, faculty or staff based on sex in any of its programs or activities, including but not limited to educational programs, employment, and admissions. Discrimination or harassment of any kind in regards to a person's sex is not tolerated at our institution.

Christie's Education is committed to responding promptly and effectively when it learns of any form of possible discrimination based on sex. The school responds to reports of sexual harassment, including sexual violence, as part of its efforts to stop the harassment and prevent its recurrence of possible sex discrimination. Those believing that they have been harassed or discriminated against on the basis of their sex, including sexual harassment, should immediately contact one of the school's two Title IV Coordinators. When the Title IX Coordinator has notice of this occurrence, Christie's Education is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence and remedy its effects.

This policy applies to all members of the Christie's Education community, including students, faculty and staff, as well as third-parties (i.e. vendors and invitees). Violations of this policy may result in sanctions up to and including termination, dismissal, or expulsion as determined by appropriate school officials.

1. Title IX Coordinators

Christie's Education has designated two Title IV Coordinators to help address issues of sexual and gender-based harassment within the school. The Title IX Coordinators play an integral role in carrying out the school's commitment to a positive learning, teaching and working environment for the entire Christie's Education community. The Title IX Coordinators are a resource for any questions or concerns about sexual harassment, sexual violence, or sexual misconduct and are available to discuss the rights and judicial options of all members of the school community.

Title IX Coordinator:

Margaret Conklin / Vice President, Director of Business Affairs and Student Services
1230 Avenue of the Americas, 20th Floor
New York, NY 10020
Phone: (212) 355-1501, ext. 3302
Email: mconklin@christies.edu

Deputy Title IX Coordinator:

Hilary Smith / Associate Vice President, Associate Director of Recruitment and Admissions
1230 Avenue of the Americas, 20th Floor
New York, NY 10020
Phone: (212) 355-1501, ext. 3309
Email: hsmith@christies.edu

2. Duty to Report, Cooperate and Facilitate

Any member of the Christie's Education community including students, faculty, employees and third-parties are encouraged to report violations of this policy where individuals know, or should know, of accusations or actions which violate Christie's Education policy and should notify the Title IX Coordinators of such violations promptly.

All members of the Christie's Education community are encouraged to cooperate fully with any investigations of discrimination or harassment. Likewise, all Christie's Education employees, except those designated as confidential, are required to ensure that complaints about discrimination, harassment, or retaliation are directed to the Title IV Coordinators for evaluation and investigation

3. Complaint Process

Complaints concerning sexual harassment and/or sexual discrimination should be sent to Margaret Conklin, Title IX Coordinator, 1230 Avenue of the Americas, 20th Floor, New York, NY 10020, mconklin@christies.edu, 212-355-1501, ext. 3302 or, alternatively, to Hilary Smith at hsmith@christies.edu and 212-355-1501, ext. 3309.

Initiating a Complaint: Reporting individuals have the right to make a report to security, local law enforcement, and/or state police, or choose not to report; to report the incident to CE; to be protected by CE from retaliation for reporting an incident; and to receive assistance and resources from CE. CE encourages individuals who have experienced sexual harassment, gender-based harassment or sexual violence to report the incident(s) to campus authorities, even if they have reported the incident to outside law enforcement. Notifying CE will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Should the reporting individual wish to move forward with legal or code of conduct processes, CE will start an investigation within 48 hours of the reporting. Such reporting will allow the reporting individual to get the support he or she needs, and provide CE with the information it needs to take appropriate action. However, individuals should be aware that there are employees with whom they can speak on a strictly confidential basis before determining whether to make a report- those designations are listed in the Statement of Privacy and Confidentiality in the Sexual Misconduct Policy.

CE will seek consent from reporting individuals prior to conducting an investigation. Declining to consent to an investigation shall be honored unless CE determines in good faith that failure to investigate does not adequately mitigate a potential risk of harm to the reporting individual or other members of the community. Honoring such a request may limit CE's ability to meaningfully investigate and pursue conduct action against and accused individual. Factors used to determine whether to honor such a request include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender
- Whether the incident represents escalation in unlawful conduct on behalf of the accused from previously noted behavior
- The increased risk that the accused will commit additional acts of violence
- Whether the accused used a weapon or force
- Whether the reporting individual is a minor
- Whether CE possesses other means to obtain evidence such as security footage, and whether available information reveals a pattern of perpetration at a given location or by a particular group

Please note, that in the case that an individual discloses information through a public awareness event such as a candlelight vigil, protest or other public event, CE is not obligated to begin an investigation based on such information. CE may use this information to inform its efforts for additional education and prevention efforts. Reporting individuals have the right to withdraw a complaint or involvement from the institution process at any time.

Timeframe for Filing a Complaint: Formal Complaints should be submitted within the latter of the following two dates: a) 30 days after the alleged misconduct, or b) by the end of the term in which the alleged incident took place. While prompt reporting of the incident is encouraged, complaints older than 30 days, or in a later term, will still be processed.

Initial Review and Meeting: After the receipt of a formal complaint, the Title IX Coordinator will meet with the complainant as soon as possible, but no later than 30 days after receipt of the complaint. The complainant must make himself/herself available for this meeting. After this meeting, the Title IX Coordinator and other designated school officials will determine whether to begin an investigation and will inform the complainant of that decision within 30 days.

No Contact Order

Should the decision be made to investigate a "No Contact Order" will be put in place if the respondent is a student or employee. Continued intentional contact with the reporting individual would be a violation of institutional policy and may be subject to additional conduct charges; if the accused or respondent and a reporting individual observe each other in a public place, it shall be the responsibility of the respondent to leave the area immediately and without directly contacting the reporting individual. Both the respondent and the reporting individual shall,

upon request and consistent with institutional policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of a no contact order, including potential modification, and shall be allowed to submit evidence in support of his or her request. Due to the nature of the programs at Christie's Education and space constraints, the responder may

be put on temporary leave while the investigation is carried out.

Investigation: The institution will conduct an investigation when it becomes aware that sexual harassment, gender-based harassment or sexual violence may have been committed against a student, employee or visitor, unless the reporting student has requested that CE refrain from such an investigation and CE has determined that it may do so.

The Title IX Coordinator is responsible for conducting the investigation in a prompt, thorough, and impartial manner. The college Title IX Coordinator shall inform the reporting individual that an investigation is being commenced and shall inform the respondent of the allegations of the reporting individual. If there is a written complaint, the respondent shall be provided with a copy of the complaint unless circumstances prohibit this. The Title IX Coordinator shall coordinate investigative efforts with CE's administration, and may designate another trained individual to conduct all or part of the investigation.

The college Title IX Coordinator shall take prompt and effective steps reasonably calculated to end any sexual harassment, gender-based harassment or sexual violence, including:

1. taking interim measures;
2. preventing retaliation;
3. providing the reporting individual and the respondent with periodic status updates and notice of outcomes of the investigation;
4. informing the reporting individual of her/his right to file a criminal complaint;
5. coordinating with law enforcement agencies, as appropriate,
6. maintaining all documents of the investigation;
7. drafting a report of findings, which is to be submitted to the College President.

Confidentiality: All CE employees, except the Academic Director and MCAM Program Director, are responsible for redressing and immediately reporting actual or suspected discrimination, harassment, or sexual and gender-based misconduct to appropriate officials. CE is committed to protecting the privacy of all individuals involved in a report under this policy.

CE is also committed to providing assistance to help reporting Individuals make informed choices. With any report under this policy, CE will make reasonable efforts to protect the privacy interests of the individuals involved in a manner consistent with the need for a careful assessment of the allegation and reasonable steps available to eliminate the reported conduct, prevent future incidents and address its effects.

Privacy and confidentiality have distinct meanings under this policy.

Privacy: Privacy generally means that information related to a report of misconduct will be shared with a limited group of individuals considered "need-to-know" in order to assist in the active review and investigation of the misconduct. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. All CE employees who cannot guarantee confidentiality will maintain Reporting Individuals' privacy to the greatest extent possible. The information provided to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator or designee to investigate and/or seek a resolution.

Confidentiality: Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without express permission of the individual, or as otherwise permitted by law. Campus and community professionals designated as such include medical providers, mental health providers, and ordained clergy, all of whom normally have privileged confidentiality that is recognized by the law. These individuals are prohibited from breaking confidentiality unless (i) given permission to do so by the person who disclosed the information; (ii) there is an imminent threat of harm to self or others; (iii) the conduct involves suspected abuse of a minor under the age of 18, or (iv) otherwise required or permitted by law or court order.

Non-Confidential/Not Private: Any other CE employee who is not designated as a confidential resource under this policy is required to share a report of sexual and gender-based misconduct with the Title IX Coordinator or designee. The Title IX Coordinator or designee will conduct an initial assessment of the conduct, the reporting Individual's desired course of action, and the necessity for any accommodations to protect the safety of the reporting Individual or the community. The goal is to eliminate any hostile environment.

All CE proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, Title IX, Violence Against Women Act (VAWA), New York's Enough is Enough law and other state and local laws, and Institute policy. No information shall be released from such proceedings except as required or permitted by law and CE policy.

Coordination with Law Enforcement Authorities: In the event that an allegation includes behavior or actions that are under review by law enforcement authorities, the investigative team will, in light of status updates from law enforcement authorities, assess and reassess the timing of the investigation under the Title IX policy so that it does not compromise the criminal investigation.

Conclusion of the Investigation:

Following the completion of the investigation, the Title IX Coordinator or designee set by the Academic Director shall report his or her findings to the Academic Director in writing. Following such report, the Academic Director shall review the complaint investigation report and authorize such action as she/he deems necessary to address the issues raised by the findings. A copy of the report shall be maintained in the files of the Title IX Coordinator.

Appeal: Both the Respondent and the Complainant may appeal the decision of the investigative team to the Title IX Coordinator based on the following grounds:

- a) A procedural error occurred, which may change the outcome of the decision; or
- b) The appellant has substantive and relevant new information that was not available at the time of the investigation that may change the outcome of the decision.

Disagreement with the investigative team's findings or determination is not, by itself, a ground for appeal.

Appeals must be received by the Title IX Coordinator within 1 week of the date of the final report. Appeals will be decided within 2 weeks and parties will be informed of the outcome in writing.

4. Retaliation

Retaliation against any individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited.

5. Resources

U.S. Dept. of Education, Office for Civil Rights
<http://www2.ed.gov/about/offices/list/ocr/index.html>

U.S. Equal Employment Opportunity Commission
<http://www.eeoc.gov/>

New York Commission On Human Rights
<http://www.nyc.gov/html/cchr/html/home/home.shtml>

General Guidelines for On-Campus Behavior

As a student carrying a Christie's ID, it is important that you adhere to these guidelines when present at Christie's Rockefeller Plaza. You must also follow any directives given to you by Christie's staff while you are at the auction house premises.

Dress

Professional and appropriate attire is expected of all students when they are attending events at Christie's auction house at Rockefeller Plaza. For women, this means dresses or skirts of conservative length, suits or pants suits. For men, suits or pants with sports jacket and tie. In the saleroom, do not wear loud colors and noisy jewelry as they are distracting to clients and the auctioneer. Sneakers, mini-skirts, tank tops, cotton t-shirts, leggings, stretch pants, shorts or jeans are inappropriate. When Christie's Education students visit Christie's Rockefeller Plaza, these dress codes should be followed.

Certain evening sales may be designated as black-tie events. If you are asked to attend the sale, it is recommended that women wear conservative evening dress, men must wear tuxedos.

Coffee/Food

Please enjoy your food and beverages in the student lounge except during the hours of 12:00pm and 1:30pm when Classroom 2 will be opened up as a study hall and students may eat their lunch in there. These hours are subject to change as the CE staff sees fit. Only water is allowed in Classrooms 1 & 3. **No food or beverages at all are allowed in the library, to prevent damage to the books and catalogues.**

Telephones

Cell phones must be turned off during all class sessions both at Christie's Education and at off-site visits. Staff will place calls for students only in the event of an emergency.

Chewing Gum

Chewing gum is strictly prohibited in all areas at Christie's auction house at Rockefeller Plaza.

Drinking and/or Eating

Drinking and/or eating are strictly forbidden for Christie's Education students in Christie's public areas. This includes all public spaces inside both Christie's Education and Rockefeller Plaza. Keep all food and drink in the student lounge (Please see Coffee/Food section above) of Christie's Education and dispose of your garbage in the trash bins provided.

All School Field Trips and Extended Study Trips

All M.A students are required to go on all of the all school field trips as well as the extended study trip. Please see 2019-2020 Tuition and Fees policies in relation to this. While on these trips Christie's Education's Guidelines for Conduct still apply.

Prohibition on the Marketing of Credit Cards

Christie's Education prohibits the advertising, marketing or merchandising of credit cards to students at Christie's or Christie's Education facilities or at school sponsored events.

Bullying, Harassment and Disruptive Behavior

Christie's Education believes that all students, staff and faculty have a right to a safe and healthy school environment. The school has an obligation to promote mutual respect, tolerance, and acceptance. Christie's Education will not tolerate behavior that infringes on the safety of any member of the school community. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes:

direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; cyber-bullying via email, social networks or other online platforms; and social isolation or manipulation.

Christie's Education expects students and/or staff and faculty to immediately report incidents of bullying to the Director of Business Affairs and Student Services or Academic Director. Staff and Faculty who witness such acts must take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during breaks from class, whether on or off campus, and during school-sponsored activities. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Christie's Education prohibits retaliatory behavior against any complainant or any participant in the complaint process.

E-Mail and Computer Policy for Christie's Education Students

All Master's students will be assigned Christie's Education student email addresses at the beginning of their studies. Students will be required to use the Christie's Education email address to receive all official correspondence from the institution, including correspondence from staff and faculty. Essential academic and administrative correspondence will be dispatched via e-mail throughout the year, and we ask that you check your incoming e-mail at least once a day to keep up with it. This allows us to keep in timely contact with all students, to circulate essential information in a timely and accurate manner, and to save time and paper in communicating to a large group of students.

Each student should provide a secondary e-mail address to the student services staff during orientation week. Home mailing addresses and phone numbers are also needed. This information will not be distributed to anyone outside our faculty and staff as needed. It is crucial to keep Christie's Education informed if students' contact information changes.

Computers with access to the internet and electronic art reference resources are available for student use in the Library. Additionally, each student will be given their own Office 365 account for the duration of their studies, which will provide onsite, remote and mobile access to the Microsoft office suite of products including Word, PowerPoint, Excel, Outlook and OneDrive. The Office 365 accounts will expire at the completion of a students' enrollment. Personal work may not be saved to the hard drives of the library computers and must be saved to a memory stick, a OneDrive account or another personal cloud-bases storage system.

No Expectation of Privacy: Users should not have any expectation of privacy in anything they create, send, receive, or store on the Christie's Education computer system. CE has the right, but not the duty to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites visited on the internet; material downloaded or uploaded by users to the Internet; reviewing e-mail sent and received and reviewing what is printed by students. At its sole discretion, CE may access any and all information, files, or documents on any CE owned computer system.

Statement on Intellectual Property

Respect for intellectual labor is vital to academic discourse and to every intellectual and creative enterprise. This principle applies to works of all authors and publishers in all media. Christie's Education New York disapproves of the unlawful use of others' intellectual property. The employees and students of Christie's Education New York are prohibited from unlawful use of others' intellectual property. Employees or students who make unlawful use of others' intellectual property do so at their own risk and assume all liability for such use. Questions concerning this statement should be directed to the Christie's Education librarian.

P2P File Sharing and Illegal Downloading

The use of P2P file sharing applications on the Christie's Education network without prior authorization is strictly prohibited. These applications consume bandwidth and technological resources and may expose the Christie's Education network to attacks, viruses and spyware. In addition to consuming bandwidth and technological resources, P2P file-sharing exposes the University network to viruses, spyware and other attacks and is frequently used to illegally distribute copyrighted works.

Penalties for Copyright Violation

If a copyright owner successfully prosecutes an infringer, the penalties are set at "not less than \$750 or more than \$30,000" per infringing work. However, if the copyright owner can establish that the violation was "willful" the penalty can be \$150,000 per work. (from US Code Title 17 Chapter 5 Section 504:

<http://www.copyright.gov/title17/92chap5.html>)

Furthermore, The US No Electronic Theft Act establishes that penalties can be charged even if the infringer did not profit in any way from the violation. 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. (See http://en.wikipedia.org/wiki/NET_Act)

Legal Sources for Copyrighted Media

There are many on-line sources that give legal access to copyrighted works.

EDUCAUSE, an association of colleges and universities, maintains a list of legal media sources:

<http://www.educause.edu/legalcontent>

The RIAA provides a list of legal music sources: http://www.riaa.com/toolsforparents.php?content_selector=legal-music-services

The MPAA provides a similar list of video sources: <http://www.mpaa.org/contentprotection/get-movies-tv-shows>

Students and Employees Buying and Selling Through Christie's

1. Introduction

The rules governing transactions at Christie's by Christie's Education students, employees and their families are meant to ensure that students and employees will avoid any conflict of interest, or any perception that they may have a conflict of interest. This is a vital element in assuring the integrity of our sales. It is therefore important that students and employees abide not only by the letter, but also by the spirit of these rules. Where any student or employee is involved in a relationship that does not technically fall into one of the described categories, but which could raise the same questions of conflict of interest, he or she should abide by the rules set out below.

2. Definitions

For the purposes of this policy, the following definitions shall apply:

"Employee" means individuals employed by any Christie's Company under a contract of employment. For the avoidance of any doubt, this includes (but is not limited to): interns; fixed-term employees; employees working part-time; employees working according to other flexible working arrangements; and individuals employed to work in Christie's Education, Christie's Real Estate and Collectrium. This does not include consultants engaged by any Christie's Company (whether Christie's representatives, expert consultants or otherwise), agency workers, casual workers, or individuals on work experience or work shadowing assignments. If in doubt, please contact the HR department;

"Student" means individuals enrolled in any Christie's Education program of study including all graduate level and continuing education courses, whether on a part-time or full-time basis.

"Christie's Company" means any company that is part of the Christie's group;

"Immediate Family Member" means spouses; partners; siblings; parents; in-laws; children; other family members living in same household as a Christie's Education Student or Employee;

"Non-Immediate Family Member" means grandparents; aunts; uncles; cousins; and other similarly close relatives of a Christie's Education Student or Employee who are not Immediate Family Members; and

"Sale Involvement" means in relation to any live auction, online-only sale or private sale, any one or more of the following:

- i. a sale organized by the Student or Employee's local department (i.e. UK, France, Switzerland, Americas, Hong Kong, etc.); and/or
- ii. a sale which the Student or Employee has (or could reasonably be expected to have) access to or knowledge of: (A) the reserves or interest; or (B) non-public bidding activity/confidential information (this would include if the Employee attended the interest meetings).

3. Who This Policy Applies To

This policy applies to all Students, Employees, their Immediate Family Members and Non-Immediate Family Members.

To the extent that this policy prohibits or restricts a person's activity in relation to buying and selling at Christie's, that prohibition or restriction will also apply to that person acting through any corporate or trading entity which is partially owned by that Student or Employee.

This policy does not apply to consultants (whether Christie's representatives or otherwise), who are subject to separate and specific buying and selling rules – these are available on request from HR or the Bids Office.

Christie's France and Christie's Shanghai employees are subject to additional rules regarding buying and selling at Christie's. Please contact the Paris/Hong Kong Legal or HR department for further details.

4. Student and Employees Bidding/Buying at Christie's

4.1. Live Auctions

- (a) Provided that a Student or Employee has had no Sale Involvement, a Student or Employee may bid in a live auction by leaving a written bid. If a Student or Employee has had Sale Involvement, they may not bid in a live auction.
- (b) Students and Employees who are not restricted from bidding in accordance with section 4.1(a) above may only bid by leaving a written bid with the Bids Department no later than 12 noon local time on the working day before the live auction or for two day auctions, on the working day before the lot comes up ("Bidding Deadline"). Once submitted, a bid can be cancelled however it may not be increased or decreased. The written bid form should identify the Employee's department or Student's enrollment status.
- (c) A Student or Employee cannot enter into a contractual arrangement with Christie's to act as a third-party guarantor or a buying partner for any lot.

4.2. Online-Only Sales

- (a) Students and Employees may bid in an online-only sale, provided that if it is a sale organized by Christie's Education, a Director from within Christie's Education must provide written confirmation (which may be by email) to the relevant Sale Manager that the Student or Employee:
 - i. has not been involved in the consignment(s) of the lot(s) on which the Student or Employee wishes to bid;
 - ii. has not been involved in setting estimates or reserves for the lot(s) on which the Student or Employee wishes to bid; and
 - iii. has not had access to any confidential information about the lot(s) on which they want to bid.

If an Employee or Student is permitted to bid in an online-only sale under clause 4.2(a) above, Employees and Students will only be permitted to buy any property that is offered as "Buy-Now" at least 24 hours after the online-only sale has gone live.

4.3 Aftersale Offers

Employees and Students may not make after-sale offers on any unsold property offered in either a live auction or in an online-only sale.

4.4 Private Sales

Employees and Students may not buy a work from Christie's via private sale unless it is offered for sale in an exhibition, the Employee or Student purchases for the agreed exhibition purchase price and the purchase is authorized by the Christie's Legal dept.

Legal will assess by considering any conflicts of interest and/or our ability to ensure we are acting in the seller's best interests. This may require that the seller is informed that a Student or Employee wishes to purchase the property.

5. Students and Employees Selling at Christie's

5.1 Students and Employees may sell property in a Christie's sale (whether live, online-only or private sale) provided that if they have any Sale Involvement, it is approved in writing and in advance by the International Managing Director with responsibility for the relevant sale. The Head of Sale shall be notified by the International Managing Director upon approval of such exception.

5.2 Where a Student or Employee consigns property for sale, the terms of sale shall be as follows:

(a) **Commission:** Christie's will waive seller's commission for live auction and online-only sales with respect to these consignments. If the relevant Sale Manager approves, Christie's may also waive performance commission. Christie's will not waive its private sale commission but the commission shall be commensurate with that retained from the sale of like property.

(b) **Sale Expenses:** Whether Christie's charges sale expenses (such as shipping, photography, restoration, expertise, and loss damage liability) will depend on the aggregate value of the consignment. If the aggregate low estimate of the consignment is less than the local currency equivalent of US \$100,000, the Student or Employee will be charged sale expenses at the standard published rates. If the aggregate low estimate of the consignment equals or exceeds US \$100,000, Christie's may agree (in its discretion) to absorb such sale expenses, providing the Student or Employee with a "0%, all-in deal".

Seller's Agreement, Estimates and Reserves: A consignment agreement (whether for live auction, online-only or private sale) must be signed by Christie's and the Student or Employee. Estimates (or, if a private sale, the Net to Vendor amount) must be agreed in writing and prior to the relevant deadlines and any change must be agreed mutually by Christie's and the Student or Employee.

(c) **Marketing:** In no event may the Student or Employee be involved in the marketing or promotion of his or her own property and the Student or Employee must not be involved in any discussion and pre-sale interest, finance and auctioneer meetings related to the property. The International Managing Director should appoint an independent Christie's employee to handle any such discussions.

5.3 No Immediate Family Member or Non-Immediate Family Member may bid on any property that the Employee consigns.

6. Rules for Immediate Family Members

6.1. Buying - Live Auctions:

(a) Provided that the Student or Employee has had no Sale Involvement, an Immediate Family Member may bid in a live auction.

(b) If the Student or Employee has had Sale Involvement, an Immediate Family Member may still bid in a live auction, provided that:

i. the Immediate Family Member is either a member of the trade active in that particular area, or is reasonably determined to be a recognized collector active in that particular area; and

ii. the Immediate Family Member certifies in a signed letter that:

A. there has been no communication of confidential information in relation to the sale or the property between that Immediate Family Member and the Employee; and

B. if the Immediate Family Member becomes aware of any confidential information in relation to the sale or the property after providing Christie's with the signed letter, that they will not bid; and

iii. the Student or Employee certifies in writing in a signed letter that:

A. there has been no (and at no point will there be) communication of confidential information in relation to the sale or the property between that Immediate Family Member and the Student or Employee;

B. the reserves and estimates for the lot(s) have been agreed and set not by the Student or Employee or by more than just the Student or Employee; and

- C. the Student or Employee acknowledges that he/she is required to act in the best interests of the seller; and
- iv. the Immediate Family Member does not bid via the Student or Employee; and
- v. an Immediate Family Member that is a spouse/partner bids by written bid only, UNLESS a member of the Legal Department approves otherwise. If approval is given for the Immediate Family Member to bid by telephone, it must be confirmed with the Bids Department which Christie's staff member they will be bidding through; and
- vi. under no circumstances does the Immediate Family Member bid on property consigned by the Student or Employee.

(d) An Immediate Family Member cannot enter into a contractual arrangement with Christie's to act as a third-party guarantor or a buying partner for any lot.

6.2. Buying - Online-only sales:

- (a) Immediate Family Members may bid in online-only sales, except that if they want to bid in an online-only sale organized by the Employee or the Employee's global department, the Immediate Family Member will only be able to bid if the Employee's Regional Managing Director provides written confirmation (which may be by email) to the relevant Sale Manager that the Employee:
 - i. has not been involved in the consignment(s) or the lot(s) on which the Immediate Family Member wishes to bid;
 - ii. has not been involved in setting estimates or reserves for the lot(s) on which the Immediate Family Member wishes to bid; and
 - iii. has not had access to any confidential information about the lot(s) on which the Immediate Family Member wishes to bid.
- (b) If an Immediate Family Member is permitted to bid in an online-only sale under clauses 6.2(a) or 6.2(b) above, the Immediate Family Member will only be permitted to buy any property that is offered as "Buy-Now" at least 24 hours after the online-only sale has gone live.

6.3. Buying - After-sale offers:

Immediate Family Members may make an after-sale offer on any property offered in a live auction or online-only sale only if Legal approval is obtained first.

6.4. Buying - Private Sale

Immediate Family Members may not buy a work from Christie's via private sale unless there is a pricelist approved by the seller and the Immediate Family Members purchases for the price set out in such pricelist and the purchase is authorized by Legal.

Legal will assess by considering any conflicts of interest and/or our ability to ensure we are acting in the seller's best interests. This may require that the seller is informed that an Immediate Family Member of a Student or Employee wishes to purchase the property.

6.5. Selling

- (a) Immediate Family Members may sell property in a Christie's sale (whether live, online-only or private sale) provided that if the Student or Employee has any Sale Involvement:
 - i. it is approved in writing (which may be by email) and in advance of consignment by the International Managing Director with responsibility for the relevant sale;
 - ii. the Student or Employee has no involvement at all in the consignment (including negotiation), sale or marketing of the property; and

iii. the Head of Sale is notified by the International Managing Director upon approval of such exception.

(b) Immediate Family Members are eligible for the same commission terms as Students and Employees (subject to the same procedural requirements as are applicable to Students and Employees as set out in clause 5.2), except Immediate Family Members that are either a recognized collector or an active member of trade. In this instance, such Immediate Family Members are eligible for trade terms (or as otherwise negotiated), however the Student or Employee may not participate in the negotiation of the consignment.

(c) An Immediate Family Member shall not receive a guaranteed sale price. An Immediate Family Member may receive an enhanced hammer amount of 4% or less, if the consignment warrants such terms and as shall be approved in the normal course. Any enhanced hammer amount in excess of 4% or any top-up amount equivalent will require approval by the Commercial Business Finance Department, the International Managing Director and the Legal Department.

7. Rules for Non-Immediate Family Members

7.1. Buying - Live Auctions:

Provided that the Student or Employee has had no Sale Involvement, a Non-Immediate Family Member may bid in a live auction.

If the Student or Employee has had Sale Involvement, a Non-Immediate Family Member may still bid in a live auction, provided that:

(a) the Non-Immediate Family Member certifies in a signed letter that:

there has been no communication of confidential information between that Non-Immediate Family Member and the Student or Employee; and

(b) if the Non-Immediate Family Member becomes aware of any confidential information after providing Christie's with the signed letter, that they will not bid;

(c) the Employee certifies in a signed letter that:

i. there has been no (and at no point will there be) communication of confidential information in relation to the sale or the property between that Non-Immediate Family Member and the Student or Employee;

ii. the reserves and estimates for the lot(s) have been agreed and set not by the Student or Employee or by more than just the Student or Employee; and

iii. the Student or Employee acknowledges that s/he is required to act in the best interests of the seller;

(d) the Non-Immediate Family Member does not bid via the Student or Employee; and

(e) under no circumstances does the Non-Immediate Family Member bid on property consigned by the Student or Employee.

7.2. Buying - Online-only sales:

(a) Non-Immediate Family Members may bid in online-only sales provided that where it is an online-only sale organized by the Student or Employee or Christie's Education, the Non-Immediate Family Member can only bid if the Student or Employee provides written confirmation (which may be by email) to the relevant Sale Manager that he/she:

i. has not been involved in the consignment(s) or the lot(s) on which the Non-Immediate Family Member wishes to bid;

ii. has not been involved in setting estimates or reserves for the lot(s) on which the Non-Immediate Family Member wishes to bid; and

iii. has not had access to any confidential information about the lot(s) on which the Non-Immediate Family Member wishes to bid.

(b) If a Non-Immediate Family Member is permitted to bid in an online-only sale under clauses 7.2(a) or 7.2(b) above, the Non-Immediate Family Member will only be permitted to buy any property that is offered as

“Buy-Now” in the period 24 hours after the online-only sale has gone live.

7.3. Buying - After-sale offers:

Non-Immediate Family Members may make an after-sale offer on any property offered in a live auction or online-only sale only if Legal approval is obtained first.

7.4. Buying - Private Sale

Non-Immediate Family Members may be able to buy works from Christie's via private sale. Please contact the Legal Department first to discuss.

7.5. Selling

(a) Non-Immediate Family Members may consign property to Christie's, but if they would like to consign property to a sale (whether it is for sale via live auction, online-only or private sale) in which the Employee will (or could) have any Sale Involvement, the head of the Christie's Education must be notified in advance, and the Student or Employee may not participate in either the negotiation of the consignment or the marketing of the property.

(b) Non-Immediate Family Members are not eligible for the same commission terms as Student or Employees. Any commission and/or sale expenses shall be determined by Christie's on a case-by-case basis.

Services for Students with Disabilities

Christie's Education is committed to providing equal access to its programs, activities and services to all qualified students under Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act and Amendments Act of 2008 (ADA).

Students with disabilities have the right to:

- Equal access to programs, activities and services of the institution;
- Reasonable accommodations, academic adjustments, and/or auxiliary aids and services;
- Appropriate confidentiality of all information concerning their disability except as disclosures are required or permitted by law;
- Information, reasonably available in accessible formats.

Students with disabilities at Christie's Education must:

- Meet the institution's admission qualifications and maintain essential technical, academic and institutional standards;
- Inform the institution when a known disability makes an accommodation necessary to perform successfully in a particular course or program;
- Provide appropriate professional documentation that indicates how the disability limits participation in programs, activities and services of the institution;
- Follow the procedure for obtaining reasonable accommodation, academic adjustments, and/or auxiliary aids and service.

Procedure for Requesting Accommodations:

Students with learning or physical disabilities who wish to request special accommodations should notify the Director of Business Affairs and Student Services and must be able to provide a letter from a physician or other appropriate professional documentation that details the disability and confirms the type of accommodation required. After submitting a letter in writing to the Director of Business Affairs and Student Services, a meeting will be scheduled in order to discuss specific requirements or special needs. Those with disabilities may be eligible for untimed exams, the aid of a computer for written exams, or extension on assignments, among other reasonable accommodations, and after meeting with the Director of Business Affairs and Student Services and providing required documentation, the student must meet with the appropriate instructor(s) to make arrangements for individual courses that require special accommodations.

Questions should be directed to Margaret Conklin, Director of Business Affairs and Student Services, at mconklin@christies.edu.

Requirements for International Students

The Department of Homeland Security of the United States federal government requires that all students holding F-1 visas comply with certain immigration regulations. To maintain your legal status in the United States as an F-1 student, it is essential that you remember these important requirements:

F-1 students are required to maintain full-time status at all times during the academic program year and must make satisfactory academic progress toward the graduate degree.

- All F-1 students are required to report a change of local address to Christie's Education within 10 days of moving.
- Students must report to Christie's Education no more than 30 days after the start date listed on your I-20 form.
- If a student plans on traveling outside the United States, it is recommended that the student notifies Christie's Education at least two weeks prior to your travel and bring in your immigration documents for review.
- Never accept any type of employment without prior authorization from Christie's Education.
- F-1 students can engage in authorized practical training only. Authorized practical training during the school year will only be approved for the required curricular internship. This means that Curricular Practical Training (CPT) will only be approved for the internship that is integrated into the Master of Arts program. Internships that are not being done as part of the curriculum will not be authorized and students must refrain from taking on unauthorized work of any kind. In addition to CPT, students may be eligible to apply for Post-Completion Optional Practical Training (OPT), which will provide work authorization for a period of up to twelve months after graduation. More detailed information on Curricular Practical Training and Post-Completion Optional Practical Training will be distributed to students during the academic year.
- Be sure to safeguard your immigration documents including your passport (it should be valid for at least 6 months into the future) and your current I-20 Form. It is recommended that you make photocopies and digital copies of all immigration documents that you keep in secure locations separate from the originals.
- After completing your period of Optional Practical Training after graduation (if applicable), you will have 60 days to leave the United States, or change your immigration status.

When traveling outside the United States, you must have the proper re-entry documents with you. It is also recommended that you carry these items when traveling inside the United States. These documents are:

- Passport – It must be valid at least six months in the future.
- I-20 Form – must be current, correct and have a designated school official's signature on page three that is less than one year old.
- F-1 Visa – must be valid to re-enter the US and may only be obtained outside the US at a US Consulate or Embassy.
- Proof of Enrollment at Christie's Education – you can use your official acceptance letter or obtain a letter of verification or transcript from Christie's Education.
- Proof of Funding – carry documentation to verify your funding source as indicated on your I-20.

Maintaining the legal F-1 status is the student's responsibility. Christie's Education is not responsible for enforcing immigration laws, but is required to inform the Department of Homeland Security of your student status.

Resources

Emergency Telephone Numbers/Websites

Christie's Education, New York	212 355 1501
Building Security Desk (1230 Avenue of the Americas)	212 332 6189
Christie's Emergency Hotline (auction house)	866 683 1359
NYPD Midtown South Precinct (357 West 35th Street, New York, NY, 10001-1701)	212 239-9811

Sexual Assault Resources

Hospital Rape Crisis/Crisis Intervention Programs Manhattan

Beth Israel Medical Center	212 420 4516
Bellevue Hospital Center	212 562 3435
Columbia Presbyterian Medical Center	212 305 9060
NY Presbyterian Hospital Cornell Medical Center	212 746 9414
St. Luke's/Roosevelt Hospitals	212 523 4728

Brooklyn

Coney Island Hospital	800 TEL RAPE
Long Island College Hospital	718 780 1459

Queens

Mount Sinai - Elmhurst Hospital Sexual Assault and Violence Intervention Program	718 334 1418
Queens Rape Counseling Center	718-263-2013

New Jersey

New Jersey Coalition Against Sexual Assault Hotline	800 601 7200
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Other Support Information

New York Police Emergency	911
National Domestic Violence Hotline	800 799 7233
Rape, Abuse & Incest National Network (RAINN)	800 656 4673
New York Asian Women's Center (24 hours)	888 888 7702
NYC Gay & Lesbian Anti-violence Project (24 hours)	212 714 1141
NYPD Special Victims Liaison unit Report Line	212 267 7273
New York State Crime Victims Board	800 247 8035
Rape and Sexual Assault Hotline (24 hours)	212 227 3000
Violence Intervention Program, Inc.	800 664 5880

NYC District Attorney's Office

Manhattan	212 864 7884
Brooklyn	718 250 2000
Queens	718 286 6300
Bronx	718 590 2001
Staten Island	718 876 6300

Doctor's Offices/Hospitals

Beth Israel Medical Group, located at 309 West 23rd Street, are primary care physicians and specialists affiliated with Beth Israel Medical Center. They can be reached at: (212) 352-2600. BIMG office takes walk-ins and appointments. They do not accept emergency cases.

BIMG is open 24 hours/day, 7 days a week

New York-Presbyterian/Weill Cornell
525 East 68th Street, NY, NY
General Information: 212-746-5454
Emergency: 212-746-5050

Mount Sinai Medical Center
1190 Fifth Avenue
General Information: 212-241-6500

New York Methodist Hospital
506 Sixth Street
Brooklyn, NY 11215
General Information: 718-780-3000

Maimonides Medical Center
4802 Tenth Avenue
Brooklyn, NY 11219
General Information: 718-283-6000

Mount Sinai Queens
25-10 30th Avenue
Long Island City, NY 11102
General Information: 718-932-1000

Mental Health Information

Adjusting to new life at graduate school and in the city can be a stressful experience. The intense academic programs might add more stress to some students. The key is to balance the time and work. If you feel overwhelmed by school work, please come to speak to the Academic Director as soon as possible. Students who encounter mental health issues, such as depression or suicidal thoughts should seek assistance immediately by contacting a mental health professional. The following organizations are some helpful sources available for students who suffer from depression.

Mental Health Association of NYC

1 800 LIFENET
<http://www.mhaofnyc.org>

Mental Health Association in NY State

518 434 0439
<http://mhanys.org>

New York State Suicide Hotline
USA National Suicide Hotlines

800 SUICIDE/800 273 TALK
<http://suicidehotlines.com/newyork.html>

National Alliance for the Mentally Ill-NYS

1 800 950 3228
<http://www.naminys.org>

IAMALIVE-
Kristen Brooks Hope Center

800 784 2433
<https://www.imalive.org/>

Student Health Insurance

Christie's Education does not offer health insurance policies, but the following is a list of suggestions for finding an insurance carrier. These are not endorsements, just recommendations to help in the search, and you are not obligated to use any of the options mentioned below.

Rider to an existing policy: For some of our student population, graduate school begins directly after the completion of his/her undergraduate studies. If the student is covered under his/her parents' coverage for undergraduate health insurance, often this coverage can be extended to include the length of the graduate program. If this scenario applies, have your parents check with their insurance carrier to see what arrangements can be made.

Insurance through an association: Many associations, such as sororities and fraternities, offer various benefits, including group health insurance, to their members. Check with your respective clubs and associations to see if they have a member health insurance package that you can join.

In New York there are two standardized managed care options available:

- HMO (Health Maintenance Organizations), where care is given by network providers with contractual arrangements with the HMO
- POS (Point of Service), where coverage includes both network and out-of-network providers.

The following are some suggestions in terms of where to look for a healthcare plan that is best suited to your needs:

- <https://nystateofhealth.ny.gov/> New York State website that provides information on policies and comparisons in order to find a low cost solution for individual health care.
Phone: (855) 355-5777
- www.estudentinsurance.com eStudentInsurance offers Health Insurance to domestic and international students who are attending undergraduate or graduate school in the United States.
Phone: (877) 758-4941
- www.nyhpa.org This web site is presented by the New York Health Plan Association (NYHPA). The association is comprised of 30 HMOs and prepaid plans that provide services for more than 6 million people in New York. The site has a user's guide for finding health care providers by zip code, as well as a directory of health plans and contact information.
Phone: (518) 462-2293
- <http://www.ehealthinsurance.com/individual-family-health-insurance> This website has an online recommendation tool that helps students find the insurance plan that best suits your needs. Once you enter your information, a list of insurance plans will be generated along with quotes of annual and semi-annual premiums.
Phone: (844) 298-4333
- www.hthstudents.com/voluntary.cfm This site is focused specifically on insurance and safety issues. It gives a number of options in terms of coverage and supplies information about the coverage. The site also has on-line medical assistance services.
Phone: (888) 243-2358

Health Insurance Resources for International Students

- www.isoa.org The International Student Organization offers competitive rates and a variety of plans for full-

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time international students. Rates and application information are available on their website.

Phone: (212) 262-8922

- www.hginsurance.com The Harbour Group offers international students and their dependents health insurance coverage during the duration of their studies in the United States. The plan also provides benefits for injury and sickness incurred during brief return visits to the student's country of origin for sixty days out of the policy year.
Phone: (937) 748-5200
- www.istudentcity.com This general information site for international students is clearly laid out and gives information about health insurance, including definitions of terms. It provides an enrollment form that can be downloaded, a summary of benefits, a brochure and instructions.
- www.internationalstudent.com This is a general information site for international students. In terms of insurance, they are partnered with Lloyd's of London and InternationalStudentInsurance.com. Their website provides a description of the components of the coverage, a quote calculator and the ability to apply on-line.