

Ciao e Benvenuto!

Hello and Welcome!

On behalf of the entire International School of Comics faculty and administration, WELCOME! We are thrilled to know you are considering our institution to help you unite your artistic and professional goals.

We are here to provide a quality education and hands-on training to prepare you for your chosen career path. Our faculty comes prepared with years of training and work experience in their areas of expertise. Equipped with their mastery of techniques and knowledge of the industry, they will give you the tools and mentoring to push your skills to a whole new level.

Our administrative staff is committed to providing each student with the individual attention every artist needs. They will provide job placement assistance to help you find success in your new field. Most importantly, our team has the enthusiasm to motivate our students and encourage them to take the extra steps to increase their knowledge base, skill level, and employability.

We are confident that the International School of Comics will give you the training necessary to help form and reach your career goals.

We thank you for your interest in our programs and hope to see you in class soon!

Sincerely,

Dino Caterini

Founder

FIND WHAT YOU'RE LOOKING FOR

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OUR MISSION

The International School of Comics is a digital and figurative art academy that offers an art-only curriculum focused on general education courses in Comic Art and Illustration. The school prepares budding artists to become professionals and find their artistic soul under the close guidance of some of the industry's best artists. The International School of Comics meets the educational needs of students, employers, and the community by designing quality occupational specific training programs utilizing the Italian master-apprentice methodology.

OUR PHILOSOPHY

The educational goal of the International School of Comics is to provide every student with, at minimum, a basic working knowledge of the varied opportunities available in the area of training they have selected as a career field. The school aims to serve as a sustainable option for people looking for a technical school specializing in practical applications of the arts, without the typical hefty financial burden of the American university system. The International School of Comics operates as an alternative path for talented individuals, who may lack the time or opportunity to enroll in expensive generalized academic programs that don't meet their personal goals.

The school prides itself on its' distinct teaching model, which emphasizes small classes and one-on-one mentoring. This allows for each student to feel professionally supported while they take what they've learned and explore their personal path to make the best of their talents. Similar to our schools in Italy, instruction is divided into several areas, breaking down every step of the process to ensure full understanding and skill proficiency. This articulated study method enables students to acquire an excellent education that prepares them at the international level.

OUR HISTORY

The eclectic designer, Dino Caterini, founded the first branch of the International School of Comics in 1979. Over the years, Caterini has played an important role, both on a social and academic level. He's provided 360° wide courses in visual arts, graphics, digital and literary fields, while also supporting cultural initiatives, non-profit associations and cooperating with other education institutions at the international level.

Since 1979, the International School of Comics has expanded significantly in Italy and by the beginning of 2013 it boasts locations in Rome, Florence, Jesi, Pescara, Turin, Padua, Reggio Emilia, Brescia, Naples and most recently Chicago, Illinois.

ACCREDITATION

Students may review copies of documents regarding entities that accredit, license, or approve the institution and its programs. A certificate of approval to operate is issued by the Illinois Board of Higher Education, 431 East Adams Street, Second Floor, Springfield, Illinois 62701. At this time, the International School of Comics does not possess accreditation status with a U. S. Department of Education recognized accrediting body. However, a student of the school will receive a Certificate of Completion upon graduating, as well as a fine-tuned portfolio and the International School of Comic's Career Services faculty to assist in job placement

FACILITIES

The International School of Comics has a signed lease with 1659 HUBBARD, LLC for 1651-53 West Hubbard Street, Chicago, Illinois 60622. This location, a three story brick building, occupies the Comic Art and Illustration program classrooms, labs, administrative and supervisory offices. The capacity of most training areas is 15 - 18 students with most classrooms and laboratories as follows: Comic Art lecture classroom is 1:18 instructor to student ratio, Comic Art laboratory is 2:18 instructor to student ratio and the Illustration lecture classroom is 1:18 instructor to student ratio, Illustration laboratory is 2:18 instructor to student ratio.

There are restrooms, ample storage for art easels and supplies, a paved and lit parking lot facilities for storing records and a small lounge with table and chairs for students and staff. The location maintains an occupancy permit from the City of Chicago Department of Housing and Economic Development and the Illinois State Fire Marshall's Office. It is the responsibility of the School Director to contact the State Fire Marshall annually in conjunction with the renewal of the school application to the Illinois Board of Higher Education for current approval.

STUDENT AMENITIES

Career Services Assistance

The International School of Comics will assist any graduate, regardless of the date of graduation, with their career search, advice and instruction in resume preparation, job applications, interviews and assistance in securing full-time employment are provided. The Career Services department offers students an active career search service, and every avenue is pursued to assist graduates in obtaining training-related employment.

Throughout the year, part-time and permanent employment opportunities are posted. Communication with employers is made each term by the International School of Comics staff, ensuring that training is current and graduates are able to meet the requirements of the careers they are pursuing.

Additionally, employers regularly visit the school, thereby strengthening the institution's standing in the business community and creating additional employment opportunity for graduates.

While it is impossible for the International School of Comics to guarantee any student a job, the Career Services department does contact prospective employers throughout Illinois and advise them of the student body's abilities and availability. Career Services is always available for guidance. Prior to graduation, each student will attend a "mock" interview conducted by the instructor, career services, or by fellow classmates supervised by the instructor. During this interview, the student will learn some helpful tips on interview techniques.

Student Common Areas

The International School of Comics provides space for students to relax and study, as well as eat and drink. All students are asked to treat common areas as they would their place of employment, and keep the areas clean. There is absolutely no eating or drinking in any of the classrooms at the International School of Comics.

Parking

Street side parking is available for students who are in their select programs. The spaces located in the gated parking lot are reserved for prospective students only. Vehicles parked here illegally will be subject to towing.

Student Messages

The International School of Comics staff will take messages on behalf of students and deliver them during scheduled breaks. In a case of an extreme emergency, staff will notify a student while they are in class.

Visitors

The International School of Comics welcomes all visitors. All students are encouraged to invite parents, friends and relatives to the school to visit at any time. All visitors must check in with the front desk assistant to receive a visitors badge to be worn at all times while on the school premises. Staff will make themselves available to answer questions as they arise.

If you have friends who may be interested in attending the International School of Comics, we hope that you will show them the facilities and introduce them to the staff. We encourage you to let your instructor(s) know when you plan on bringing guests to the school.

Copies of Transcripts

Students receive a Certificate of Completion once all graduation requirements have been met. If a student requires a copy of their transcript, the International School of Comics, makes one copy available free of charge.

By request, additional transcripts are available for a \$10 fee. Only one certificate is issued for each graduate. Current students may have access to their academic files for review upon request. Past graduates can request a copy of their transcripts. Requested transcripts will be mailed to the student within two weeks of date of request.

ADMISSIONS REQUIREMENTS

Program advisement and campus tours are available daily. For career programs, the International School of Comics seeks students who have a true desire to receive practical career preparation in their chosen field and who have the ability to achieve academic success. Although pre-possessed skills are important, of equal importance is a student's desire to succeed in their chosen career field. To ensure proper consideration, students need to enroll early.

The International School of Comics welcomes initial inquiries from high school students currently in their junior year (with parental consent). Admissions staff is available during business hours for career planning. Additionally, instructors and staff assist students in career development throughout their enrollment at the International School of Comics.

Applicants must be 18 years of age and provide the International School of Comics administration with proof of graduation from an accredited high school or satisfactory completion of a G.E.D. examination. Any applicant under 18 years of age must have parental or guardian consent to enroll. Upon enrollment both the parent/guardian and the student must be present to sign the enrollment agreement.

All applicants must also schedule an in-person interview with the International School of Comics admissions staff, complete a Pre-application and an Application for Enrollment prior to being accepted. Upon reviewing a sample of comic art and/or illustration from the prospective student, the School Director meets with and evaluates each student in order to guarantee placement in the right program. If the sample provided doesn't meet the standards of the International School of Comics the prospective student will be encouraged to participate in workshops and weekend programs, offered by the school. These extracurricular programs are created to help develop skills levels of its participants. If the prospective student decides to participate they are encouraged to resubmit another sample for review for possible admission into their desired program.

VALIDATING DIPLOMAS POLICY

All students will be required to provide a copy of their high school diploma, GED or high school transcripts in order to enter into all programs of study at the International School of Comics. These documents need to be presented to the admissions department no later than the day of orientation. If a student is a GED recipient the student must provide a copy of the GED or a copy of the request for GED form with a copy of the money order that was sent to the state for the GED document.

The Student Services Department will review all diplomas, GED's and high school transcripts to confirm that they are official documents. If the Student Services Department determines that a diploma, GED or high school transcript may have been tampered with, the department will request an official document from the respective institution to validate that document. The student will be required to pay any fees necessary to obtain those official documents. If a request is made on behalf of the Student Services Department, all transcripts or official documents must be presented to the department in a sealed envelope with the school/institution logo or faxed from the official school/institution.

If the high school transcript or diploma is not received before the start of classes, the Student Services Department will make every attempt to contact the institution listed on the release form to obtain an official high school transcript or diploma. Any fees associated with obtaining this information are the responsibility of the student. If documents are not obtained within two weeks of the class start date, dismissal from the program may be required.

In order for the International School of Comics to verify the legitimacy of a school, the Student Services Department will check the Illinois Department of Education website <http://www.isbe.state.il.us/research/htmls/directories.htm>. Home-schooled students will be required to provide a transcript from their local school district or a transcript certified by a parent. Appropriate steps will be taken for potential students from other states. A student that submits a diploma or official document from a foreign country must have their document translated by an appropriate official to verify the validity of their high school diploma.

Exceptions to the above stated policy:

A. If the student's high school/state agency is unable to locate the student's transcript, the International School of Comics Student Services Department must request confirmation of the student's graduation and/or receipt of GED from the student's high school/state agency in writing.

B. The International School of Comics will admit students provisionally until they provide the required documentation for enrollment as outlined under Admissions Requirements in the program catalog. If the student provides the required documentation and is enrolled as a regular student within the two-week conditional period, the student and their financial obligations will proceed as normal. If the student does not provide the required documentation to meet the admissions requirements within the two week conditional period, the student will not be charged and will hold no financial obligations for that two week period and can re-apply for the next available start date.

OUR PROGRAMS

Comic Art

Objective: The Comics Program teaches students the necessary professional skills needed to compete on the International publishing market. Starting from the basics of drawing, students will be able to extend and improve their competences with respect to narration, direction, graphic and illustration techniques.

Career Opportunities: Any of the following are possible for alumni with strong portfolios showing their skill and knowledge in the comics field: working for a large comic book company such as Marvel, DC, or any affiliates, producing your own comic for sale, working as a free lance artist for hire, work in the educational comics fields and so on.

Course / Class Descriptions:

The Comic Art Program is intended to provide students with the necessary professional skills needed to compete on the International publishing market. Starting from the basics of drawing, students shall be able to extend and improve their competences with respect to narration, direction, graphic and illustration techniques. They will face different styles and publishing sectors in order to acquire a set of skills that will make them marketable at the international level.

First Year

The first year is focused on the main concepts of Sequential Art and drawing fundamentals of anatomy and perspective. Students will explore the main concepts of the comics-making process by using the Italian traditional learning method. At the end of the first year students will achieve a firm knowledge in Comics and they will be able to design their own comic's panel.

Year 1	Course Name	Clock Hours
T1	Introduction to the lessons	8
	Perspective	40
	Osteology	24
	Myology	24
	Anatomy details	8
	Storytelling 1	24
	Portfolio review	8
	Introduction to Comics and Illustration programs	16
T2	Life Drawing 1	40
	Shading 1	16
	Elements and Environments in Comics	40
	Preparation and Composition in Comics	56
T3	Comics 1	144
	Portfolio review	8
TOTAL		456

Second year

The goal for the second year in Comic Art is to strengthen the inking techniques through the use of China, Brush, Nib, Hatching, and Ink Trace techniques and make student's comfortable working with the different techniques. Students will also be introduced to coloring theory and techniques, story and screen writing and the elements of iconographic research. Students will create a series of comics challenging their creativity through various narrative genres and documentation such as, Historical, Horror, Fantasy, Sci-Fi, Storytelling, and Stage Direction. Upon the conclusion of this course students are left with an appreciation of comic art.

Year 2	Course Name	Clock Hours
T1	Introduction to the lessons	8
	Ink 1	72
	Storytelling 2	32
	Life Drawing 2	32
	Portfolio review	8
T2	Comics Genres: Fantasy	40
	Comics Genres: Historical	40
	Comics Genres: Horror	40
	Comics Genres: Sci-Fi	40
	Portfolio Review	8
T3	Life Drawing 2	16
	Comics 2	112
	Portfolio review	8
TOTAL		456

Third year

The last year builds on the study of the various comic markets worldwide and the realization of projects that allow the student to get familiar with the professional world with an intense introduction to the publishing markets of America, France, Japan, Spain and Italy. The student will leverage their comic skills and create grotesque-humor comic art. Students learn both the non-covering and covering color techniques along with digital coloring skills. Upon completion of this course, students will be able to evolve and improve their competencies in order to acquire a broad range of skill sets that will make them marketable in the job market. Most importantly they will demonstrate a highly individual, distinctive style that is indicative of a mature and confident comic artist.

Year 3	Course Name	Clock Hours
T1	Introduction to the lessons	8
	Ink 2	16
	Colors 1	32
	Italian Comics	24
	American Comics	24
	French Comics	24
	Portfolio review	24
T2	Colors 2	24
	Sub American Comics	24
	Comics 3	96
	Portfolio review	16
T3	Comics 3	128
	Portfolio review	16
TOTAL		456
TOTAL	PROGRAM TOTAL NUMBER OF HOURS	1368

Illustration

Objective: The Illustration Program teaches students to form a professional artist profile, an illustrator capable to translate concepts into images and ideas, able to create new languages creatively and conceptually, and to design innovative styles of visual expressions.

Career Opportunities: For those alumni who show knowledge and skill in the illustration field, there it is possible to work in an illustration house, as a collaborator or freelance artist for publications, blogs, independent individuals, concept artist for video game or movie production companies, medical illustrator for hospitals or textbooks, fashion illustrator for designers or retailers, or own your own illustration company and much more.

Course / Class Descriptions:

The Illustration Program is a three-year program and is one of the most powerful and versatile mediums to communicate artistically. Many industries including publishing, literature, books, newspapers, TV, advertising, websites, packaging, merchandising, movies, and video games all employ Illustrators as a medium of visual communication

through diverse artistic techniques and adopting multiple graphic solutions. The illustration program helps form a professional artist profile, an illustrator capable to translate concepts into images and ideas, able to create new languages creatively and conceptually, to design innovative styles of visual expressions.

Students analyze and apply the creative process and its expressive graphic communication, using the most innovative and technological practices of contemporary media, including visual problem solving and critical thinking. Evolving curriculum in anticipation of changing values, economics and technology.

Illustration is a three-year program. Theory and lab covers drawing, painting, surface design, printmaking, photography, text and typography, book arts, digital and print-based publishing. The course will train students to draw, illustrate and develop an in-depth knowledge of languages exploring the traditional fine arts methods and the most current digital software programs. Students will be guided through theoretical and practicing demonstrations to achieve an individual communicative artistic voice and handle difference styles in specific areas.

First Year

After an introduction to illustration styles and techniques, this first year show students how to approach the creative process of illustrated artwork with basic techniques application. Focus on Fundamentals of Drawing, Anatomy, Drawing from Live Models, Perspective, Visual Communication, Color Theory and Psychology of Color, Black and White Balance, Halftone, Shading Theory, Chiaroscuro, Pencil and Ink Techniques, Color Pencil and first level of Water-based media. Then students improve their skills on Fiction and Non-Fiction Illustration.

Year 1	Course Name	Clock Hours
T1	Introduction to the lessons	8
	Perspective and Shadow Theory	40
	Osteology	24
	Myology	24
	Anatomy details	8
	Storytelling 1	24
	Portfolio review	8
	Introduction to Comics and Illustration programs	16
	T2	Introduction to Illustration: Visual Communication 1 Fiction and No Fiction Composition and Layout
Color Theory and Primary Palette.		4
Life drawing: Chiaroscuro, Shadow and Light.		16
Colored Pencil Technique and training		8
Project 1: Non-Fiction Target: Preschool (3/5 Y) Theme: Bestiary. Brainstorming and Concept Realization 1-2 panels Technique: Pencil and Colored pencil Art works Review		72
Water-based Media Techniques and Training.		24
Color mixing and Transparency Layers		16
Environments: Color keys and Atmosphere.		16
T3	Watercolor Technique and Training	32
	Project 2 : Fiction Target: Preschool (3/5 Y) Theme Fiction: Fairy, Pirates, Aliens, etc... Brainstorming and Concept Characters Design Color keys Environments Realization 1-3 panels Technique: Pencil and Watercolor. Art works Review	96
	Portfolio Review	16
TOTAL		456

Second Year

The goal for the second year in Illustration is to strengthen the anatomical and perspective skills and make students comfortable working with different ink techniques and water painting techniques: Watercolor and Tempera, and Liquid Acrylic painting. Students will create a series of Illustrations, Fiction and Non-Fiction, challenging their creativity in different areas such as Children's Stories, Historical Themes ranging from the 1200's up to Futuristic (year 3000), and Fantasy themes. Upon the conclusion of this course students are left with an appreciation of illustration for specific age groups (pre-school, Elementary, Middle-school, Adolescent, Young Adults, and Adults).

Year 2	Course Name	Clock Hours
T1	Presentation	8
	Ink 1: Pens and Ink techniques.	32
	Ink2 : Paint Brush Techniques	32
	Sumi-e Technique and Oriental Style	16
	Project 1: Naturalistic Target: Children's Book (6/12 Y) Theme: Naturalistic / Life Cycle Chart Brainstorming and Concept Realization 1-2 panels Technique: Pencil, Ink, and Sumi-e Art works Review	40
T2	Life Drawing 2	24
	Visual Communication 2	8
	Project 2: Historical Non-Fiction Target: Children's Book (6/12 Y) Theme: History Brainstorming and Concept Key Colors Realization 1-2 panels Characters Realization 1-2 panels Environments Final Board. Techniques: Pencil, Ink, Acrylic or watercolor Art works Review	48
	Project 3: Fiction French Style Target: Children's Book (6/12 Y) Theme: Fairy Tales Brainstorming and Concept Key Colors Realization 1-2 panels Characters Realization 1-2 panels Environments Final Board. Techniques: Pencil, Fluid Acrylic or watercolor. Art works Review	48
T3	Acrylic Techniques and Training	72
	Project 4: Fantasy Target: Adolescent/ Teen(12/18 Y) Theme: Characters and Concept for Fantasy and Video Games Brainstorming and Concept Realization 1-2 panels Characters Realization 1-2 panels Environments Techniques: Pencil, and Acrylic Art works Review	48
	Introduction : Graphic Design and Publishing History Typography Color Layout	24
	Project 5: Fantasy	48

Third Year

This year builds on the Watercolor and Tempera techniques and adds Oil; it consolidates the structure of Fiction and Non-fiction and the range of applications of Fiction and Non-fiction. Students will also be introduced to Digital Illustration and be able to manage the most current digital software programs such as Photoshop and Illustrator. The course promotes creativity, encouraging the use of extensive research into the use of mixed media, in order to expose the students to many materials, textures and styles. The course will investigate various topics, such as, Visual Communication, Socio-Cultural analysis, Visual Problems Solving, Marketing Strategies and Market Research, Promoting and Publishing, Career Opportunities, etc. The students finish with a personal artistic portfolio, complete with the best artworks created during this educational process. This Portfolio will be examined at the final test and will introduce students to the job market. Upon completion of this course, students will be able to evolve and improve their competencies in order to acquire a broad range of skill sets that will make them marketable in the job market. Most importantly they will demonstrate a highly individual, distinctive style that is indicative of a mature and confident artist.

WHAT'S EXPECTED OF YOU**Attendance Requirements**

The International School of Comics understands a student's schedule sometimes includes family and work obligations. To ensure proper career-preparedness all programs require maximum participation and all students must attend at least 90% of the scheduled hours of their program. In cases where absence is unavoidable, the student must make arrangements to cover the sessions missed in another manner, such as class notes, homework or tutoring. Students must make up all missed work in an environment that provides a comparable experience to the work missed. Excessive absences may result in the student being placed on a warning and even possible dismissal from the program.

For each term, students may only miss up to 10% for credit hour programs and may make up missed work outside normal classroom hours.

Satisfactory Academic Progress (SAP)

SAP Requirements for Students Receiving Supportive Services through County or Governmental Organizations:

For those students who are receiving supportive services (i.e. transportation, childcare) through a county or government funded organization, such as the Workforce Investment Act Program, county workforce development or job training, additional SAP requirements may be required by that organization in order to maintain service funding. These SAP requirements may include stricter attendance standards. Students are strongly encouraged to consult the organization through which they are receiving their funding to familiarize themselves with these requirements.

Grade Point Average (Qualitative Progress)

Students must maintain a minimum cumulative grade point average (GPA) of 2.00

during every review period and upon graduation.

Credit Hour Completion Ratio (Quantitative Progress/Pace of Completion)

The student is required to make quantitative progress toward program completion. A student must successfully complete a minimum number of hours per term. All hours completed and attempted are tracked on a cumulative basis during each evaluation period and a minimum number must be attained to achieve Satisfactory Academic Progress. Incomplete grades are not given; however, hours that are not completed successfully will count towards maximum hours attempted toward the certificate program objective. Students must repeat all classes in which hours were not completed successfully.

Clock Hour to Credit Hour

The International School of Comics utilizes clock hours as the unit of academic measurement and awards hours based on the successful completion of a minimum number of hours of work both inside and outside of the classroom. For the purpose of calculating the number of clock hours, hours consist of 50 minutes of instruction within a discrete 60-minute period.

Maximum Time Frame

Students must complete their academic program within 150% of the published length of their program as expressed in clock hours. This is the definition of maximum time frame (MTF). The Comic Art program is 1368 hours and must be completed within 2052 attempted hours. The Illustration program is 1368 hours and must be completed within 2052 attempted hours. Students exceeding the maximum time frame may jeopardize their academic standing with the International School of Comics. The continuation of academia may be allowed contingent to an explanation of any mitigating circumstances or factors that have prevented the students from attaining SAP standards; a discussion of steps for the student to take to improve their academic standing; and creating an academic plan to meet SAP standards must be developed with the Director of Student Services, and if followed, will allow the student to be reinstated to a positive standing.

SAP Progress

The Comic Art program is measured in clock hours and consists of three terms in a program year; each term is 28.5 weeks. The Illustration program is measured in clock hours and consists of three terms in a program year; each term is 28.5 weeks.

At the end of each term all students are evaluated for Satisfactory Academic Progress. Students who meet the school's standards for qualitative progress (GPA) and quantitative progress / pace of completion are determined to be in good standing with SAP guidelines. Students who do not meet the school's standards for qualitative progress (GPA) and quantitative progress / pace of completion are placed on academic warning and receive notification from the Student Services Department of their academic standing with the International School of Comics.

In conducting the review, the school takes into consideration: Repeated courses (Students who repeat a course have their GPA recalculated to include both grades,

therefore, after completion of a repeat course only the quantitative / pace of completion is adversely affected.) Transfer clock hours (that have been awarded are included in the calculation of clock hours attempted and earned, but do not affect the GPA).

Transfer & Re-admitted students

Credit hour transfer students from outside of the institute will be evaluated qualitatively only on the work completed while at this school. Students transferring from one cohort to another within the school will have their GPA calculated on a cumulative basis, including all coursework attempted while at the institute.

The quantitative program completion requirement is 90% for all clock hour students. The maximum time frame (MTF) for the clock hour program is based on 150% of the clock hours in the program

A student must also complete at least 75% of the International School of Comics program in order to receive a Certificate of Completion. If the International School of Comics accepts credit for prior training, the number of transfer hours accepted will reduce the current tuition and any financial obligations proportionally.

Students who have previously withdrawn from the International School of Comics have been dropped from their academic program, or have been dismissed from their respective program for any reason may choose to apply for re-admission to the school. In order to be re-admitted, a student must complete the entire application process with an admissions representative in combination with submitting a 500 word minimum essay detailing his/her academic and career goals; how the school can assist him/her attain these goals; and if any obstacles were encountered during the first enrollment explain how these obstacles to academic success will be addressed and/or overcome during the student's second enrollment.

The student's completed application for admission, as well as their previous academic history and reasons for departure from the initial program will be reviewed by the School Director and the Director of Student Services. Each re-admission application will be reviewed on a case-by-case basis. A previous admission does not guarantee a second admission into any given program. The final determination regarding the re-admission, including any reasons for denial of the admission, will be presented in writing to the student. Upon approval of re-admission into the same academic program, any completed coursework from the student's prior enrollment period with a grade of a C or higher will be applied and transferred into the student's second enrollment record.

Academic Policy

Grading

Students are informed of their academic progress on an ongoing basis and have the right to access their files at any time during their enrollment.

Course Grades:

100 - 90% 4.0 = A Excellent

89 - 80%	3.0 = B	Good
79 - 70%	2.0 = C	Satisfactory
69 - 0%	0.0 = D	Failure
PASS	= P	PASS
FAIL	= F	FAIL
INCOMPLETE	= I	INCOMPLETE

If a student receives an incomplete or a failing grade for any course the student must retake the course.

Examination Retake policy

The International School of Comics understands the importance of informing students of academic progress throughout each course. The instructors are dedicated to adequately preparing students and to evaluating the understanding of materials taught through both written tests and hands on skills. If a student receives a score less than 70% on any quiz or exam, the student is required to retake the exam. The student must retake the exam on the next scheduled class day. Students must complete the retake exam by the date given or receive a "0" for the retake exam. The average of the two grades will determine the final grade for that particular quiz or exam.

Missed Exams

The International School of Comics encourages all students to attend all assigned class days. The school however understands that at times students may be absent from class. Should an absence fall on an exam day, the student will be required to make up the exam on the next scheduled class day following the original student absence. If the student is absent again on the following class date he/she will be required to make up the exam on the next day he/she attends class. It is the responsibility of the student to contact the Student Services Department to arrange the make-up exam. The instructor will provide a blank copy of the exam to Student Services. If the student fails to make-up the exam as stated above he/she will receive a "0" grade for the exam.

Course Repeats Policy

Students who receive a failing grade for a course must contact the Director of Student Services to determine the availability of the next course for which they can repeat. Depending on course availability, the student will be notified of ramifications this may cause, such as an extended graduation date and/or impact to their financial funding. Students must meet with the School Director to discuss these options.

Graduation Requirements

Students will be awarded a Certificate of Completion upon successfully completing all requirements of their chosen program. Students must have a minimum of a 2.0 GPA cumulatively, meet the minimum credit hour requirements as well as attend at least 90% of the eligible hours of instruction.

TUITION FEES

All classes starting after January 1, 2015 have an enrollment status of full time unless otherwise notified. If a student is awarded a scholarship the amount will be reduced from the tuition cost and the total financial obligations will be calculated accordingly. If a student chooses to pay for their selected programs on a payment plan, a 20% deposit is required. The payment is due on or before the first day of class. If the payment is not received on the first day of class the student will not be allowed to continue with the program until such payment is received. The remaining cash balance must be prepaid in full on or by the first day of class and/or a payment plan will be arranged while attending school. The International School of Comics must receive monthly payments for tuition by the first Friday of each month.

All tuition payment options must be met by the end of each term. If the student's financial obligation is not met, the student will be notified to meet with the Financial Department to discuss payment status. If the student does not bring their financial obligations current they will be informed by mail of having 10 business days for payments to be received by **THE INTERNATIONAL SCHOOL OF COMICS** or be dismissed from the program until the financial obligation is met. If there is a tuition balance at graduation, the Certificate of Completion will be withheld until tuition is paid in full.

Academic Year / Program Length

The academic year for both the Comic Program and Illustration Program are both 89.5 weeks, 1368 total clock hours.

Term / Payment Period

The International School of Comics' Illustration Program and Comic Program are both Non-Standard Term, meaning all course work is required to begin and end within a specified period of time. The programs are measured in clock hours and consist of one program year with three terms. All three terms are 28.5 weeks long excluding holiday breaks which may increase the total number of weeks.*

SCHOLARSHIPS

The International School of Comics currently has some scholarship options in development, and will keep their students updated as to any new opportunities that may present themselves.

CANCELLATIONS, WITHDRAWALS AND REFUNDS

The International School of Comics provides the student with the right to cancel the initial enrollment agreement until midnight of the fifth (5th) business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel

the agreement at any time and receive a refund on all monies paid to date within ten (10) days of cancellation. Cancellation should be submitted to the authorized official of the school in writing. All cancellations follow the Illinois Board of Education refund policy.

A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provision of this section. If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no show), the institution will refund all monies paid, less a maximum application/registration fee of \$100.00. All prospective students not accepted into a program, enrolled in a course, which is canceled by the school, or cancel their classes prior to their start date will receive a refund of all tuition, application/registration, and other charges paid, within sixty (60) calendar days.

When notice of cancellation is given during the first week of classes, tuition charges withheld will not exceed 10% of the stated tuition. After the first week and through 50% of the term, tuition charges retained will not exceed a pro rata portion of tuition for the term, plus 10% of the unearned tuition for the term that was not completed. After 50% of the term is completed, the institution may retain the full tuition.

An application/registration fee shall be chargeable at initial enrollment and shall not exceed \$100.00 or 50% of the cost of tuition; whichever is less.

NOTE: A student may give notice of cancellation to the school in writing; the explained or unexplained absence of a student from school for more than fourteen (14) days constitutes constructive notice of cancellation to the school. For purposes of cancellation, the date is the Last Day of Attendance (LDA) and any refund will be calculated from this date. Refunds will be disbursed within 60 days of the notice of withdrawal to either the student or the appropriate lender. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 14 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within 14 calendar days.

A school shall refund all monies paid to it in any of the following circumstances:

- A. The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
- B. The school cancels or discontinues the course of instruction in which the student has enrolled;
- C. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

The school must refund any book and materials fees when:

- A. The book and materials are returned unmarked.
- B. The student has provided the school with a notice of cancellation.

If you desire to cancel this Agreement, withdraw from THE INTERNATIONAL SCHOOL OF COMICS as a student, and receive a refund based upon the schedule, which is

contained in the Contract, then you should send notice by CERTIFIED MAIL to Mr. Alfredo Caterini, President, the International School of Comics, Financial Department, and 1651-53 W. Hubbard Street, Chicago, Illinois 60622. The notice should advise Mr. Caterini that the student is withdrawing from the program and request a refund per the schedule that is contained in this Agreement. This notice must be signed by the student or parent / legal guardian if the student is a minor. The postmark of the certified letter shall constitute the date of cancellation. If you have any questions regarding cancellation, please call (312) 265 - 0982.

SCHOOL POLICIES

Sexual Harassment

The International School of Comics does not tolerate sexual harassment by any student, employee or vendor. Disciplinary action will be taken, including termination for any employee and dismissal for any student who sexually harasses another individual. Sexual harassment is in part defined as the following:

1. Unwelcome verbal or physical conduct of a sexual nature, whether at work or off premises, if offensive to a reasonable person.
2. Making submission to or rejection of such verbal or physical conduct the basis for employment advancement, or any academic decisions that affect the employees and the students.
3. Creating an intimidating, hostile or offensive environment.

Non-Discrimination Policy

The International School of Comics admits students and hires employees without regard to race, religion, color, creed, sex, age, handicap, arrest and conviction record, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

The International School of Comics complies with all provisions of Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination in Employment Act of 1975. In the event any person feels they have been discriminated against and/or sexually harassed they should contact the International School of Comics Campus Security Authority in writing to inform him/her of the circumstances surrounding the alleged discrimination or harassment.

Campus Security Authority

We at the International School of Comics strive to provide a safe and secure educational environment for our students, staff and faculty. We provide professionally trained designated staff as Campus Security Authorities to accommodate any and all safety and security needs.

The designated Campus Security Authority is the Director of Student Services, in conjunction with the School Director. Any questions or concerns related to safety and security should be reported to the designated Campus Security Authority. To report any incident or crimes on campus call the main campus phone number. If after normal school hours call 911.

The Campus Security Authority is equipped to address emergencies that occur on

campus and notify the appropriate law enforcement or emergency services as required by the nature of the situation. This includes, but is not limited to, domestic situations, student misconduct, and traffic flow, etc. The Campus Security Authority is also available for personal meetings with staff, faculty, students or others who may need advice.

Emergency Response

In the event of an emergency situation, the School Director will make the determination that such an event is in fact deemed an emergency situation. The response to such an event will be appropriate to the nature of the event and the information that is readily available at the time the response is required. The School Director will determine what, if any, information needs to be disseminated to the student body and the timeframe in which that information will be released. If such an event were to occur, the Director of Student Services would send emergency notifications, at the discretion of the School Director, to the students, faculty and staff via email.

Emergency Response Testing

The International School of Comics conducts testing of the emergency response and evacuation procedures on an annual basis. An emergency response test may be announced or unannounced.

Advising Services

The International School of Comics does not have any professional counselors on staff; however, in the event that a student presents with or demonstrates behaviors/thoughts consistent with issues related to an emotional/psychological issue, physical or sexual abuse, or substance abuse, the student will be referred to Student Services to further explore options for local counseling and/or abuse programs. If a student is seeking assistance outside of school hours, he/she is advised to contact the Cook County Sheriff's Office by Internet at http://www.cookcountysheriff.com/SocialService/socialService_main.html or by phone at (312) 603-6444. If a student believes they have been the victim of a sexual assault outside of school hours, he/she is advised to call 911.

Educational Programming

The Cook County Police Department offers sexual assault and crime education and prevention programs to the International School of Comics students upon request. Literature on acquaintance rape education, risk education and school response is available through Student Services.

Academic Assistance

The school provides assistance for students experiencing academic difficulties. Instructors are available by appointment to assist with any area of difficulty, and such students may be required to participate in extra help sessions to maintain satisfactory enrollment.

For academic assistance to be beneficial, however, students must be as committed to their own success as the school is and take the initiative to discuss their difficulties during an appointment with their instructors and the Director of Student Services. Student mentors are also available on a departmental basis to assist those who are

having difficulty. The student mentor program is administered and monitored by the faculty under the Director of Student Services.

Inclement Weather

Due to inclement weather or other emergency situations, it may be necessary to cancel classes. Class schedules will be adjusted appropriately to accommodate the missed class(es). School closing information can be obtained by calling the school at (312) 265-0982 and school-closing information will be updated by 7:00 a.m.

Curriculum Changes

In keeping with the International School of Comics sincere effort to respond immediately to the changes in the industry and the work place, we reserve the right to make modifications in the course content and the structure of the curriculum at any time upon receipt of approval from the necessary boards and agencies.

Leaves of Absence

A leave of absence may be granted for acceptable and unavoidable reasons. Such requests are subject to final approval by the School Director.

A leave of absence shall be reasonable in duration and may not exceed 90 days. Multiple leaves of absence may be permitted provided the total number of days does not exceed this limit. All leaves of absence must be requested in writing before the beginning date of the leave of absence, unless the student is prevented from doing so due to unforeseen circumstances. The student must sign and date the request along with a reason for the leave. The student's signature also indicates an understanding of the procedures and the potential implications of failing to return to his/her course of study. The request must also be signed by school personnel and placed in the student's file within one week of the beginning of such leave of absence. Upon return the student understands they will be reinstated into the next appropriate course and a new completion date will be established. If the student fails to return by the end of the leave of absence, the student will be withdrawn from the program. A refund is calculated at that time.

The student will not incur any additional tuition charges as a result of the leave of absence. An approved leave of absence may be extended for an additional period of time provided that the extension meets all the above requirements and the total length of time does not exceed 90 days.

Student Grievance

Should any student have a grievance (unresolved complaint) about status, grades, records, faculty or other, the normal recourse is for the student to consult with their instructor first then the Director of Student Services if the issue remains unresolved.

In the event a satisfactory resolution is not achieved at this level, the student's case may be presented for further review to the School Director. The International School of Comics will make every effort to satisfy student issues within reason.

After this point, if the issue is still not resolved, the students may register with the Illinois Board of Higher Education by sending a letter to the following address:

Illinois Board of Higher Education
Private Business and Vocational School Unit
431 E. Adams, Second Floor
Springfield, Illinois 62501-1404
(217) 782-2551

Copyright and Infringement Policy

The International School of Comics complies with all copyright laws and strictly prohibits the illegal copying of copyrighted texts, publications, documents; works of art, music, and peer-to-peer file sharing and computer software.

Federal copyright law allows a specific amount of text copying for educational purposes, and so instructors may use portions of texts for overhead transparencies to support lectures, or as handouts to illustrate certain knowledge or skills. An entire text or work, however, may not be copied without the written approval of the publisher.

Teachers and students consistently look for interesting and relevant material to use in class instruction and for completing assignments. While supplementing the core textbooks with other materials is useful, the following guidelines must be observed when using copyrighted materials:

Teachers and students are allowed to make single copies of the following for their own use in research or classroom preparation:

- A chapter from a book
- An article from a periodical or newspaper
- A short story, essay or short poem
- A chart, diagram, drawing, cartoon or picture

Teachers and students are permitted to make multiple copies of some copyrighted material for use in the classroom; however, the material copied for use in the classroom must not exceed one copy per student and must meet the tests of brevity, spontaneity and cumulative effect.

Brevity refers to the amount of material copied:

- A complete poem if it is less than 250 words in total length
- An excerpt from a longer poem not to exceed 250 words
- A complete article, story, or essay of less than 2,500 words
- An excerpt from a written work not to exceed 1,000 words or 10% of the total work
- One chart, diagram, cartoon, or picture per book or periodical

Spontaneity refers to a situation where there is insufficient time to obtain permission if maximum instructional effectiveness of the material is to be achieved.

Cumulative effect refers to the total use and impact of the copied material, meaning the material must be for only one course in the school. No more than one poem, article or story from the author may be copied, and no more than three from the same collective work or periodical. In addition, there should be no more than nine instances

of multiple copying for any one class during the term.

Students and teachers will not make unauthorized copies of copyrighted material on or using the school's computer systems, networks or storage media. Users will not store unauthorized copies of copyrighted works using the school's systems, networks and/or storage media. Teachers and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using the school's Internet access, computer systems, networks, or storage media. The International School of Comics reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time without notice and with or without cause. Additionally, the school reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials found at any time and without notice.

Staff and students who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include suspension, termination, expulsion and other legal actions of a civil or criminal nature.

Video/Audio Taping

Because of the interactive nature of training at the International School of Comics video or audio taping of any activities, classroom or otherwise, is prohibited without written authorization of all students present at the time and the International School of Comics management and the presenting instructor.

Smoking

Smoking is not allowed in the school. Any smoking must be done outside of the building only during breaks or while at lunch. Students must dispose of cigarette butts in the proper container to prevent littering to keep the facilities clean. Not following these rules may lead to the International School of Comics implementing a strict no smoking policy.

Drug and Alcohol Awareness

The International School of Comics informs students, through drug awareness literature; to the problems drug and alcohol abuse can create. If students require additional information or assistance, they are referred to local agencies specializing in substance abuse counseling. If a student is caught with illegal drugs or underage drinking on campus, the local authorities will be notified.

Facilities

Maintaining and preserving school facilities and equipment are the obligation of all members of the school community. The International School of Comics expects students to treat facilities and equipment with care. Students will be held responsible for any destruction to school property.

Dress Code Policy

The International School of Comics believes that professionalism begins with appearance and attire. The Dress Code Policy is formulated to ensure high standards of dress and appearance that represent our school to local businesses and community members. Faculty reserve the right to ask a student to leave the class if the student's appearance does not reflect the International School of Comics Dress Code Policy.

Wi-Fi Access

The Internet is only intended for educational search use, not for personal e-mail or chat rooms. Exploring sites with explicit sexual content is grounds for immediate dismissal of the student from their chosen program.

Housing

The International School of Comics assumes no responsibility for housing of students.

DEFINED DISCIPLINARY ACTION**Class Conduct**

Mature behavior and conduct consistent with the highest business standards are expected of each student. The school reserves the right to dismiss or suspend a student whose conduct is regarded as unsatisfactory and who engages in harmful activity including but not limited to: equipment sabotage, cheating, dishonesty, plagiarism, failure to adhere to school rules and regulations, disruptive behavior, destruction or theft of school property, activity which infringes on the rights of others, and/or possession or consumption of alcoholic beverages or illegal drugs on any part of the school property.

The Director of Student Services will place the student on probation for no less than one week and no more than two weeks. At the conclusion of the probationary period, should no improvement occur, the instructor may request, to the Director of Student Services, a formal dismissal of the student. The School Director reviews all student dismissals; the School Director based on the recommendation of the staff makes final decisions. Any student loading software on school computers that is not authorized by the School Director in writing will be expelled from school.

Probation

All probationary cases are handled on an individual basis and action, which can be due to satisfactory academic progress, attendance and/or class conduct, will be documented on a probation document acknowledged by the student, instructor and Director of Student Services with recommendations, progress results and final actions taken and recorded.

The probation period is for no less than one week and not more than two weeks. If at the end of a probationary period the student fails to follow the recommendations stated on his or her probationary document, the instructor and the Director of Student Services will meet with the School Director to review dismissal proceedings. Upon review, the School Director will notify the student of the decision by certified letter.

Dismissal

All students are expected to maintain a satisfactory level of academic achievement, conduct themselves as responsible adults and attend classes regularly. The school reserves the right to dismiss any student who:

1. Fails to maintain satisfactory academic progress.
2. Exhibits conduct that is found by the administration to be detrimental to the individual, other students, the community or the school.
3. Fails to meet attendance requirements.

4. Fails to meet financial obligations to the school as agreed upon.
5. Deliberately sabotages equipment or loads software not authorized by the school in writing.
6. Any unauthorized use of the Internet for personal use or exploring sexually explicit sites.

If a student is dismissed from the International School of Comics, all scheduled payments are canceled and a refund is issued based on refund policy. If the student re-enrolls, the student may need to reapply for any scholarships, loans or other payment methods as necessary.

Barring Policy

Bar status shall be given to person(s) internal or external to the International School of Comics campus who has exhibited behavior (criminal or wrongful misconduct) which has been deemed harmful to the International School of Comics community (property or person) and is no longer welcomed on campus or specified campus locations.

Behavior to be considered harmful to the International School of Comics community includes but is not limited to actions by an individual that results in offenses against persons and/or property, disruption of the International School of Comics events, programs, processes, violation of the International School of Comics policy and procedures, and continued patterns of abuse and/or infringement of the International School of Comics policy and procedures.

The International School of Comics has full authority to execute barring notices to any person (student or non-student) who poses a safety risk and/or threat to the community.

Depending on the circumstances of the violation, where doubt exists as to the individual's status as a student, the Bar notice will be executed by the Chicago Police Department and later transferred to the Student Services Department to be processed under the Campus Security policy. The Barring notice and associated paperwork will be provided to the Student Services Department.

The School Director and the Director of Student Services have full authority to execute barring notices.

Notification of Indefinite Barring

1. Notification shall occur, when possible, at the time of the incident, to include full explanation and meaning of the barring status. If not executed at that time, notification should occur at the first opportunity by the best means available to include explanation of the barring restriction.
2. Notification shall, when possible, be acknowledged by the individual's signature on the barring/advising form. If not acknowledged by such individual's signature, the signature of the official implementing the barring notification must appear on the form. A copy of the barring notice is provided to the individual.
3. If notification is not feasible at the time of the incident, a formal barring letter will be sent to the barred individual's address provided by student documentation or through a public database.
4. The effective date, purpose of the restriction, code violation, and individual's

descriptive data will be included on the form.

Violation of Barring Status

If an individual designated as Barred and who is in violation of the terms of the barring form, is found/reported on campus an officer may arrest the offender for Unlawful Entry.

1. If the barred individual is arrested, the officer will generate an incident report.
2. If the barred individual is not arrested, the officer will generate an incident report, documenting the situation and its resolution.
3. Chicago Police Department will forward a copy of the incident report and associated paperwork to the Student Services office in the event the person is a student.

Chicago Police Department/Student Services Collaboration

If the barred individual is determined to be a student, the incident paperwork (Chicago Police Department report, external law enforcement paperwork, statements, photos, etc.) will be forwarded to the appropriate Student Services representative. The individual who is barred must arrange to make an appointment with the Student Services office and Student Services will contact Chicago Police Department of the pending scheduled visit.

For incidents involving students, Chicago Police Department and Student Services representatives will discuss details of the incident, investigation, and subsequent outcomes to ensure full collaboration of the case.

For incidents where Student Services has executed a barring decision, Chicago Police Department will assist where needed to escort the barred individual off-campus.

Barring Appeal/Lift Review

A written request for appeal to lift an individual's barring status shall be made to the office which issued the barring notice, and may be made after one full year of the date of the Barring notice has been in effect.

1. After a determination to impose barring status has been made; to capture the interest to re-enter the International School of Comics campus, the written request should include reasoning, objectives to re-enter the campus community, and come from the barred individual. Once the written request is received, an acknowledgement will be sent to the requestor. One request per year may be made to lift the bar status.
2. Depending on the circumstances of the existing barring, the School Director will collaborate with internal personnel and Student Services representatives. The Chicago Police Department and the School Director will remain in contact, when possible, with the individual during the review process.
3. The barring status shall remain in effect pending the decision of the review. The reviewing Chicago Police Department Official shall render a decision within ten working days of receipt of the request for review. Depending on the circumstances and dialogue, the decision timeframe may exceed ten working days. During such time, the Chicago Police Department and School Director will continue to remain in contact with the individual during the review.

Should a non-student with barring status decide to matriculate at the International

School of Comics, Chicago Police Department and Student Services representatives shall incorporate that information in the appeal decision.

Appeal and Reinstatement Policy

Students have the right to appeal dismissal decisions made by the school administration by submitting a written request within five days of dismissal to the School Director describing any mitigating circumstances or conditions that warrant special considerations.

The School Director will contact the student within five days of receipt of appeal. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the School Director. The students' payment methods may need to be reviewed and potentially re-submitted as determined by the finance department.

PREVENTING MISREPRESENTATION

Management and faculty work on a daily basis to prevent and manage misrepresentation within the school. In order to avoid any possible misunderstandings, the School Director regularly reviews all publications and promotional materials that the International School of Comics produces like catalogs, websites, advertisements, etc. The School Director meets with the administrative staff on an as-needed basis. The remainder of staff and faculty meet at a regularly scheduled monthly meeting to review any possible misunderstandings that may arise.

The admissions department is monitored daily by the School Director. The goal of the admissions department is to deliver an accurate, quality conversation with the highest integrity to all potential and current students. All admissions representatives participate in a detailed orientation process and work with the School Director on a daily basis to stay informed about program changes and updates to all regulatory items.

A procedure the International School of Comics utilizes to ensure students were properly educated and presented with accurate information takes place during the students' first term. At this time school management speaks with the students to ensure student satisfaction. This meeting verifies the students' understanding and accuracy of what they were presented during the admissions process. At this point the students are given a questionnaire that is directed at the enrollment experience as it relates to the overall integrity of the admissions process. All evaluations are reviewed by the School Director to validate that the school is effective in communicating information accurately and truthfully. Any areas of misunderstanding or inconsistency are addressed appropriately by the School Director with the individual staff member or within the meetings describe above.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The following are questions and answers about FERPA.

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. It limits the type of student information that may be released without the student's permission. It also helps to insure accuracy in any educational records that are maintained on a student.

What are a student's rights under FERPA?

Students have the right to review those records, files, documents, and other materials that contain information directly related to them that are maintained by the school. If the student believes anything in his or her record is inaccurate, misleading or otherwise violates one's rights, that student has the right to challenge the content of those records. If the school does not make a student's suggested corrections, that student may insert into his or her records a written explanation regarding the contents of such records.

The students' access and review are subject to the following conditions:

1. THE INTERNATIONAL SCHOOL OF COMICS has 45 days to comply with a student's written request to review his or her records.
2. All information declared confidential by the act is not available for inspection.
3. After reviewing their records, students may request that the International School of Comics remove or modify the information they believe is misleading, inaccurate or inappropriate. If the student's requests are refused, that student may insert in his or her records a written explanation regarding the contents to which he/she objects, or file an appeal with the School Director's Office, which will be heard by a person or committee designated by the School Director.

What information may be released without a student's permission?

The following information is construed to be directory information, which may be released to the public without a student's permission:

Name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized institutional activities, dates of attendance, degrees and awards received, and the most recent educational agency or institution photograph.

Even though this information is deemed to be public information, all students have the right to inform the school that any or all of the above information should not be

released without one's prior consent. If students wish to restrict the release of information, they must complete a written request to that effect to the Student Services Office. After the student has filed the required written request, the International School of Comics will notify the appropriate offices and begin to comply with the request as soon as possible. The request is effective for the duration of the academic year for which it was requested. Students must renew their request in writing each academic year.

What are the conditions under which other student information may be released without permission?

1. To school officials who have a legitimate educational interest in the records. These school officials include all persons employed by the International School of Comics. In an administrative, supervisory, academic, research or staff position. Also included are those persons employed by or under contract to the International School of Comics and to perform a special task, such as an attorney or auditor.
2. To future accrediting organizations to carry out their functions.
3. To appropriate parties in a health or safety emergency.
4. The results of any disciplinary proceeding conducted by the International School of Comics against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
5. Release to officials of another school, in connection with a student's efforts to enroll.
6. Release to federal and state educational officials, in connection with certain audits.
7. If the student is a minor, release to local juvenile authorities under certain circumstances.
8. Release to parents of a student who is their "dependent" within the meaning of the Internal Revenue Code.
9. Release to federal and state law enforcement officials, in connection with certain criminal investigations.
10. Parents of students younger than twenty-one years old may be contacted when students use or possess alcohol or other drugs.
11. In compliance with the U.S. Patriot Act, the International School of Comics may be required to provide to selected U.S. government agencies the following information about international students: name, address, visa classification, academic status, and any disciplinary action taken against the student because

of his/her participation in a crime.

Where may one call for more information?

The Student Services Office can be reach at (312) 265 - 0982.

SERVICES FOR STUDENTS WITH DISABILITIES**The Americans with Disabilities Act (ADA)**

The ADA is a federal civil rights statute that prohibits discrimination against people with disabilities. There are four sections of the law: employment, government, public accommodations, and telecommunications. The ADA provides additional protection for persons with disabilities in conjunction with the Rehabilitation Act of 1973. The ADA is designed to remove barriers, which prevent qualified individuals with disabilities from enjoying the same opportunities that are available to individuals without disabilities.

Definition of Disability

According to Section 3 of the Americans with Disabilities Act of 1990 (ADA), the term "disability" means, with respect to an individual,

- A. Having a physical or mental impairment that substantially limits one or more of the major Life activities of such individual;
- B. Having a record of such an impairment; or
- C. Being regarded as having such impairment.

Otherwise Qualified Applicant

A student who provides the International School of Comics with sufficient evidence of a disability meeting the standards established by the ADA or Section 504 is eligible for appropriate accommodations and services, provided the student is an otherwise qualified applicant. In order to be considered an otherwise qualified applicant, a student with a disability must be capable, either with or without accommodations, of fulfilling the essential requirements of a program of instruction.

Determining Appropriate Accommodations

Students with disabilities who are seeking accommodations at the International School of Comics should schedule an individual meeting with the Director of Student Services. Once appropriate documentation has been submitted, reasonable and appropriate accommodations will be implemented based on the student's specific disability and the functional impact of the disability on the student's daily activities and academic obligations.

Disability Grievance Procedure

The International School of Comics does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status in matters

of admissions, career services, or in the educational programs/activities it operates. It is also the International School of Comics policy to ensure that no qualified student with a disability (one who has provided documentation of disability and is registered with the Student Services Department) is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any the International School of Comics program or activity.

If a student believes any the International School of Comics employee has discriminated against him or her because of a disability, he or she has the right to seek a review of such concerns. Students have the option of pursuing a formal grievance. When filing a formal grievance, the student should first present his or her concern in writing to the Director of Student Services.

Upon receipt of this notice of grievance from the student, the Director of Student Services will undertake a review of the unresolved complaint during which time the Director of Student Services may request additional documentation of the student's disability. Once all the information has been received and reviewed, the Director of Student Services will present the results of this review in writing to the student.

If the Director of Student Services is unable to produce a resolution to the student's satisfaction, the student may submit a formal written appeal to the School Director of the International School of Comics. This written appeal should include a brief description of the disputed decision and/or perceived discrimination, reasons why the student believes the decision was in error and a short description of a proposed resolution to the disputed decision.

Once all information has been reviewed, the School Director will provide a written response regarding the determination to the student. This response will state the final determination regarding the requested accommodation and/or discrimination and the specific reasons supporting the decision. Every effort will be made to produce this final determination in prompt manner.

Complaint Procedures

If a student believes that the International School of Comics is not in compliance, she or he may file a written complaint with the Office of Civil Rights:

U. S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F HHH Bldg.
Washington, D.C. 20201

Advising

Faculty and staff attempt to have an open-door policy and try to be readily available to assist students with any school or personal issues. As mentioned above under "advising services", students are referred to other professional organizations for assistance as necessary.

Student Mentoring

Students have the opportunity to both become a mentor to other students and seek help from student mentors. The International School of Comics believes that serving as

a mentor develops teamwork and leadership skills, and requesting help from a mentor indicates determination to succeed, allowing both parties to benefit from the experience.

School Staff Appointments

Staff makes every effort to be readily available to any student that wishes to speak with them. Sometimes, however, schedules do not provide for an immediate meeting. Students should be prepared to arrange a meeting with any administrator through their instructor or via telephone. Every attempt will be made to schedule and conduct a meeting within a reasonable time frame.