



CATALOG 2022-2023

Volume 66

New School Center For Media
252 West 29th Street
- 7th floor -
New York, NY 10001
1-917-913-7675
www.newmediaschool.edu

Email: Info@newmediaschool.edu

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CATALOG DISCLOSURES

2022-2023 Catalog, Volume 66

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This catalog is written in English; instruction will be provided in English.

This catalog is published to inform students and others of New School Center for Media academic courses, policies, calendar, tuition, fees, administration, and faculty. The information provided is current and accurate as of the date of publication. New School Center for Media cannot assure that changes will not occur that will affect this information.

Following publication, any catalog information may change without notice, including without limitation, the information regarding tuition, fees, costs, class schedules, the student calendar, the program outline, the course descriptions, curricula, faculty, advisory committees, student services, administrative policies, program objectives and career opportunities for graduates of the program. New courses as well as course changes are included in this edition of the catalog. Students who leave the school and return at a later date will be required to follow the edition in place at the time of reenrollment.

New School Center for Media expects its students to read and understand the information published in this document and in any subsequent addenda identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his/her program.

New School Center for Media reserves the right to make changes within the term of this catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a catalog addendum, which should be regarded as an integral part of this catalog.

In this Catalog, the words "Student", "I", "me", and "my" means the person who has applied to, has been accepted by, and/or who is attending New School Center for Media diploma programs described in this Catalog. The words "New School" or "School" means New School Center for Media.

Reservation of Rights

The School reserves the right to:

- Modify existing or new programs by addition, deletion, or variation.
- Re-schedule or consolidate classes.
- Change Instructors by replacement or substitution.
- Relocate facility, within reasonable distance.

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TABLE OF CONTENTS

CATALOG DISCLOSURES	2
ABOUT NEW SCHOOL CENTER FOR MEDIA	1
MISSION STATEMENT	1
HISTORY.....	2
OWNERSHIP.....	2
ACCREDITATION.....	2
STATE LICENSE	2
OTHER APPROVALS	2
FACILITIES.....	3
EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY.....	3
SCHEDULE & HOLIDAYS	4
ADVISORY COMMITTEE MEMBERS	4
FACULTY	6
ADMINISTRATION.....	6
PROGRAMS OF STUDY	8
BASIC PROGRAMMING AND SYSTEMS ADMINISTRATION	8
TECHNOLOGY CHALLENGES IN THE FINANCIAL INDUSTRY	9
VIDEO PRODUCTION AND EDITING.....	11
WEB DESIGN TECHNOLOGIES	13
ADMISSIONS	14
ACADEMIC INFORMATION AND POLICIES.....	16
ATTENDANCE	16
CLOCK HOUR	17
SATISFACTORY ACADEMIC PROGRESS.....	17
GRADUATION REQUIREMENTS	19
LEAVE OF ABSENCE.....	20
TRANSFERABILITY OF CREDITS	20
COLLEGE CREDIT – NY STATE DISCLAIMER STATEMENT	20
SCHOOL POLICIES.....	21
CELL PHONE USE BY STUDENTS.....	21
STUDENT ATTIRE.....	21
STUDENT CONDUCT.....	21
STUDENT COMPLAINT PROCESS	21
DRUG-FREE SCHOOLS POLICY.....	22
EDUCATIONAL RECORDS.....	23
FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA).....	23
TITLE IX PROTECTION	24
STUDENT SERVICES	33
ADVISING SERVICES	33
HOUSING/CHILD CARE ARRANGEMENTS.....	33
JOB PLACEMENT ASSISTANCE	33
FINANCIAL INFORMATION	34
TUITION AND FEES	34
METHODS OF PAYMENT	34
PAYMENT POLICY.....	34
ADDITIONAL BOOKS, SOFTWARE AND EQUIPMENT	34
CANCELLATION POLICY.....	35
REFUND POLICY.....	35
DETERMINATION OF WITHDRAWAL FROM SCHOOL.....	36
VETERANS ADMINISTRATION BENEFITS	36
NYS EDUCATION DEPARTMENT DISCLOSURE STATEMENTS.....	37
DISCLOSURE OF ANNUAL EMPLOYMENT RATES	38
NEW YORK STATE EDUCATION DEPARTMENT LICENSED PRIVATE SCHOOL DISCLOSURE	38



ABOUT NEW SCHOOL CENTER FOR MEDIA

Welcome to New School Center for Media!

New School Center for Media is a professional school. Its skills-based, hands-on **clock-hour** programs aim to teach specialized qualifications for the **digital economy** which include the following areas of study:

- Basic Programming and Systems Administration
- Video Production and Editing
- Web Design and Technologies
- Technology Challenges in the Financial Industry

Today more than ever, students feel they are under important time constraints, often because they hold jobs and they have established a shorter time horizon to enter the workplace. Students want skills that best fit the dramatic changes in working conditions, with more companies looking to hire for remote work or for project-specific assignments.

The transition of the world to a digital environment requires the mastery of programming and software applications. The New School Center for Media and its faculty, with industry experience, guide students toward that goal through subject-specific courses and hands-on lab work

The school benefits from its alliance with a European leader in private education, IONIS Education Group, with 30,000 students

enrolled in 20 schools focused on technology, business, and creation.

New School Center for Media maintains ties with industry representatives in software development, web design, video editing, visual effects, and digital marketing to get the inside track about what evolution managers anticipate to better help graduates integrate the workforce.

Mission Statement

The mission of The New School Center for Media is to provide knowledge and technical skills in the fields of digital communication and related programming technologies.

To achieve this mission, New School has adopted one goal, one focus and one method!

One Goal: Job-Ready

New School Center for Media provides students the training they'll need to be operational from the start of their career.

One Focus: Digital Media

New School Center for Media focuses solely on teaching the communication technologies that are the growth drivers in a digital economy – Basic Programming and Systems Administration, Video Production and Editing, Web Design and Technologies, and Technology Challenges in the Financial Industry.

One Method: Project-Based

New School Center for Media has developed its project-based teaching method over four decades so that its graduates can be job-ready from Day One.

History

The New School Center for Media was founded in 1973 by Thomas Brownlie III, an experienced broadcaster at major radio and television stations in the United States and Canada, such as WKIS-FM in New York. Tom maintains an active role at the school.

By 1990, the New School began offering training for careers in television. In 2015, the school changed its name to The New School Center for Media, and in 2016, changed locations in Albany, New York.

The School operated campuses in Albany and New York City prior to consolidating its operations in the heart of Manhattan, near Times Square. The School is easily accessible, and its students are served by 10 subway lines, two major train stations and a commuter bus station, all within walking distance from the school.

In 2019, the New School was acquired by Fineduc USA, Inc., a New York State-registered subsidiary of Paris-based Fineduc SA, itself the owner of a large private higher-education group, IONIS Education Group. This acquisition was aimed at bringing to New York City students the know-how and project-based teaching method which has led to the professional success of 95,000 graduates over the past decades. The acquisition also brought IONIS Education Group's 40 years of experience based on continuously turning to technology innovations to enhance students' learning experience.

Ownership

New School Center for Media is wholly owned by The New School of Contemporary Radio, Inc. which is wholly owned by FinEduc USA, Inc. Owners may be reached by contacting the New School President, Isabelle Clary.

Accreditation

New School Center for Media is accredited by the **Accreditation Commission of Career Schools and Colleges (ACCSC)**.

ACCSC
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
Telephone: 1-703- 247-4212
www.accsc.org

State License

New School Center for Media is licensed by The **New York State Education Department, Bureau of Proprietary School Supervision**

New York State Education Department
Bureau of Proprietary School Supervision
New York State Education Building
89 Washington Avenue
Albany, NY 12234
(518) 474-3852

New York State Education Department
Bureau of Proprietary School Supervision
New York City Office
116 West 32nd Street, 5th Floor
New York, New York 10001
Telephone Number: (212) 643-4760

Other Approvals

New School Center for Media is a certified educational institution under the **Student Exchange Visitor Program (SEVP)**, a program governed by the Department of Homeland Security. The SEVP program allows nonimmigrant students to obtain M-1 visas and travel to the United States for the purpose of studying in an approved U.S. school.

New School Center for Media is approved for the training of veterans and other

eligible persons by the New York State approving agency.

Facilities

The school is located on West 29th street by Eighth Avenue – just three blocks from Pennsylvania Station, a commuter train hub with access to Long Island and the three-state area. It is also close to 34th street with many subway and bus lines.

The School's hours of operation are Monday – Friday, 8:00 a.m. to 5:00 p.m.

High-Tech Center

The West Side is New York City's high-tech district, the right place for a digital media school. Facebook is moving into the beautifully renovated Penn Station building while Amazon has also elected 34th Street for its offices. Google and Microsoft's LinkedIn also are on the West Side.

Education Center

The school is in a building solely dedicated to education institutions.

Video Studios

The school has a studio for the video program which provide equipment used in professional settings.

Handicapped Accessible

The building has elevators and restrooms that are handicapped accessible.

Class size

The maximum class size is 15.

Food

It is not allowed to eat on the premises.

Equal Employment/Educational Opportunity

New School Center for Media is committed to maintaining an educational environment which welcomes and supports a diverse

student body and staff. New School is an equal employment opportunity employer and educational provider and does not discriminate against any person because of race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation or marital status or any other characteristic protected by law (referred to as "protected status").

This nondiscrimination policy extends to all terms, conditions, and privileges of admission to the School, enrollment in classes, student services, financial aid, and employment as well as the use of all School facilities and participation in all School-sponsored activities.

New School conducts its educational activities in accordance with provisions of Title VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112).

Harassment/discrimination will not be tolerated at RSVM and is considered a violation of institutional policy.

The School President is designated as the School's Equal Opportunity Officer and Title IX/504 Coordinator. Inquiries concerning the School's policies, compliance with applicable laws, statutes, and regulations may be directed to:

Isabelle Clary
New School Center for Media
252-54 West 29th Street
- 7th floor -
New York, NY 10001
1-917-913-7675

Schedule & Holidays

2022 Academic Year

October 3, 2022 to June 3, 2023

2023 Academic Year Start Dates

January 16, 2023 to June 30, 2023

April 1, 2023 to December 4, 2022

The school is closed for the following national holidays:

January	New Year's Day Martin Luther King Jr.
February	Presidents' Day
May	Memorial Day
June	Juneteenth
July	Independence Day
September	Labor Day
October	Columbus Day
November	Veterans' Day Thanksgiving
December	Christmas Day

The school is also closed on the Friday after Thanksgiving. When the holiday falls on a weekend, the school is closed on the previous Friday or the following Monday.

The school will inform students via text message and email of unexpected closing related to special circumstances such as certain weather conditions.

Advisory Committee Members

New School Center for Media has an Advisory Committee of professionals who review the School's programs and services and advise faculty and staff about industry trends in the fields of video, web design and development, programming, and the emerging tools in financial technology.

The School is grateful for their time, wealth of professional experience and insight regarding trends in their respective industries

Members of the Advisory Committee include:

Sandy Frucher **NASDAQ Strategic Advisor**

Meyer "Sandy" Frucher retired as Vice Chairman of The NASDAQ OMX Group. Mr. Frucher was responsible for global exchange relationships and serves as a senior advisor to NASDAQ OMX's senior management team on a broad range of industry and regulatory issues. He was the Chief Ambassador on Sustainability issues around the globe for the exchange. He joined the exchange after NASDAQ OMX completed its acquisition of The Philadelphia Stock Exchange in 2008, known today as NASDAQ OMX PHLX. Sandy was the Chairman and CEO of the Philadelphia Stock Exchange until its acquisition by NASDAQ.

In addition to his responsibilities at the NASDAQ, Mr. Frucher is the founding chairman and trustee emeritus of the Board of the Massachusetts Museum of Contemporary Art, an institution responsible for developing the largest center for contemporary visual and performing arts in the United States. He also sits on the Board of the Saratoga Performing Arts Center located in Saratoga Springs, N.Y.

Bill Harts

Board Member, *ACTIV Financial Systems, Inc.*

Bill Harts is the former CEO and Advisor to Modern Markets Initiative, the industry advocate for electronic and high frequency trading firms. He is known in the financial services industry as a pioneer of algorithmic trading as well as an authority on financial market structure and applied technology for trading.

As Managing Director and Head of Equity Strategy for Bank of America Securities, he was responsible for development of the firm's electronic and algorithmic trading businesses, including its industry-leading Electronic Algorithmic Strategy Execution, InstaQuote direct market access product, and the Quantitative Strategies research group. He was Chairman of the Bank's NYSE Specialist business, guiding it through an especially tumultuous reinvention process.

Evan Mennillo

Video Game Designer, Vicarious Visions

Evan has worked for Vicarious Visions since 2007 as an Art Generalist and UI Artist and since 2012 as the Lead Visual FX Artist. Prior to Vicarious Visions, Evan was a Graphic Designer for World Media and an Environment Arts/Level Designer for Deck Nine Games.

Dan Ross

Senior Client Service Specialist, Clipcentric

Dan has had many positions in the Marketing and Video world including Creative Director, Multi-Media Producer, Cinematographer and Editor. He is currently a Senior Client Service Specialist at Clip Centric creating premium interactive and animated online display ads.

Dan has served as an Adobe Educated Leader where he continues to share knowledge with other creative educators.

Faculty

At New School Center for Media, we are proud to attract Faculty members who not only hold degrees in their given field but have a solid real-life experience of the subjects they teach. More importantly, our teachers love their field of expertise and are dedicated to transferring their knowledge to students who share the same interest.

Truro Hawkins **Teacher**

Truro earned his bachelor's degree in computer Animation and Game Development from California State University. At the same time, Truro focused on computer sciences as an instructor for students eager to become developers.

Truro moved to New York where he taught foundational computer science and fundamentals of video game design and programming at schools with professional courses. Drawing on his experience of working with people of different backgrounds, he builds personalized channels of communications between the teachers and the class – which he views as the only way to make teaching works

Conor Tracey **Teacher**

Conor, who holds a B.S. in Computer Science from the University of Oregon, mastered the different software in the ADOBE Creative Cloud suite to start his own web design consultancy. When he moved from the West Coast to New York City, he decided to teach web design and web development technologies at a professional school where he enjoyed the direct exchange with students and applied work techniques.

Conor moved on to New School Center for Media where he teaches web design and prepares students for ADOBE certification tests such as for Photoshop or Dreamweaver.

Ali Daneshman **Teacher**

Ali Daneshmandnia holds a PhD in Information Governance and Information Security from Long Island University in Old Brookville, New York as well as an MBA from the New York Institute of Technology in New York City.

Ali also holds a Bachelor of Science in Banking and Money Management for an all-around expertise in financial markets and the technology that supports them. As such, he worked as Senior IT Project Manager for New York-based MS&T Inc. in Information Governance, computer networking, information security, disaster recovery and server migration.

He also taught at New York City Technical College, the TCI College of Technology and Long Island University.

Administration

Isabelle Clary **President**

Since becoming President of New School Center for Media in March 2019, Isabelle is responsible for legal and financial compliance with regulators - NYSED, ACCSC, and SEVP. Prior to this, Isabelle had nearly 10 years of experience in education within IONIS Education Group, a leading Paris-based private higher-education group.

Isabelle's career previously was in journalism: Jakarta bureau chief for United Press International, Federal Reserve Correspondent for Reuters, Trading Technology reporter for Security Industry News and Wall Street correspondent for Crain's Pensions and Investments. Fully bilingual, she holds a degree in International Finance, Trading and Capital Markets from Institut Superior de Gestion, Paris.

Nigel Roberts
Director and Teacher

Nigel Roberts holds an MBA in Finance and International Business from Iona College in New Rochelle, NY.

Nigel has an extensive experience in financial markets as he held several senior positions in the industry.

He served as Vice President at BNP Paribas's U.S. Financial Performance Management for Global Markets, providing performance analyses in fixed-income, equity derivatives, commodity derivatives and prime brokerage in New York City.

Nigel previously served as associate director, financial performance manager and senior analyst at RBC Capital Markets in New York City. He started his career in the financial industry in London as assistant vice president at Deutsche Bank's Global Technology Capital Markets Management and Strategy Group.

Cathy Taylor
Financial and Student Services

Cathy joined the school in 2007 in the administration department, maintaining regular communication with students. She previously held administrative functions, and worked in back-office production for a professional Kentucky-based magazine, Bluegrass Horseman Magazine.

Cathy is involved in philanthropic causes such as the Sjogren's Foundation and serves on the Public, Education and Government Access Oversight Board for the city of Albany.

Alexandre Ismail, PhD
Director and Teacher

Alexandre Ismail is the Director of the New School Center for Media in New York City, a member of IONIS Education Group, a leader in private higher education in Europe. Alexandre, who is fluent in both English and French, is a graduate from Sup'Biotech, a

IONIS School where he subsequently worked for years and managed student teams. He also is Designated School Official (DSO), responsible to guide foreign students through the visa application process.

Alexandre's passion for new technologies allowed him to acquire a strong background in software and digital communication. Alexandre obtained a Ph.D. in molecular modeling of proteins at the College de France in Paris, a Nobel Prize-winning institution, (Universite Pierre et Marie Curie), a master's degree in biotechnology from Universite d'Evry near Paris, and a bachelor's degree in biochemistry from Hunter College in New York City.

Thomas Brownlie
Director

Tom has held the position of Director of The New School Center for Media since he founded the school. With a strong experience in broadcast and media, Tom mentored hundreds of students toward a career in a field that is constantly evolving along with digital technologies – today more than ever.

Prior to founding the school, Tom worked in various capacities at a great number of major radio and television stations in the United States and Canada, such as WKIS-FM in New York.

Tom is also the Principal Designated School Official (PDSO) for our foreign students.

PROGRAMS OF STUDY

The New School Center for Media offers the following non-degree Diploma Programs:

600 Clock Hour /24 weeks

Basic Programming and Systems
Administration

Video Production and Editing
Web Design Technologies

645 Clock Hours /32.5 weeks

Technology Challenges in the Financial
Industry

Basic Programming and Systems Administration

Diploma Program

600 Clock Hours

24 weeks of instruction

- Attend live instruction 8:30 am to 1:30 pm. Other hours, such as evening classes, may be available. Attend 5 hours per day, 5 days per week
- Instruction is offered in 12-week quarters; this program requires two 12- week quarters, each quarter consisting of 300 clock hours

Who is this program for?

Individuals who want to work as a **PROGRAMMER** for the Web and applications. Students with a deep interest in coding would want to follow this program and learn how to use sophisticated computer languages to program applications for the Web or mobile supports such as smartphones, tablets, or watches.

Program Description

The objective of this 600-clock hour program is to provide students with the coding knowledge, skills and hands-on training required to code at a professional entry level in Python and Java computer languages. The seven-unit program is assignment-driven so that students who complete it successfully will have the skills required to work as a

coder in a range of industries. The core of their competences will be in the much-in-demand field of apps development.

Admissions Requirements

To apply for admission to this program, an applicant must:

- Complete an interview with an admissions representative;
- Be at least 18 years of age;
- Present proof of secondary education;
- Present proof of English proficiency; and
- Pay a non-refundable registration fee.

See the Admissions section of this catalog for more details.

Student Learning Outcomes

The program includes:

- Program using C, a general-purpose computer programming language that supports structured programming and is the introduction to algorithms
- Program using C++ , an object-oriented programming, composition over inheritance, basic architecture principles and layer abstraction coding language.
- Program using Python, the high-level, general-purpose programming language with a syntax that uses fewer lines of code than C++ or Java. Python is used to build server-side web applications. The course includes using Flask and Bootstrap as web framework.
- Code in Java to develop Android applications; set up a Java virtual machine
- Use SQL to communicate with database and web programming, including network security.

Program Units / Course Sequence

UNIT 1 - Introduction to C

Introduces programming in C, a general-purpose, imperative computer programming language that supports structured programming.

UNIT 2 – Learning to code in C++

Introduces object-oriented programming (OOP,) to C++ and to modular programming

or the subdivision of a program into sub-programs.

UNIT 3 – Learning to code in Python

Python is a high-level, general-purpose programming language with a syntax that uses fewer lines of code than C++ or Java. Python is an interpreter that supports multiple program paradigms and provides access to a large standard library. Python is helpful to build server-side web applications with JavaScript on the browser side.

UNIT 4 – Learning to query databases in SQL

The bases of data structure as the course focuses on Structure Query Language or SQL, the standard language to communicate with database.

UNIT 5 – Learning to code in Java

Java is a general-purpose, object-oriented programming language that can run on all platforms without recompilation. Java is used in many Android applications that are compiled to bytecode or instruction set that run through Java virtual machine (JVM). Java syntax is related C and C++.

UNIT 6 – Final Project

The outline of the final project which will integrate several different elements of the coding languages students have learned.

UNIT 7 – CV and Portfolio

Teacher and job adviser guide students through writing their resume and creating their portfolio. Portfolio creation was conducted step by step over the program, based on students' best achievements. The adviser also gives examples of job interview techniques.

Graduation Requirements

To graduate, a student must complete the following:

1. 70% minimum Cumulative **grade point average**;
2. Satisfactorily meet all **performance objectives** (teacher evaluation); and

3. Meet satisfactory **attendance** requirements, as described in this catalog.
4. Satisfy all financial obligations to the School.

Employment Opportunities

Graduates will be prepared for entry-level programming positions for the finance and insurance industry, computer systems design and related services industry, manufacturing, or software industries.

Technology Challenges in the Financial Industry

Diploma Program

645 clock hours

32.5 weeks of instruction

- Live instruction Monday through Friday – 9 a.m. to 1 p.m., different hours may be available based on demand
- Instruction is offered in 11- week quarters; this program requires two 11-week quarters and one 10.25-week quarter. The final class day of the 10.25 week quarter is five hours.

Who is this program for?

If you want to work as a **PROGRAMMER** in the **FINANCIAL INDUSTRY**. This 12-unit program was designed for students who have already acquired back-office and database management programming skills. They must have some basic understanding of the financial industry's specific requirements in the technology and data management fields to justify their interest in an entry- to mid-level employment.

Program Description

This 645-clock hour program is built around two parts: theory courses and programming or data analysis assignments. The theory courses cover the fundamentals of the financial industry: macroeconomics, investment classes, market structure, market

participants, clearing, regulators, security, data and blockchain challenges. Students take short notes summing up the main points of these courses and read subjects as selected by the teacher. The skills part or assignments require in-depth planning of the deliverable project, programming, and testing.

Admissions Requirements

To apply for admission to this program, an applicant must:

- Complete an interview with an admissions representative;
- Be at least 18 years of age;
- Present proof of secondary education;
- Present proof of English proficiency; and
- Pay a non-refundable registration fee.
- Provide evidence of three years of college studies in back-office programming and database management
- Prepare a short essay to explain the reasons for the interest in the program and the career goals

See the Admissions section of this catalog for more details.

Student Learning Outcomes

- Describe how economics and markets relate; identify key economic concepts; explain the role of Financial Markets
- Describe the differences between institutional Investors; retail investors; commercial and investment banks; black-box-traders; retail brokers; clearing Houses; cryptocurrencies and emerging classes of participants
- Identify technology solutions for financial industry operations.
- Describe the evolution of the financial industry and how technology has changed financial markets.
- Identify data storage solutions for the global market.
- Evaluate technology challenges with databases
- Formulate technology solutions and to influence the market trading logic
- Identify and resolve security threats.

- Create applications to be used by Financial Market Participants

Program Units / Course Sequence

Unit 1: Introduction to the Basics of Economic and Financial Markets
How economics and markets relate; key economic concepts; Role of Financial Markets

Unit 2: Financial Markets' Players, buy side and sell side; Institutional Investors; retail investors; commercial and investment banks; black-box-traders; retail brokers; clearing Houses; cryptocurrencies and emerging classes of participants – Some technology solutions

Unit 3: How the Financial Industry Works; Regulators

Unit 4: How Technology Changed Financial Markets: the emergence of Bitcoin

Unit 5: From Cryptocurrencies to Crypto contracts: Decentralized Finance

Unit 6: The Complex World of Data and real-time data challenges for global market

Unit 7: Database vs Cloud: New Data Products and Technology Challenges

Unit 8: How Market Data Influence Trading Logic; Algorithms, Challenges and Solutions

Unit 9: Security: A Rising Concern and New Walls; Hackers vs Wizards

Unit 10: Working for the Financial Industry: Training to write Resume, Cover Letter, Prepare Portfolio, Prepare for Interview

Unit 11: Creating a Start-Up: Legal Framework, Investment, Goals Creating a Proposal for Investors, start developing the project

Unit 12: Final Project: Create an application to be used by Financial Market Participants

Graduation Requirements

To graduate, a student must complete the following:

1. 70% minimum Cumulative **grade point average**;
2. Satisfactorily meet all **performance objectives** (teacher evaluation);
3. Meet satisfactory **attendance requirements**, as described in this catalog; and
4. Satisfy all financial obligations to the School.

Employment Opportunities

Graduates of the Technology Challenges in the Financial Industry diploma program are prepared for entry level programmer positions in the financial industry.

Video Production and Editing

Diploma Program

600 clock hours

24 weeks of instruction

- Attend live instruction 8:30 am to 1:30 pm. Other hours, such as evening classes, may be available. Attend 5 hours per day, 5 days per week
- Instruction is offered in 12-week quarters; this program requires two 12-week quarters, each quarter consisting of 300 clock hours

Who is this program for?

Individuals who want to work as **VIDEO EDITOR** in media, film, or advertising. Video editors work with videos from multiple sources, including from films, at a professional level; they can create simple videos for promotional or artistic purposes; they may work for a company or on assignments for various clients.

The program teaches Video Production with shooting from your smartphone, whether in the Apple or Android environment. Short

productions are in high demand for social media and advertising.

Program Description

This program comprises 6 units and is based on the latest digital video production and editing technologies in the ADOBE Creative Cloud Suite and Apple iMovie and Final Cut Pro X. The program has been developed using the tutorial resources and documents made available by ADOBE and APPLE, the leading software companies in the video editing field.

The program prepares students for the ADOBE Certification test for Premiere Pro, the professional level editing software. They can also take the tests for After Effects

Admissions Requirements

To apply for admission to this program, an applicant must:

- Complete an interview with an admissions representative;
- Be at least 18 years of age;
- Present proof of secondary education;
- Present proof of English proficiency; and
- Pay a non-refundable registration fee.

See the Admissions section of this catalog for more details.

Student Learning Outcomes

This 600-hour program is based on ADOBE Creative Cloud Suite's video production and editing and on Apple iMovie and Final Cut Pro X. The program was developed using tutorial resources and documents made available by ADOBE and APPLE. The program prepares students to take the ADOBE Certification tests for Premiere Pro and for Final Cut Pro X.

At the completion of the program, students will be able to:

- Use ADOBE PHOTOSHOP to sample colors, crop, and tone; practice working with Liquify, Puppet Warp, Blurs, Filter Galleries for photo montage; focus on Photoshop's functions for video editing and export for

various media such as Gifs, PNG, photo layers for After Effects and Premiere

- Use ADOBE PREMIERE functionalities to add audio and video transitions and create a video montage; advanced techniques include four-point editing, nesting sequences and advanced trimming.
- Learn multi-camera editing, mixing audio and using Photoshop and Premiere in tandem
- Use ADOBE AFTER EFFECTS to create animation, control effects, rendering and exporting; use text animator groups, create shapes with Pen tool, add compositions to 3D, work with masks; design a cartoon character; shoot a video with a smartphone, correct colors, add an animated video for a portfolio
- Use FINAL CUT PRO X to perform seamless video editing from iPhone to Mac, organize workflow with massive collection of instant shoots; sort out audio sections
- Assemble clips, practice precision editor, and add built-in special effects to videos with Final Cut Pro X
- Create special effects and use libraries to create and edit videos in Mac environment for your portfolio

Program Units / Course Sequence

UNIT 1 – Adobe Photoshop

This unit covers Basic Photo Corrections with Selection Tools, Layer Basics and Non-Destructive Editing, Graphic Layout and Compositing, and Preparing images for web, print, and video.

UNIT 2 – Adobe Premiere

The students learn an introduction to the program, Video Editing Essentials, Advanced Techniques, and Video Effects and Color Grading.

UNIT 3 – Adobe Premiere Advanced

The students learn Video production and Advanced post-production digital editing.

UNIT 4 – Adobe After Effects

Students will be creating a Basic Animation Using Effects and Presets, Shape Layers and Masks, and Using 3D features and advanced animation techniques.

UNIT 5 – Apple Final Cut Pro X

Students will have an introduction to Final Cut Pro X and Editing with special effects.

UNIT 6 – Portfolio Creation and Job Interview

Students will be creating a Basic Animation Using Effects and Presets and Creating a Portfolio.

Certifications

The program prepares students to take the ADOBE Certification test for:

- Photoshop
- Premiere Pro
- Dreamweaver

Graduation Requirements

To graduate, a student must complete the following:

1. 70% minimum Cumulative **grade point average**;
2. Satisfactorily meet all **performance** objectives (teacher evaluation);
3. Meet satisfactory **attendance** requirements, as described in this catalog; and
4. Satisfy all financial obligations to the School.

Employment Opportunities

Graduates will be prepared to seek positions such as video editor or videographer for a company or as a self-employed freelance editor.

Web Design Technologies

Diploma Program

600 Clock Hours

24 weeks of instruction

- Attend live instruction 8:30 am to 1:30 pm. Other hours, such as evening classes, may be available. Attend 5 hours per day, 5 days per week
- Instruction is offered in 12-week quarters; this program requires two 12-week quarters, each quarter consisting of 300 clock hours

Who is this program for?

Individuals who want to work as **WEB DESIGNER** to create and upload content on a website, develop a simple website; may work for a company or on assignments for various clients.

Program Description

The course spans six units. It includes extensive use of Adobe Creative Cloud suite and seeks to bring students to a level where they are sufficiently proficient in the use of these software to create visual content for the web, whether it is for a company, a media site, or an association. The teacher will explain the software's many functionalities and guide students through their use with the support of Adobe video tutorials as needed. One of the software, Dreamweaver, is a web development tool to build website and manage mobile content, in an OS X or Window environment.

Based on creative and development software in the ADOBE Creative Cloud Suite, the program was developed using the tutorial resources and documents made available by ADOBE, the leading software company in the creative field.

Admissions Requirements

To apply for admission to this program, an applicant must:

- Complete an interview with an admissions representative;
- Be at least 18 years of age;
- Present proof of secondary education;
- Present proof of English proficiency; and
- Pay a non-refundable registration fee.

See the Admissions section of this catalog for more details.

Student Learning Outcomes

Students learn to create websites and manage the full range of their content from text to photos or videos.

The program was developed using tutorial resources and documents made available by ADOBE for several software in its Creative Cloud Suite.

At the completion of the program, students will be able to complete the following:

- Use ADOBE PHOTOSHOP to edit, crop, tone and create; retouch and mix; prepare images for web, print, and video
- Apply UX/UI concepts and prototyping based on client demand
- Create websites with ADOBE DREAMWEAVER software
- Use ADOBE PREMIERE PRO and perform the basics of video editing, three-point editing with dragging clips; add a video montage
- Use ADOBE ILLUSTRATOR vectorial design to create web or mobile graphics, logos, icons, or illustrations
- Use ADOBE INDESIGN for print; export artboards for print; create flyers, banners, or brochures
- Master data handling for POWERPOINT presentation; data visualization
- Understand ADOBE AFTER EFFECTS and web integration of 3D features and animation

Program Units / Course Sequence

UNIT 1 – Adobe Photoshop

Student will learn Basic Photo Corrections with Selection Tools, Layer Basics and Non-

Destructive Editing, Graphic Layout and Compositing and Preparing images for web, print, and video.

UNIT 2 – Adobe Premiere

The students learn an introduction to the program, Video Editing Essentials, Advanced Techniques, and Video Effects and Color Grading.

UNIT 3 – Adobe After Effects

Students will be creating a Basic Animation Using Effects and Presets, Shape Layers and Masks, and Using 3D features and advanced animation techniques.

UNIT 4 – Adobe Illustrator

Students will learn: Creating Shapes, Creating with Drawing Tools and Advanced Color Techniques and Using Effects and Creating Other Artwork.

UNIT 5 – Adobe InDesign

Students will be Working with Objects and Texts, Working with Color and Styles, Working with Graphics, Tables and Transparency, and Printing and Exporting.

UNIT 6 – Adobe Dreamweaver

Student will get an Introduction to Dreamweaver, learn HTML and CSS, Creating a Website and Advanced Web Design Concepts.

Graduation Requirements

To graduate, a student must complete the following:

1. 70% minimum Cumulative **grade point average**;
2. Satisfactorily meet all **performance objectives** (teacher evaluation);
3. Meet satisfactory **attendance** requirements, as described in this catalog; and
4. Satisfy all financial obligations to the School.

Certifications

The program prepares students to take the ADOBE Certification test for:

- Photoshop
- Premiere Pro
- Dreamweaver

Employment Opportunities

Graduates will be prepared to be a web designer, web developer, or digital interface designer to create and upload content on a website and/or develop a simple website; may work for a company or on assignments for various clients.

ADMISSIONS

Admissions Requirements

To apply for admission New School Center for Media, an applicant must:

- Interview with an admissions representative;
- Be at least 18 years of age;
- Present proof of secondary education;
- Present proof of English proficiency; and
- Pay a non-refundable registration fee of US \$100.00.

In addition to the above general admissions requirements, admission to the Technology Challenges in the Financial Industry program requires an applicant to provide the following:

- Evidence of three years of college studies in back-office programming and database management
- Prepare a short essay to explain the reasons for the interest in the program and the career goals

Admissions is open to naturalized US Citizens, legal permanent residents of the US, residents of US territories, refugees to the US, as well as non-immigrant aliens granted asylum to the US. New School Center for Media is approved by the Department of Homeland Security's Student Exchange and Visitor Program to receive non-immigrant foreign students.

The School does not admit students under Ability to Benefit criteria.

Admissions Process

- When you apply for a program, a school representative will contact you for an interview which may be onsite, by phone, or by video conference. Make sure to select a time that is convenient for you.
- The school representative will ask you about how you plan to finance your studies.
- An interview with the Director, Director of Education or a Faculty member is part of the admission process: make sure to have academic documents available; be prepared to explain the reasons for your choice.
- If required to do so for a specific program, write a short essay stating your career goal and expressing the reasons for your interest in that program.

Enrollment

If accepted for admission, each student must:

- Sign an enrollment agreement with the school;
- Receive the school's catalog and sign for it;
- Read and acknowledge receipt of the New York State Education Department *Information for Students Student Rights*;
- Sign a financial plan outlining how you will pay for your education; and
- Receive a "goals" sheet on the first day of class to state your professional objectives. This is the document your instructor will use during evaluations to ensure you are on the right path toward graduation and a career.

International Students

New School Center for Media is approved by the Department of Homeland Security's Student Exchange and Visitor Program to receive non-immigrant foreign students.

- Once a prospective student has been accepted by the school, the school issues an I-20 form which allows the student to apply for a M-1 visa for the duration of the program.

- Once in possession of their I-20 form, the student must register with SEVP and then apply for the visa at a U.S. consulate near their residence. It is recommended to start the process four months ahead of the start of the program.
- Students who have received a visa may arrive one month prior to the start of their program and stay one month after the end of their program. They are allowed to a one-month internship under their visa. For longer internships, students must apply ahead of time for a related authorization.

Proof of Secondary Education/High School

Diploma or GED

Students must have completed or anticipate completing high school or a General Equivalency Diploma (GED) prior to their enrollment. The proof of high school completion for program admission is a copy of the high school diploma or an official copy of the high school transcripts. Official GED transcripts must be sent directly to the Admissions Office from each issuing institution.

Certificates of attendance, special high school diplomas or modified high school diplomas are not acceptable to establish proof of high school graduation.

Home School

Due to the diverse nature of home school requirements from state to state; New School Center for Media requires Transcripts from a nationally recognized and accredited home school program for acceptance.

International High School Transcripts

To provide proof of graduation and equivalency to American Institutions, if the transcripts are prepared in any language other than English, an English language translation(s) of official education transcripts and diplomas is required. The cost for the official credential evaluation of post-secondary, non-U.S. transcripts and diplomas by a member of National Association of

Credential Evaluation Services (NACES) is the applicant's responsibility.

The translation and evaluation must include all official copies of all educational transcripts and diplomas. "Official" means transcripts sent directly from the Institution that is confirming the Academic record of the applicant. The only exception to this requirement is if the international high school is regionally or nationally accredited by an American regional accrediting body or approved national accrediting body.

Applicants who do not hold a high school diploma or equivalency may not be admitted to the New School Center for Media.

Proof of English Proficiency

Proof of English language proficiency as evidenced by one of the following:

- Completion of K-12 and graduation from an educational system where English is the language of instruction.
- Completion of post-secondary education (i.e. degree earned) where English is the language of instruction.
- Completion of English 101 and 102 in a US post-secondary school, with a minimum grade of C.
- Submission of a TOEFL Score:
 - Paper: minimum 500
 - Internet based: minimum 61

Free practice tests are available at

<http://www.testpreppractice.net/toefl/>

Transcripts

New School recommends that applicants request any/all transcripts at the same time as you submit your application and request that the official transcript be sent directly to New School Center for Media. Transcripts will be held on file if they arrive before your application form. Transcripts marked "issued to student" are not acceptable.

NOTE: Any official transcripts, either high school or college, become part of the admission process and will not be returned to the student.

Readmissions

In the event the student drops and wishes to re-enroll, the student must write a letter requesting re-enrollment and must speak to the Director to get approval for re-enrollment.

ACADEMIC INFORMATION AND POLICIES

Attendance

- Regular attendance is essential toward the successful completion of your studies. Late arrivals/ early dismissals are not allowed without the teacher's prior approval. If you cannot attend a class for any given reason, inform your teacher ahead of time.
- Students are allowed to miss up to 15% of the clock hours in the program.
- Students missing more than 15% are required to coordinate make-up work to meet the minimum course requirements to complete the program.
- If a student has exceeded 20% absences, he/she will be required to attend additional lectures and complete additional assignments to be back in good academic standing for the rest of the course.
- If this student cannot attend additional lectures and/or complete required assignments to be back in good academic standing, she or he will be notified in writing he or she is Dropped (D).
- Upon request, these students will be provided with written documentation about the clock hours completed.

Make-Up Work

Appropriate make-up work must be discussed with the Director of Education prior to the issuance of such make-up work to the student. The Director of Education ensures that the make-up work contains the necessary learning outcomes for the accurate remediation of both academic and attendance

shortfalls. Make up work must be approved by the School Director.

Late Arrivals and Early Dismissals

Late arrivals, early dismissals are not allowed without prior approval of the Instructor.

Clock Hour

A clock hour is defined as 50 minutes of lecture or supervised lab instruction in a 60-minute period.

Satisfactory Academic Progress

At New School Center for Media, students are required to maintain **Satisfactory Academic Progress (SAP)**, a standard based on grades posted at the end of each quarter. A satisfactory SAP is essential toward graduation.

Criteria used for SAP at New School Center for Media, a clock-hour school, are maximum time frame, cumulative grade point average and attendance.

Evaluation Period

The formal evaluation point is at the midpoint of each quarter of instruction. The SAP policies are designed to help identify students who would benefit from an early intervention and/or remediation. Most critical is a student's ability complete coursework successfully and consistently. Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from courses could also result in the loss of financial aid and academic dismissal. It is very important that students attend and complete all courses successfully.

Students will be formally evaluated for SAP at the midpoint of each quarter and the end of each quarter. Specifically, evaluations will occur at the following points:

For 600 clock hour programs, students attend two 12-week quarters and will be evaluated at the completion of

Quarter 1, Week 6, 150 clock hours
Quarter 1, End point, 300 clock hours
Quarter 2, Week 6, 450 clock hours
Quarter 2, Endpoint, 600 clock hours

For the 645-clock hour program, students attend two 11 week quarters and a third quarter of 10.25 weeks and will be evaluated at the completion of

Quarter 1, Week 5.5, 110 clock hours
Quarter 1, end point, 220 clock hours
Quarter 2, Week 5.5, 330 lock hours
Quarter 2, End point, 440 hours
Quarter 3, Week 5, 550 hours
Quarter 3, End Point, 645 hours

Each student will receive a copy of each academic standing evaluation. For students who fail to meet satisfactory academic progress, the evaluation will require both the student's and director's signatures.

Maximum Time Frame

As student must complete their program within the maximum time frame of 150% of the standard program length, as measured in clock hours from the original date of enrollment.

For 600 clock hour programs, students must complete the program within 900 clock hours.

For the 645-clock hour program, students must complete the program within 967 clock hours.

Students exceeding maximum time frame will be terminated from the program. Time spent on an approved Leave of Absence (LOA) does count against MTF.

Cumulative Grade Point Average

To achieve **SAP**, a student must maintain a minimum cumulative grade point average of 70%, which is the GPA required to graduate.

- A 90% and above
- B 80-89%
- C 70-79%
- D 65-69%

Reasonable effort will be made to provide additional instruction and help a student achieve at least the minimum cumulative point grade required to graduate.

Repeated Courses

If a student repeats a course, or any portion of it, the repeated course grade will replace new original grade.

Attendance

Student must attend at least 70% of the instructional hours.

Attendance rates are calculated by the number of instructional hours attended divided by the number of instructional hours offered

If a student who has maintained a good SAP must interrupt his or her studies for personal reasons and intends to complete the program later, she or he must formally request a Leave of Absence (Withdrawal). Only the Director may grant this and grant this only once. The student may be allowed to resume attendance two weeks prior to the point in the program where the withdrawal occurred. The same graduation requirements apply.

Failure of a student to notify the Director in writing may delay refund of tuition fees due pursuant to Section 5002 of the Education Law.

Probation Period

If a student fails to meet the Satisfactory Academic Progress standards at the evaluation point, he or she will be placed on

Probation status. Probation notifications will be sent to students via mail or email.

As part of the Probation status, the student must meet with administration representatives to be placed on academic probation: specified coursework will be assigned and/or make-up class time will be scheduled toward achieving the Minimum Cumulative Grade Point Average of 70% needed to graduate. With the make-up classes, the entire program must be completed within 150% of its intended duration.

If during probation a student cannot attend additional lectures and complete further assignments to be back in good academic standing, the student will be notified in writing he or she has been Dropped (D) from the program and is dismissed.

Students who have been provided a written notice of warning at the midpoint evaluation and who do not meet the minimum cumulative grade point average or the minimum attendance rate at the conclusion of each quarter as defined in the student enrollment agreement shall be placed on probation or withdrawn from the program.

The maximum period of probation shall be the conclusion of the next consecutive quarter or term after the student has been placed on probation, as defined in the student enrollment agreement.

SAP Appeals

Students not meeting the Satisfactory Academic Progress standards are notified by means of a Probation letter and email from the administrative office. Students wishing to appeal the unsatisfactory academic progress determination must do so in writing, within ten (10) calendar days of receipt of the letter.

Appeals should be directed to the Director. If the student is appealing the unsatisfactory progress determination on the basis of

mitigating circumstances, appropriate documentation should be included with the written appeal. Such documentation might include a physician's statement, accident report, or other statements. The Director will notify the student of their decision. The Campus Director's decision is final.

Reinstatement and Return to Good Standing

If a student achieves Satisfactory Academic Progress within the probationary period, he or she will return to 'Good Standing.'

A student may qualify for re-instatement at the discretion of the Director and the Director of Education. Requirements for re-instatement are as follows:

1. In the opinion of the Director, the student had a legitimate reason for the absence, that could be verified
2. The student did not miss 14 consecutive days without notifying the school
3. In the opinion of the Director, Director of Education and teacher, the student has not missed more work than he or she is able to make up after re-joining the class. Teachers may use flexibility and discretion in scheduling make-up work
4. The student agrees to a probationary period of one month where he or she is not absent more than one day per week
5. The student agrees to a make-up plan requiring 100% of all required projects, tests and evaluations be made up prior to being eligible for graduation and,
6. The student agrees to making up at least 85% of all clock hours prior to being eligible for graduation. Make-up classes should be scheduled within 10 classes and/or before the end of each segment.

Reinstatement Procedure

Students may have been informed to leave the school due to a high level of absences without make-up work. However, they may choose to return to the school if their personal situation makes it possible.

Any student who has been dropped from any program and subsequently wishes to rejoin must:

1. Meet with the School Director or Director of Education to review the circumstances which preceded the drop. Upon reviewing the reasons for the drop, the Director of Education will decide regarding the rationale for the return. The decision of the Director of Education will be documented and will be final.
2. If allowed to reinstate, agree in writing to comply with all terms specified in the reinstatement contract including timely completion of make-up work, homework assignments, tests and required projects. Further the student must meet minimum attendance and academic requirements with the understanding that failure to meet all stipulations will result in forfeiture of the re-instatement.
3. If previously dropped for reasons related to conduct, and if reinstated, the student must wait for the next regularly scheduled class to begin: the student will not be allowed to rejoin the same class. The returning student would enter the new class two weeks prior to the point in the program where the original drop occurred.
4. During the period between the start date of the new class and the date when the returning student actually begins attending, credit will be granted for time previously attended and there will be no tuition charge.
5. Demonstrate that they are in good standing with both the New School Center for Media financial aid office and the administration.

Graduation Requirements

To graduate, a student must complete the following:

1. 70% minimum Cumulative **grade point average**;
2. Satisfactorily meet all **performance objectives** (teacher evaluation);

3. Meet satisfactory **attendance** requirements, as described in this catalog; and
4. Satisfy all financial obligations to the School.

Leave of Absence

A leave of absence will be granted to students in good standing. (A student with a grade less than passing, with poor attendance, or unpaid tuition is not considered in good standing.)

Requests for leave of absence will be considered individually by the School Director or Director of Education.

A leave of absence extending for more than 10 days must be requested and approved by the School Director or Director of Education.

The student must submit in writing, a leave of absence request form to include the reason for the request, and be signed by the student, dated, and be approved and signed by the School Director or Director of Education, before the Leave of Absence can begin.

When a student has been granted a leave of absence, they are required to make up the course work they missed.

A leave of absence should not exceed 60 consecutive school days or 180 accumulative days within 12 months.

If the student does not resume attendance at the school on or before the end of a leave of absence, the school treats the student as a withdrawal. The student understands that his/her withdrawal from the New School Center for Media program is effective the date the student failed to return to class, and his/her partial refund will be calculated based on the effective date and in accordance with the published refund schedule. The student may also be responsible for paying any tuition that is owed.

Transferability of Credits

College Credit – NY State Disclaimer Statement

Licensed Private Schools offer curriculum measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may to subsequently attend.

Transfer of prior work TO New School Center for Media

New School Center for Media will evaluate previous education and training and appropriate credit will be awarded, if applicable to the School program. New School Center for Media does not award credit for acquired life experience and prior experiential learning as a consideration for enrollment or for credit toward a New School program.

Transfer of New School Center for Media coursework OUT to other schools

The acceptance of academic work earned at New School Center for Media is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not another institution of the student's choice will accept academic work completed at New School Center for Media.

If a student plans to transfer coursework completed at New School to another postsecondary institution, it is the student's responsibility to determine if that institution will accept the completed coursework.

New School Center for Media does not imply, promise, or guarantee transferability of its coursework or hours to any other higher education institution.

SCHOOL POLICIES

Cell Phone Use by Students

Cell phones must be turned completely off during the lecture period. Phones may be turned on during the workshop period with the ringer off.

Student Attire

Although there is no specific dress code, a student should not wear anything that is disruptive to the classroom or offensive to any member of the class. For example a provocative blouse or shirt, a piece of clothing with a negative or offensive connotation that displays prejudice to any race, color, creed, or sexual orientation.

Student Conduct

New School Center for Media expects students to focus on their studies and enjoy a supportive environment.

If prompted by unfortunate situations, the school reserves the right to dismiss a student without notice for any of the following reasons:

1. Use of alcoholic beverages and/or illegal substances immediately prior to or during school hours
2. Disrespect for staff or property
3. Disrespect for other students
4. Refusal to follow instructions
5. Loud or unruly conduct
6. Poor attendance
7. Insufficient effort or progress

The school expressly prohibits unlawful harassment – including on digital supports such as social media.

If it is determined that inappropriate conduct has been committed by one of the students, the school will take appropriate disciplinary action, consistent with the student disciplinary processes as described in the Consumer Information of the school's website.

Student Complaint Process

New School Center for Media is dedicated to maintaining high education standards for our students. The Faculty and Staff are always available to listen to them.

New School Center for Media is committed to open and ongoing communications between students, instructors, and staff. Should a student develop a complaint concerning an academic program, the school or the services offered by the school, the student has the opportunity to express that complaint to those involved.

Students are encouraged to resolve their grievances on an individual basis when possible. In addition, a variety of options are available for problem resolution and the student should follow the procedure below. Every effort should be made to resolve an issue by communicating with the staff or instructor before a formal complaint is filed. If a complaint is not satisfactorily resolved, the complaint should be in written form and given to the Director of Education. The written complaint must contain the following formation:

- The nature of the complaint.
- The approximate date(s) that the problem occurred.
- The name(s) of the individual(s) involved in the problem and/or other students involved, if applicable.
- Important factual information, such dates of meetings with staff and/or faculty members, and outcome of meeting(s).
- The signature of the person filing the complaint.

The Director of Education will review the complaint, investigate as needed, and in most cases will respond to the student within 10 business days. In cases where complaint resolution may take longer than 10 business days, the Director of Education will keep the student informed of the progress being made to address the complaint.

Complaints may cover matters such as advertising, standards of instruction, method of collecting fees or student records. A student may not be aware of all regulations and rules: the staff or faculty can go over all these in detail.

If a student does not feel that New School Center for Media has adequately addressed a complaint or concern, the student may consider contacting the School's regulators in writing:

Schools accredited by ACCSC must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission.

All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

ACCSC
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703-247-4212
www.accsc.org

The complaint to ACCSC must be submitted in written form. A complaint form is available on ACCSC website, www.accsc.org or from the campus President.

New York State Education Department
Bureau of Proprietary School Supervision
116 W 32nd Street, 5th floor
New York, NY 10001

NYSED has written a detailed pamphlet about the complaint process. This pamphlet is **posted** on the New School website www.newmediaschool.edu the **Consumer Report** section.

Drug-Free Schools Policy

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The following information outlines New School Center for Media regulations to help ensure that the schools are drug-free. All students and employees of the New School are required to comply with the following standards of conduct related to alcohol and controlled substances:

- Students and employees may not possess, use, or distribute illegal drugs on any school property or as part of any school activity.
- The use of illegal drugs or abuse of legal drugs on school premises is expressly prohibited.
- Students and employees may not be on school property in a drunken or inebriated condition, or under the influence of controlled substances.
- Students and employees are encouraged to assist other students or employees in seeking treatment if a drug or alcohol-related problem is apparent.
- Students and employees are required to inform the New School Director if they become aware of another student or employee distributing or selling illegal drugs on campus or at any school sponsored activity.

Students or employees who are found to be selling or distributing illegal or prescription

drugs on school property or at school-sponsored activities (including those held off campus) will be dismissed or terminated. Any person who is believed to be selling or distributing illegal or prescription drugs or alcohol on the New School Center for Media campus will be immediately reported to the appropriate law enforcement agency.

Any student found to be under the influence of alcohol or illegal drugs during school hours will be suspended and may be permanently dismissed.

The following hotlines are available for drug or alcohol abuse counseling:

National Institute on Drug Abuse Hotline
1-800-662-HELP

Alcohol Abuse 24-Hour Hotline
1-800-276-6818

New School staff will also assist students in finding contact information for local drug and alcohol abuse organizations. Please note that "illegal drugs" are those identified in federal law, regardless of local or state laws that may not prohibit them.

Educational Records

Student records are confidential and are accessible only to the individual student, administrative and teaching staff, or to state or federal officials when appropriate. Release of records for any other purpose must be requested by the student in writing. Records of academic progress are permanently maintained by the school.

A student's records are available to the student for review during regular business hours. Student records are not made available to any third party without express written permission from the student, except under rare extenuating circumstances, such as the existence of a public safety risk, or a legal order.

New School Center for Media may also give permission to its regulatory agencies without prior consent from the student. Each student is provided with one official student transcript free of charge when they receive their diploma upon successful completion of the diploma program in which they are enrolled.

Additional official transcripts are available to a student upon receipt of a written request and a \$15.00 transcript fee. A student may receive a duplicate diploma by submitting a written request to the school with a \$10.00 fee. Again, records are confidential and will not be released to a third party without written permission from the student except under rare extenuating circumstances mandated by law.

Family Education Rights and Privacy Act of 1974 (FERPA)

FERPA affords the students the following rights:

- (1) to inspect and review his/her education records within 45 days of New School Center for Media's receipt of request for access. A written request, identifying the records to be inspected and reviewed should be submitted to the school director. The Director of Education will arrange for access and notify the student of the time and place for record inspection and review;
- (2) to request an amendment of his/her education record(s) if the student believes the record(s) is inaccurate. If a record is believed to be inaccurate, students should submit a written statement to the school director that clearly identifies the part of the record in question and specifies why it is believed to be inaccurate. The student will be notified of decisions to either amend or not amend the record. Should New School Center for Media decide not to amend the record as requested by the student, the student will be informed of his/her right to a hearing regarding the request for amendment;

- (3) to consent to disclosures of personally identifiable information contained in the student’s education records. Exceptions that permit disclosure without student consent are to school officials (persons employed by New School Center for Media in administrative, academic, or support staff positions); officials designated by the Department of Education, auditors, and those deemed to have a legitimate educational interest in the educational records;
- (4) the right to file a complaint with the U. S. Department of Education concerning alleged failures by New School Center for Media to comply with the requirements of FERPA. At its discretion, New School Center for Media is legally permitted to disclose directory information without student’s prior written consent. New School Center for Media designates the following items as directory information: student’s name; date of birth; dates of attendance; address: local and email; telephone number; program of study; participation in officially recognized activities; enrollment status (i.e., enrolled, active, future enrolled student, reentry, leave of absence, etc.). The School may disclose any of these items without the student’s prior written consent. Students may request that New School Center for Media not disclose any or all of their directory information. Requests for non-disclosure must be filed in writing with the Director of Education.

Title IX Protection

The New School Center for Media is committed to creating, fostering, and maintaining an educational, employment, business, and environment that is free from sex – based discrimination, sexual harassment, and sexual violence. In keeping with this commitment, and consistent with Title IX of Education Amendments of 1972, The New School prohibits discrimination based on sex and sexual harassment, including sexual violence in its educational programs and activities.

This Title IX Policy is also published on the School website:

<https://www.newmediaschool.edu/wp-content/uploads/2022/08/Title-IX-Policy-Aug-2022.pdf>

PURPOSE

The New School Center for Media (“The New School”) is committed to creating, fostering, and maintaining an educational, employment, business, and School environment that is free from sex-based discrimination, sexual harassment, and sexual violence. In keeping with this commitment, and consistent with Title IX of Education Amendments of 1972, The New School prohibits discrimination based on sex and sexual harassment, including sexual violence in its educational programs and activities.

COVERED PERSONS

The School Community including current students, employees, prospective students, customers, third- party contractors, third-party visitors, and all others persons participating in the School’s educational programs and activities.

POLICY

I. Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 (“Title IX”) §§ 1681 et seq., and its implementing regulations, 34 C.F.R Part 106, prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.

II. The New School Center for Media Policy Statement

The New School prohibits all forms of sexual misconduct, including but not limited to, sexual assault, stalking, dating or domestic violence, and sexual harassment. Such conduct violates the community values and principles of our institution, and disrupts

the learning and working environment for students, faculty, staff, and other community members. In furtherance of this policy, The New School has adopted the following policies, procedures, and standards of conduct for all members of our community with respect to sexual misconduct.

III. Handling of Complaints Covered by this Policy

The New School's Title IX Coordinator is responsible for coordinating the School's compliance with Title IX, as well as other complaints brought concerning violations of this policy. The Title IX Coordinator's responsibilities include overseeing all Title IX reports of sexual harassment and sex-based discrimination, performing investigations, gathering documentation, disseminating information, and addressing any patterns or systematic problems that arise. Title IX Coordinator is authorized to receive reports of sexual harassment and sex-based discrimination.

The School has designated the following individual as the Title IX Coordinator: Cathy Taylor.

All students, faculty, staff and applicants, who have concerns about discrimination on the basis of sex, Title IX violations or requirements, including any concerns pertaining to sexual harassment, sexual violence or any matters covered by this policy, are encouraged to seek the assistance of the Title IX Coordinator. The Coordinator is knowledgeable about, and will provide information on, all options for addressing and resolving such reports or concerns. Those options may vary depending on the nature of the incident; whether the complainant is a student, faculty, staff or applicant; the wishes of the complainant regarding confidentiality; and whether the complainant prefers to proceed formally or informally. The Coordinator plays an integral role in carrying out the School's commitment to creating, fostering and maintain an educational, employment, business and School environment that is free of discrimination on

the basis of sex and other discrimination as well as sexual harassment.

IV. Reporting of Complaints Covered by this Policy

If you believe that you have been a victim of sexual harassment, sexual violence, dating or domestic violence, stalking or sex-based discrimination, or if you wish to report such an incident, you have several options and are strongly encouraged to report such incidents orally or in writing to The New School's Title IX Coordinator.

You may also choose to file your complaint electronically. A Title IX Incident Report can be requested by sending an email to admin@newschoolmedia.edu.

Using a Title IX Incident Report form allows a victim, third-party, or bystander to submit a complaint/report of sexual harassment or sex-based discrimination directly to The New School's Title IX Coordinator, and may choose to do so anonymously. However, without the contact information of the reporting party, The New School may not be able to fully investigate and respond to the complaint.

The New School recognizes that a student or employee may choose to confide in any employee of the School. For example, a student may choose to report the alleged violation to an instructor, program director, or staff member. Similarly, an employee may choose to confide in a colleague, supervisor, or member of the Human Resources department. However, it shall be noted that all The New School employees that receive reports of violations of this policy, or know or reasonably should know of the occurrence of violations of this policy are required to forward these reports to the Title IX Coordinator. The Title IX Coordinator is to be made aware of all complaints made pursuant to this policy so that she may monitor compliance. In addition to the foregoing, all faculty and staff who become aware of or suspect sexual abuse of a minor under the age of 17) must report that information to the

Title IX Coordinator who shall then inform local, state and/or federal law enforcement officials of such incident as required by law.

V. Options for Reporting and Availability of Support

In addition to reporting the matter to the Title IX Coordinator, persons may also need to address immediate physical and/or emotional trauma associated with the alleged harassment or assault. Importantly, a victim should contact any of the following immediate care support providers:

- Emergency Call 911
- Local Police Department
- Clinic/Hospital
- Community-based sexual assault crisis center.

For information on available resources to victims of sexual assault, please visit the following:

- <http://www.rainn.org> – Rape, Abuse, and Incest National Network (800) 656-4673
- <http://www.justice.gov/ovw/sexual-assault> – Department of Justice Sexual Assault
- <http://www.loveisrespect.org/> – Love is Respect – call (866) 331-9474 or text LOVEIS to 22522
- <http://www.victimsofcrime.org/our-programs/stalking-resource-center> - Stalking Resource Center
- <http://www.thehotline.org> - National Domestic Violence Hotline - 800-799-7233

VI. Privacy and Confidentiality

The New School encourages victims of sexual harassment and discrimination to talk to somebody about what happened so that he or she may get the support they need, and so that The New School can respond appropriately. Because issues arising under Title IX are often sensitive in nature, The New School maintains the highest level of privacy regarding all reports of sexual discrimination and/or sexual harassment.

While The New School strictly prohibits the disclosure of private information obtained through an investigation, it should be noted that circumstances may arise when law and/or policy requires the disclosure of sensitive information.

Please be aware that all The New School employees are “responsible employees,” and have the obligation to communicate reports of sexual misconduct to the Title IX Coordinator. When a reporting party tells a responsible employee about an incident of sexual violence, the reporting party has the right to expect the School to take immediate and appropriate steps to investigate what happened and resolve the matter promptly and equitably. To the extent possible, information reported to a responsible employee will be shared only with The New School officials responsible for handling the School’s response to the report, including the Title IX Coordinator.

Upon receipt of a report of sexual misconduct, The New School’s Title IX Coordinator will inform and obtain the reporting party’s consent prior to commencing an investigation. Should the reporting party request anonymity/confidentiality or request that no investigation be conducted, the Coordinator will take all reasonable steps to investigate and respond to the complaint consistent with the request for anonymity/confidentiality and/or request that an investigation not be pursued.

Upon the reporting party’s insistence that their name or other identifying information be kept in confidence, the Coordinator has the duty to inform the reporting party that in doing so, the ability of authorized representatives to properly respond to the alleged misconduct may be limited.

If anonymity is further insisted upon, The New School officials will evaluate the request in context with its responsibility to provide a safe and nondiscriminatory environment for all students. Specifically, The New School will weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant’s age;

whether there have been previous complaints of harassment relating to the same offender; and the alleged perpetrator's rights to receive information about the allegations if the information is maintained by The New School as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 C.F.R. Part 99. The New School will inform you if confidentiality cannot be ensured.

Please be aware that even if The New School cannot take disciplinary action against the alleged perpetrator as a result of an insistence of confidentiality, The New School may pursue alternative measures in efforts to limit the effects of the alleged misconduct and prevent its recurrence.

VI. Victim Rights & Options

Regardless of whether an individual elects to pursue a criminal complaint, or whether the offense is alleged to have occurred on or off-site, The New School will assist victims of sexual misconduct. If an individual is a victim of sexual assault, domestic violence, dating violence, or stalking, his or her first priority should be to locate a place of safety. He or she next should obtain any necessary medical treatment.

The School strongly advocates that subsequent to securing safety and medical care, any victim of sexual assault, domestic violence, dating violence, or stalking should report the incident immediately to the Title IX Coordinator. Time is a critical factor for evidence collection and preservation. Preserving evidence is very important, as it may be necessary to the proof of sexual assault, domestic violence, dating violence, or stalking, or in obtaining a protection order.

Any individual who reports to the School that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off-site, shall be provided with a copy of this Policy, as well as documentation detailing:

- His or her options to (1) notify proper law enforcement authorities, (2) be

- assisted by School authorities in notifying law enforcement authorities if he or she so chooses; and (3) decline to notify such authorities.
- Where applicable, his or her rights, regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court, and the School's responsibility to honor the same.
- The United States Department of Justice Violence Against Women Office website, located at <http://www.ovw.usdoj.gov/>, which provides useful information relating to victims' rights and available assistance.

VII. Complaint and Resolution Procedures

While some reporting parties may wish to pursue action through informal methods in place of, or prior to requesting the initiation of formal proceedings, others may not.

You should consider the circumstances surrounding your complaint and choose the option most appropriate. Regardless of your decision, The New School is committed to extending all available resources and support. To that end, you may consult with the Title IX Coordinator at any time and request assistance handling matters related to sexual harassment and discrimination, including the selection of an approach.

Informal Procedures

Informal procedures are optional and may only be utilized when The New School deems such procedures adequate. If you are comfortable handling the situation without assistance, consider the following:

- Clearly say "no" to the individual exhibiting unwelcome behavior
- Communicate with the offender either orally or in writing providing him or her of the following:
 - A factual description of the incident(s) including date, time, place, and
 - specific action.
 - A description of the impact of the action, emotionally, physically, and
 - mentally.

- A request that the conduct cease.

If you would like to proceed informally but with the assistance of a third party, you may contact your Title IX Coordinator. This individual is familiar with The New School's Title IX policies and is available to assist victims of sexual harassment and sexual assault. Additionally, this individual can provide information pertinent to informal actions and remedies that you may pursue as well as additional information regarding The New School's procedures for sexual harassment and discrimination.

Additionally, you may request that the Title IX Coordinator serve as a mediator in efforts to resolve your issue(s) prior to pursuing formal proceedings. Mediation is the process of utilizing a third party to engage in discussions and negotiations in hopes of reaching a mutually agreeable resolution and cessation of the unwanted conduct.

If either party is dissatisfied with the determination rendered subsequent an informal proceeding, he or she may pursue alternative remedies by engaging in the formal process.

If you do not wish to utilize the informal process, you may pursue formal action. Please note that you have the right to end the informal investigation process and begin formal proceedings at any time.

Note: This option is not available where allegations of sexual violence or nonconsensual sexual intercourse are raised.

Formal Investigation & Determination

To ensure prompt, thorough, and impartial investigations, all incidents of sex-based discrimination or sexual harassment, including sexual misconduct or retaliation, should be reported to the Title IX Coordinator immediately, either verbally or in the form of a written complaint, or electronically via the Title IX Incident Report Form.

This process may lead to a formal hearing at which evidence will be considered and witnesses heard. The Title IX Coordinator can

assist you with filing a complaint if you choose to pursue formal action.

Upon receipt of a report of alleged unlawful discrimination, harassment, or retaliation, The New School's Title IX Coordinator will investigate without delay. All investigations shall be conducted by the Title IX Coordinator, who is trained in areas involving sex-based discrimination, sexual violence, and nonconsensual sexual intercourse. At times, it may be necessary to implement remedial measures before completing an investigation to ensure that further unlawful conduct does not continue. These measures may include reassignment or restructuring of the victim's academic or work schedule per that party's request. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of this Policy.

The complainant and the accused party may have an advisor present during the investigation, provided that the involvement of the advisor does not result in undue delay of the meeting or proceeding. However, it is important to note that advisors may not advocate on behalf of either party and may only serve in a support role. If the advisor violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or an individual resolving the complaint, that advisor may be prohibited from further participation.

The New School's investigation into allegations of sex-based discrimination, sexual harassment, and/or sexual misconduct, will be conducted in an objective and impartial manner, and carried out in such a way as to maintain privacy to the greatest extent possible. Such investigations may include, but are not limited to, assisting and interviewing the reporting party, identifying and conducting interviews with witnesses, contacting and interviewing the respondent, and gathering evidence. It should be noted that while The New School strictly prohibits the disclosure of private information obtained through an investigation, circumstances may

arise the School may contact and cooperate with local law enforcement.

The School will endeavor to conclude its investigation and issue a resolution of the complaint within sixty (60) calendar days of the date the complaint was received. All pertinent facts will be carefully reviewed and the accused will be given a full opportunity to explain his or her conduct before any decision is reached. When the investigation is complete, The New School will inform the complainant and the alleged perpetrator of the results of the investigation and the process for appealing any such determination, as applicable, in writing.

The New School invokes no restrictions on the time at which allegations may be reported. Additionally, the standard of proof in all cases shall be a preponderance of the evidence. This means that a party may be held responsible for the alleged conduct upon a finding that it is more likely than not (51% or higher) that he or she engaged in conduct prohibited by The New School.

Once a determination is made, both parties will be simultaneously notified of the determination and the right to file an appeal. Determinations may include possible clarification of The New School policies, clarification regarding the alleged conduct, sanctions, restrictions, and/or conditions. The determination will become final within seven (7) business days unless an appropriate appeal is filed.

If it is determined that an employee or student has engaged in inappropriate conduct, The New School will take appropriate disciplinary action (as listed below in Possible Sanctions).

Possible Sanctions

Possible sanctions for an employee or student found guilty of behavior in violation of this Policy include but are not limited to the following:

- Issuance of an oral or written reprimand to be placed in the personnel file;

- A written apology to the victim
- Issuance of an oral or written warning;
- Transfer or change of class, or externship location;
- Suspension, probation, termination, dismissal, or expulsion;
- Any other sanction deemed appropriate by The New School

While counseling is not considered a sanction, it may be offered or required in combination with the imposed sanctions. Where alcohol and/or drugs are related to acts of sexual harassment, such counseling may include required participation in a substance abuse program.

Appeals

Either party may appeal the decision. All appeals must be submitted in writing to the Title IX Coordinator within seven (7) business days of the determination and clearly set forth grounds for the appeal. Appropriate grounds for appeal include procedural error, previously unavailable relevant evidence that could significantly impact the outcomes of the hearing or a claim that the sanction imposed was substantially disproportionate to the finding. Disagreement with the Panel's decision does not constitute grounds for appeal. The Title IX Coordinator will process the appeal. All appeals will be reviewed within ten (10) business days of receipt. Both parties will be informed simultaneously in writing of any changes arising from said appeal as well as the final determination. Results become final after seven (7) business days.

VIII. Ongoing Criminal Investigations

In instances of sexual misconduct that may also constitute criminal conduct, the reporting party is encouraged to file a report with the appropriate law enforcement agency and may request the assistance of a The New School representative in doing so. The pendency of a criminal investigation does not relieve The New School of its responsibilities under Title IX. To the extent that doing so does not interfere with any ongoing criminal investigation, The New School will proceed with its own investigation and resolution of the complaint.

IX. Retaliation

Retaliation against reporting parties or those cooperating with an investigation is strictly prohibited. Violation of this policy may result in The New School taking immediate disciplinary action, up to and including suspension and/or expulsion for students or termination for employees. Retaliation includes, but is not limited to threats, harassment, or intimidation, taken against the reporting party or any third party or parties as a result of their cooperation with an investigation.

X. Obligations of Vigilance and Reporting

The New School can only respond to instances and allegations of harassment or discrimination if it is made aware of such occurrences. Therefore, The New School encourages anyone who believes that he or she has experienced sexual harassment or discrimination to promptly come forward with inquiries, reports, or complaints and to seek assistance from The New School officials. Furthermore, all The New School employees are responsible employees and have an obligation to communicate reports of sexual misconduct to the Title IX Coordinator. Employees who become aware of instances or allegations of sexual harassment by or against a person under his or her supervisory authority must report such instances and allegations.

Whether confirmed or speculated, School Directors, Director of Education, or other comparable administrator who becomes aware of information indicating a significant likelihood of sexual harassment must report such information to the Title IX Coordinator immediately. Unconfirmed or disputed allegations should be clearly labeled as such and reports should indicate any steps already taken to investigate or otherwise respond. Administrators should always consult with the Title IX Coordinator and refrain from conducting independent investigations or otherwise responding to any situation where sexual harassment is alleged. No student, faculty, or employee should assume that a

The New School official knows about a situation or incident.

XI. Definitions – The New School adheres to the following definitions applicable to this policy:

Consent - an informed, voluntary, mutual, and freely given agreement to engage in sexual activity. The person giving consent must do so absent coercion, threats or blackmail. Both parties must understand that consent is being given and to what consent is being given.

- A person's lack of verbal or physical resistance or submission resulting from
- the use or threat of force does NOT constitute consent;
- A person's manner of dress does NOT constitute consent;
- A person's consent to past sexual activity does NOT constitute consent to future sexual activity;
- A person's consent to engage in sexual activity with one person does NOT constitute consent to engage in sexual activity with another;
- A person CANNOT consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following:
 - The person is incapacitated due to the use or influence of alcohol and drugs;
 - The person is asleep or unconscious;
 - The person is under age; or
 - The person is incapacitated due to a mental disability.
- A person can withdraw consent at any time.

Sex Discrimination - behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in, the available educational programs, activities, or employment opportunities because of a person's sex. Sexual discrimination may take many forms including sexual harassment

(discussed below), denial of equal opportunities in educational programs, discrimination based on pregnancy and employment discrimination.

Sexual Harassment - unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes sexual violence/assault, sexual exploitation, domestic violence, dating violence, stalking where motivated by sex or involving sexual conduct, and gender harassment/stereotyping.

Sexual violence - a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Claims of sexual violence will be adjudicated in accordance with The New School Educational Centers, Inc.'s Clery Investigations and Hearing Process.

Sexual Assault – actual or attempted sexual contact with another person without the person's consent. Sexual assault includes, but is not limited to:

- Intentional touching of another person's intimate parts without that person's consent; or
- Other intentional sexual contact with another person without that person's consent; or
- Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or
- Rape, no matter how slight, of (1) the vagina or anus of a person by any body
- part of another person or by an object; or (2) the mouth of a person by a sex organ of another person, without that person's consent.

Gender-based harassment – a form of sexual harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex discrimination prohibited by Title IX and will not be tolerated by The New School. Harassing conduct may take many forms, including verbal acts and name-calling, as well as non-verbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

Nonconsensual Sexual Contact - any intentional sexual touching, however slight, with any object or body part, by a man or woman upon another, without consent.

Nonconsensual Sexual Intercourse – any sexual intercourse (anal, oral, or vaginal) however slight, with any object or body part, by a man or woman upon a man or a woman, without consent.

Forced Sexual Intercourse – unwilling or nonconsensual sexual penetration (anal, vaginal or oral) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware.

Sexual Contact Includes:

- Intentional contact with the breasts, buttocks, groin, or genitals of another person, or touching another person with any of these body parts; or making another person touch you or themselves with or on any of these body parts; or
- Any intentional bodily contact in a sexual manner, even where the touching does not involve contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice; or
- Intercourse, however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral

copulation (mouth to genital contact or genital to mouth contact).

Sexual Exploitation - occurs when a person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include:

- Prostituting another person;
- Recording images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
- Distributing images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and
- Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse, or threat of such abuse.

Domestic Violence – a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking - Stalking based on one's sex or gender includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

Unwelcome conduct – conduct is considered "unwelcome" if the person did not request or invite it, and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements, or other conduct that may be physically threatening, harmful, or humiliating.

Hostile Environment – exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the School's program or activities. It can be created by anyone involved in a School's programs or activity, including administrators, faculty members, students, and School visitors.

Factors to determine whether a hostile environment exists includes, but is not limited to the following:

- Type, frequency, and duration of the conduct;
- The identity and relationships of persons involved;
- The number of individuals involved;
- The location of the conduct and the context in which it occurred; and
- The degree to which the conduct affected one or more student's education.

Specifically Prohibited Conduct:

- Engaging in sex-based harassment that creates a hostile environment in or
- under any program or activity of this School.
- Promising, directly or indirectly, to reward another provided that the he or she comply with a sexually oriented request.
- Threatening, directly or indirectly, retaliation if a person refuses to comply with a sexually oriented request.
- Denying, directly or indirectly, an education or employment related opportunity if the person refuses to comply with a sexually oriented request.
- Engaging in unwelcome sexually suggestive conversation or inappropriate physical contact or touching of another.
- Engaging in indecent exposure.
- Making repeated sexual or romantic advances toward another despite his or her rejection.
- Engaging in unwelcome physical contact such as touching, blocking normal movement, physical restraint, or assault.
- Retaliating against another for filing a harassment complaint or threatening to report harassment.

Sexual harassment can involve males and/or females being harassed by members of the opposite or same sex.

Sexual harassment can be physical or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

If you have any questions regarding this policy, please do not hesitate to contact the

Title IX Coordinator via email at Admin@newmediaschool.edu.

STUDENT SERVICES

Advising Services

If a student has academic concerns that are affecting his/ her participation in one of the New School Center for Media programs, he/she is encouraged to speak directly with the teacher or staff member most directly involved to receive additional academic advising.

In the case of personal challenges are affecting performance, referrals for psychological or counseling services are available.

Housing/Child Care Arrangements

New School Center for Media does not provide dormitories or housing facilities and students commute daily to school. Childcare arrangements are the responsibility of each parent enrolled in the New School, since we do not maintain childcare facilities. The Director can give a list of day care facilities that are available in the area.

Job Placement Assistance

New School Center for Media provides help to create a resume, put together a portfolio or a master demo and train for a job interview. The school also provides the service of an outside counselor to guide students in their search for employment:

- how to look for jobs and which jobs to apply for,
- which supports are the most likely to post jobs that best correspond
- how to create a LinkedIn profile and indicate your interest in a job offer

New School Center for Media does not imply, promise, or guarantee a job or any

level of compensation upon completion of any program.

credit balance be issued to student based upon expected payments from any payor source.

FINANCIAL INFORMATION

Tuition and Fees

Diploma Programs 600 clock hours

Video Production and Editing

Web Design Technologies

Basic Programming and Systems
Administration

Tuition	\$6,000.00
Non-refundable registration fee	\$100.00
TOTAL Tuition & Fees	\$6,100.00

Diploma Program 645 Clock hours

Technology Challenges
in the Financial Industry

Tuition	\$8,500.00
Non-refundable registration fee	\$100.00
TOTAL Tuition & Fees	\$8,600.00

Methods of Payment

New School Center for Media accepts credit cards, debit cards and checks drawn on a US Bank or Electronic Fund Transfers. If a student's check is accepted and then returned by the bank for insufficient funds, a \$35.00 NSF fee will be applied to the student's account.

Payment Policy

All payments are due at the time of the start of class. All balances of student account shall be paid in full before any credit balance is issued to the student. At no time shall any

Additional Books, Software and Equipment

Students are required to purchase books (\$200.00), Adobe Creative Cloud Software (\$239.88) and to have a computer with appropriate specification to complete the course. **These items are not available for purchase from the school.**

Adobe Creative Cloud Software

Subscription \$239.88 /year estimated cost

To access the proper photo/video/special effects software, the School's programs require each student to purchase a subscription to the Adobe Creative Cloud. This subscription allows the student to access over 20 of Adobe's creative software applications. The estimated cost is \$19.99/month (total of \$239.88/year + taxes) which is a special student discounted rate provided by Adobe.

By signing the enrollment agreement, you agree to purchase this software subscription and retain the subscription for the duration of the course. You further understand that this subscription is required to complete the course and that this will be a private purchase (not provided by or available through the school).

Computer \$1,300.00-1,900.00/estimated cost

The following computer specifications are required for the New School Center for Media programs:

Operating System: Windows 10 or 11 OR MacOS 10.14 Mojave or later. Chrome OS is not acceptable.

Processor: A processor with at least 2 cores, and a base clock rate of 2.5 GHz at minimum.

Intel: Any Intel® 7th Gen or newer CPU.

AMD: Any AMD Ryzen 1000 Series

or newer CPU.

Apple: If you plan to use a Mac computer using an Apple Silicon chip, any Apple M1 chip variant.

RAM: Minimum 8 GB of RAM.

GPU: A GPU with at least 2 GB of VRAM.

Video Production and Editing and Web Design Technologies programs only):

A monitor with a minimum native resolution of 1280 x 800.

Cancellation Policy

Rejection of Applicant: New School Center for Media will notify the applicant of his or her acceptance or rejection. In the event that the student is rejected, any pre-paid tuition and fees will be refunded.

Seven-Day Cancellation: All monies paid by the applicant will be refunded if requested within seven days after signing the Enrollment Agreement and making an initial payment.

Prior to the Start of Classes: After that seven-day period and prior to the first day of class any student wishing to withdraw will receive a full refund of all tuition monies paid with the exception of the \$100 non-refundable registration fee.

Orientation/Visit/Inspection of Equipment: Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within seven business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Notification of Cancellation/Withdrawal: The official cancellation/withdrawal process begins with a notification to the school, the student needs to inform the school either in person or in writing, by regular mail or e-mail. In no case should the student consider themselves withdrawn until they receive a confirmation of their request from the school.

A student may be terminated for insufficient progress, inappropriate conduct, or attitude, and/or insufficient effort. ***The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the New York State Education Law.***

Refund Policy

After instruction has begun, if a student withdraws or is terminated, the school may retain no more than the following:

600 clock hour programs

0% of the quarter's tuition if the termination is during the first week of instruction or \$0.00

25% of the quarter's tuition if the termination is during the second week of instruction or \$750.00

50% of the quarter's tuition if the termination is during the third week of instruction or \$1,500.00

75% of the quarter's tuition if the termination is during the fourth week of instruction or \$2,250.00

100% of the quarter's tuition if the termination occurs after the completion of the fourth week of instruction or \$3,000.00

The refund policy is the same for quarters two and three. After instruction has begun, if a student withdraws or is discontinued, the school may retain no more than:

25% of the quarter's tuition if the termination is during the first week of instruction or \$750.00

50% of the quarter's tuition if the termination is during the second week of instruction or \$1,500.00

75% of the quarter's if the termination is during the third week of instruction or \$2,250.00

100% of the quarter's tuition if the termination occurs after the completion of the third week of instruction or \$3,000.00

All refunds due to students will be made to students with 45 days of determination.

645 clock hour programs

0% of the quarter's tuition if the termination is during the first week of instruction or \$0.00

25% of the quarter's tuition if the termination is during the second week of instruction or \$710.00

50% of the quarter's tuition if the termination is during the third week of instruction or \$1,420.00

75% of the quarter's tuition if the termination is during the fourth week of instruction or \$2,130.00

100% of the quarter's tuition if the termination occurs after the completion of the fourth week of instruction or \$2,840.00

The refund policy is the same for quarters two and three. After instruction has begun, if a student withdraws or is discontinued, the school may retain no more than:

25% of the quarter's tuition if the termination is during the first week of instruction or \$710.00

50% of the quarter's tuition if the termination is during the second week of instruction or \$1,420.00

75% of the quarter's if the termination is during the third week of instruction or \$2,130.00

100% of the quarter's tuition if the termination occurs after the completion of the third week of instruction or \$2,840.00

All refunds due to students will be made to students with 45 days of determination.

Determination of Withdrawal from School

The withdrawal date shall be the last date of

recorded attendance. The student would be determined to have withdrawn from school on the earliest of

- (1) The date you notify the Financial Office of your intent to withdraw;
- (2) The date the school terminate your enrollment due to academic failure or for violation of its rules and policies stated in the Catalog;
- (3) The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
- (4) The date you failed to return as scheduled from an approved leave of absence.

The date of the determination of withdrawal will be the scheduled date of return from leave of absence.

VETERANS ADMINISTRATION BENEFITS

New School Center for Media is approved by the **Veterans Benefits Administration** as an institution whose students who are Veterans can receive VA funding for their education or professional training.

Veterans who are interested in joining one of our 600-clock hour programs can check eligibility at

<https://www.va.gov/education/eligibility/>

Full details about the GI bill and education options are available at

<https://www.va.gov/education/#get-gi-bill>

The VA also provides information over the telephone at 1-888-442-4551, Monday through Friday, 7 am to 6 pm, Central Time.

Veterans can contact New School Center for Media at 518-438-7682 for detailed information about the programs, the school's Distance Learning method or to speak to a teacher.

Veterans Standards of Progress

Students falling below a "C" average on class work will be put on academic probation for one month. At the end of the month, the VA will be notified to terminate benefits if the student has not attained a "C" average.

Veterans Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences will be substantiated by entries in a student's file.

Early departures, class cuts, tardiness, etc., for any portion of an hour will be counted as a full hour of absence. Students exceeding three days unexcused absences in a calendar month will be terminated for unsatisfactory attendance.

Veterans Reentrance Policy

After one month's time, students who have been dismissed for unsatisfactory progress may be reinstated only after an interview with an administrator. Reinstatement is up to the discretion of the administration.

If a student has been dismissed from New School Center for Media due to military service, may be reinstated with documentation. Such documentation must consist of oral or written notice of military service as far in advance as is reasonable under the circumstances. This notice does not have to state the student's intent to return to the school. When the student wants to return to the school, he/she must submit an attestation of military service that necessitated the student's absence from the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.

The intent to return to school must be oral or written notice within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during

the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission but is subject to the school's established leave of absence policy and general practices. The student must contact the admissions office to provide notification of service and notification of intent to return.

Veterans Refund Policy

The refund of the unused portion of tuition, fees, and other charges for veterans or the eligible persons who fail to enter a program, or withdraw or discontinue prior to completion, will be made for all amounts paid which exceed the pro rate portion of the total charges for the length of the program. The proration will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the program.

Veterans Tuition Policy

New School Center for Media does not charge Active-duty military more than the total tuition. Active-duty military, spouses and dependents will pay the same tuition as every other student attending New School Center for Media.

NYS Education Department Disclosure Statements

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and

curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog

DISCLOSURE OF ANNUAL EMPLOYMENT RATES

Every year, professional schools must report statistics about students' post-graduation employment to New York State Education Department's Bureau of Proprietary School Supervision (BPSS).

The most recent report covered employment statistics for students who graduated between July 1, 2019, and June 30, 2020. New School Center for Media reported:

Program	Number of students who graduated	Number of graduates employed in their field post-graduation
Video Production and Editing	8	6
Web Design Technologies	N/A	N/A
Basic Programming and Systems Administration	N/A	N/A
Technology Challenges in the Financial Industry	N/A	N/A
Audio Editing & Production *discontinued *	12	8
Radio Personality *discontinued*	6	4

Please note there are no statistics for some of the programs currently offered by New School Center for Media. They were introduced in September 2020 AND there were no

graduates within the most recent reporting period.

NEW YORK STATE EDUCATION DEPARTMENT LICENSED PRIVATE SCHOOL DISCLOSURE

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school. What is the purpose of this pamphlet? All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise

the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance,

prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement. Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent

identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government). Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours-- the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you.

Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you. It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a

lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the interest charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at: New York State Education Department 116 West 32nd Street, 5th Floor New York, New York 10001 Attention: Bureau of Proprietary School Supervision (212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

Link to the pamphlet

<https://www.newmediaschool.edu/wp-content/uploads/2021/07/NYS-Student-Disclosure-Signature.pdf>

End of Catalog

**New School Center For Media
252-54 West 29th Street
- 7th floor -
New York, NY 10001
1-917-913-7675
Newmediaschool.edu**