



# New York Institute of **Photography**

2025 Catalog

212-867-8260 | [NYIP.edu](http://NYIP.edu)



# TABLE OF CONTENTS

|  |          |
|--|----------|
| <b>New York Institute of Photography Mission Statement, and Institutional Objectives</b> | <b>4</b> |
| <b>Legal Governance</b>  | <b>5</b> |
| State Licensing  | 6        |
| Administration   | 7        |
| Academic Year, Holidays, Contact Information, Hours of Operation                         | 8        |
| Admissions   | 10       |
| Admission Requirements   | 10       |
| Application Process  | 10       |
| Enrollment Agreement   | 11       |
| Student Identity Verification Procedures   | 12       |
| Academic Information   | 13       |
| Instructional Model  | 13       |
| Academic Advising  | 13       |
| Course Load  | 13       |
| Enrollment Status  | 13       |
| Transcripts and Grade Report   | 14       |
| Transferring Credits   | 14       |
| Course Format and Account Access   | 15       |
| Communication with Students  | 15       |
| Textbooks and Shipments  | 15       |
| Student Forum  | 16       |
| Classes and Assignments  | 17       |
| End-of-Course Survey   | 17       |
| Term of Enrollment   | 17       |
| Career Services  | 17       |
| Academic Policies  | 18       |
| Academic Honesty Policy  | 19       |
| Grading Policy   | 22       |
| Exam/Assignment Retake Policy  | 23       |
| Conduct and Communications Policy  | 23       |
| Student Affairs  | 24       |
| Academic Dismissal   | 24       |
| Administrative Cancellation  | 25       |
| Attendance Policy  | 25       |
| Satisfactory Academic Progress Policy  | 26       |
| Technology Requirements  | 27       |
| Fees and Payment Options   | 28       |
| Fees   | 28       |
| Payment Options  | 28       |

|  |    |
|--|----|
| Collections Policy                                 | 29 |
| Payment Methods                                    | 29 |
| Reinstatement                                      | 29 |
| Refund Policy                                      | 30 |
| Rights and Responsibilities                        | 31 |
| Student Responsibilities                           | 31 |
| Maintenance and Confidentiality of Student Records | 31 |
| Non-Discrimination Statement                       | 31 |
| Grade Challenge Policy and Procedures              | 32 |
| Student Complaint Policy                           | 33 |
| Students with Disabilities Act                     | 33 |
| Graduation Policy                                  | 34 |
| Mentors  | 34 |
| Student Advisors                                   | 34 |
| Instructors  | 34 |
| Subject Matter Experts                             | 35 |
| List of Courses                                    | 38 |
| Certificate Courses                                | 38 |
| Fundamentals of Digital Photography                | 39 |
| Professional Photography                           | 42 |
| Appendix A: Intellectual Property                  | 47 |

# NEW YORK INSTITUTE PHOTOGRAPHY

## MISSION STATEMENT, VALUES AND STUDENT LEARNING OUTCOMES

### MISSION STATEMENT

NYIP's mission is to empower students to achieve their aspirations through flexible, convenient, affordable, and highly relevant education.

### VALUES

**Accountability:** We set measurable goals and are accountable to students and to each other for our actions, performance, and results.

**Integrity:** We operate with the utmost integrity and treat both our fellow colleagues and our students with dignity and respect. We also expect integrity from our students.

**Passion:** We believe we can make a difference in people's lives and want to help all students, faculty, and staff members realize their individual potential.

**Teamwork:** We believe collaboration and communication among students, faculty, and staff are essential to achieving great outcomes for students and our company.

**Excellence:** We strive to uphold high standards in our academic programs, student experience, and support services, and are continually seeking ways to improve each of these areas.

### INSTITUTIONAL OBJECTIVES

**Job-Specific and Technical Skills:** Graduates will be trained in job specific technical knowledge and the common body of knowledge associated with a specific program.

**Professional and Life Skills:** Graduates will be trained in professional and life skills that include responsibility and self-motivation.

**Qualifications for Advancement:** Graduates will have the skills and credentials to apply for jobs, change careers, advance in their current workplace, start their own business, and/or pursue skill-based hobbies and interests.

## LEGAL GOVERNANCE

Career Step, LLC owns and operates the New York Institute of Photography.

## THE COURSE ADVISORY COUNCIL COMPRISES THE FOLLOWING MEMBERS:

| Subject                     | Name                      | Title   |
|-----------------------------|---------------------------|---|
| Photography                 | Patrick Donehue           | Professional Photographer, Consultant, Educator   |
| Photography                 | Tim Pannell               | Professional Photographer   |
| Photography                 | Timothy Archibald         | Professional Photographer   |
| Photography                 | Ethan Pines               | Professional Photographer   |
| Photography                 | Gwynee Evans Reid         | Professional Producer   |
| Photography, Art and Design | Robert Mansfield          | Art and Design Director, Forbes Media   |
| Art and Design              | Keith Gallagher           | Creative Director, DEC  |
| Art and Design              | Melissa Estrada           | Interior Designer   |
| Art and Design              | Natasha Lima-Younts       | CEO, Gables Interiors   |
| Art and Design              | Mark Rammel               | Co-Founder & Creative Director Armchair Studio  |
| Art and Design              | Janet Ramin               | Interior Designer   |
| Allied Health               | Marie Capps Berry         | President, Education Consulting Services  |
| Allied Health               | Regina Forbes             | Pearson, Sales Director, Private Sector   |
| Allied Health               | Ellie Halibozek           | Medical Billing and Coding Curriculum Developer   |
| Allied Health               | Dr. Beth Markham          | Chief Nurse Administrator, Ashworth College   |
| Allied Health               | R. Michael Schafer        | President, EdPartners, LLC. Former ABHES Commissioner                                   |
| Allied Health               | Carole Schanel            | Educator and Program Director (Retired).<br>Former ABHES Commissioner                   |
| Pharmacy Technician         | George Flabum, Pharm. D.  | Assistant Director of Pharmacy at Mt. Sinai Hospital                                    |
| Pharmacy Technician         | Lewis D'Iorio, R.PH.      | Owner of LDT RX Solutions,  |
| Pharmacy Technician         | Phil Altman, R. Ph.       | Owner of Healy Choice Compounding Pharmacy  |
| Pharmacy Technician         | Dr. Laura Cvek, Pharm. D. | Pharmacist, Health Choice Compounding Pharmacy  |
| Pharmacy Technician         | Saha Falbum, Pharm. D.    | Associate Professor at Fairleigh Dickerson University                                   |
| Pharmacy Technician         | Nicholas Dowbak           | Walgreens Field Recruiter   |
| Pharmacy Technician         | Charrai Byrd, Pharm. D.   | New York Presbyterian Hospital. President,<br>NYC Society of Health System Pharmacists  |
| Pharmacy Technician         | Donny Ramscook            | Supervising Pharmacists, Maxor Pharmacy   |
| Business                    | Micaela Alpers            | President, Education Division, CareerTeam   |
| Business                    | Jacob Boller              | Director of Operations, DEC New York  |
| Business                    | Dr. Michael Hillyard      | Consultant, Accreditation and Higher Education Strategy                                 |
| Business                    | Lucy Alvarez              | Retired Executive Chef  |
| Business                    | Blanche Barfield          | Ashworth Graduate, Travel Agent Program   |
| Business                    | Hilton Joseph             | Co-Owner and Manager, Cuban/Spanish Themed Restaurant                                   |
| Business                    | Scott Katz                | Group Vice President, Learning Solutions, SunTrust Banks                                |
| Business                    | Christina Mathews         | Catering Sales Manager, Atlanta Marriott Peachtree Corners                              |
| Business                    | Dawn Taccone              | SERV Safe Instructor, California State University Pomona<br>and Wedding Planner/Caterer |
| Business                    | Daniel Taccone            | Sr. eCommerce Manager, Hilton Hotels  |

## **STATE LICENSING**

NYIP is registered with the State of Utah Department of Commerce, Division of Consumer Protection as a Non-Degree-Granting Postsecondary school under the Utah Postsecondary School and State Authorization Act (Title 13, Chapter 34, Utah Code).

# ADMINISTRATION

## INSTITUTIONAL ADMINISTRATION:

**Kermit Cook**

Chief Executive Officer

**Dr. Andy Shean**

Chief Learning Officer

**Terri Runyon Walker**

Chief People Officer

**Frank Jalufka**

Chief Financial Officer

**Matt Simon**

Chief Marketing Officer

**Nial McLoughlin**

Senior VP and Chief Technology Officer

**Jordan Thompson**

General Counsel



# ACADEMIC YEAR, HOLIDAYS, CONTACT INFORMATION, HOURS OF OPERATION

## ACADEMIC YEAR

Students may enroll in NYIP's courses at any time of the year. There are no set class start dates and students do not have to wait until the beginning of a new session. All courses offered are flexible and self-paced, with students setting their own schedules within certain maximum allowable time frames per course. setting their own schedules within certain maximum allowable time frames per course.

## CONTACT INFORMATION

This information may be used to contact NYIP. Students should provide their name and student number on all communications with NYIP staff.

**NYIP Web Site:** NYIP.edu

**Career Services:** careerservices@NYIP.edu

**Student Forum:** Forum via Online Learning Center

**Online Learning Center:** courses.NYIP.edu

**Student Services E-mail:** info@NYIP.edu

## HOLIDAYS

NYIP is closed on the following holidays:

- New Years Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

## COURSE ASSISTANCE

**Tutor Assistance:** Academic Advisors 800.583.1736 or studentadvisor@NYIP.edu

**Course Instructor:** Each course syllabus provides information on contacting the faculty and the Academic Advisor support team. When students have course specific questions, they should first review their course syllabus to identify their team and contact information.

**NYIP Classmates:** Visit the Student Forum to find discussion forums



## PHONE GUIDE

**Academic Advisors:** 800.583.1736

**Admissions (Nonstudents):** 800.583.1736

**Career Services:** 800.583.1736

**Main:** 212.867.8260

**Student Services:** 800.583.1736

## HOURS OF OPERATION

9:00 a.m. – 6:00 p.m. (Monday – Friday)

Eastern Standard Time

## FAX DESTINATION

**Business Services:** 212-867-8122

Military Corporate Partnerships

**Education Services:** 212-867-8211

Lessons & Life/Work Exams

Mandatory Graded Assignments

Unit Exams

**Student Services:** 212-867-8122

High School Verifications

Financial Information

Student Account Changes

Career Services Assistance



# ADMISSIONS

## ADMISSIONS PROCESS

- Prospective students wishing to enroll in the Professional Photography course must have a high school or equivalent diploma in order to enroll.
- Prospective students wishing to enroll in the Professional Photography course must have a high school or equivalent diploma in order to enroll.
- Prospective students under 16 cannot enroll.
- Prospective students under 18 with a completed high school diploma or its equivalent will need a signed permission on the Enrollment Agreement from his/her parent or guardian.
- Prospective students under 27 must arrange to have the high school diploma/transcript or its equivalent submitted to NYIP for admittance.
- Prospective students 27 and older are not required to submit evidence of high school completion or its equivalent, unless enrolling in the Professional Photography course.

## APPLICATION PROCESS

1. Complete an application online or by phone.
  - A. Apply online – The online application process is simplified to reduce processing time. The online application can be accessed from our Web site, [www.nyip.edu](http://www.nyip.edu) Applicants can indicate the course on the online application form.
  - B. Apply by phone during normal weekday working hours by speaking with a Licensed Agent at 800.583.1736
2. Within 24 hours of receiving the completed enrollment application, NYIP will provide instructions for online access to the first course and will ship the associated textbooks/course materials to the student address.

## **ENROLLMENT AGREEMENT**

The Enrollment Agreement (the "Agreement") is a legally binding contract when signed by the student and accepted by NYIP at its offices in Utah and is governed by Utah law. The student signature on the Agreement indicates that the student has read and understood the terms of the Agreement, has read and understood any literature received from NYIP, and believes that he/she has the ability to benefit from the course(s) selected. An electronic signature is a binding signature. Prospective students are encouraged to read through the catalog and materials prior to enrolling.

Access to course units will be limited if a signed enrollment agreement has not been received by NYIP.

**SPECIAL NOTE:** Students should be aware that courses are developed to provide foundational knowledge and/or skills. Because state regulations vary, students should contact their state agencies to determine if their chosen course is appropriate for their career goals. This applies particularly to design, business and health related fields.

## **STUDENT IDENTITY VERIFICATION PROCEDURES**

Student numbers are issued to specific people for the purpose of conducting NYIP business. Any abuse of these numbers (including obtaining for malicious use or attempting to obtain for malicious use, and false identification or attempted false identification) shall be cause for permanent dismissal from NYIP and any other of its affiliated schools.

## **ONLINE LEARNING CENTER ACCESS**

Students are required to create a password to access the Online Learning Center. The Online Learning Center is where a student can view his or her Academic and Personal records and should only be accessed by the student. Students should protect their password from others and not share it with anyone else (i.e., Academic Honesty Policy). School employees do not know student passwords and can only reset them upon their request. If a student's password is reset, he or she will be instructed to create a new one before he or she is able to access his or her account.

## **EBOOKS**

NYIP may use Vital Source to deliver eBooks in its courses. Students will be required to create a separate password for their eBook account the first time they access their eBook account. School employees do not know student passwords and cannot reset them. If a student forgets his or her password or needs it reset, he or she will need to contact Vital Source directly.

## **EMAIL**

NYIP uses the e-mail listed on a student's account to send academic and school updates. These communications can be personal in nature and for this reason we recommend that students use an e-mail that is not shared with others.

## **STUDENT VERIFICATION**

If NYIP suspects that a student's account has been compromised, access to the student account may be blocked until student's identity has been verified. This process is done only to protect the student's interest. Students are responsible for all comments, exams, and assignments posted on their account. If a student feels that his or her account was compromised by someone else, he or she must change his or her password immediately and notify the school. A student's identity will also be verified for all proctored exams.



# **ACADEMIC INFORMATION**

## **INSTRUCTIONAL MODEL**

NYIP aims to provide students with engaging, comprehensive, and high-quality curriculum in a flexible and convenient online learning environment. The school strives to meet the educational goals of its students while giving them the opportunity to set the pace of their learning on a schedule that is compatible with their lifestyles and personal/professional commitments.

NYIP's enrollment model is an open-enrollment track wherein students can enroll in courses and certificates at any time without having to wait for a class start date. The learning model is self-paced within certain maximum time limits per course and/or certificate. NYIP's instructional model is comprised of an instructional team approach. The instructional team includes highly qualified academic advisors, certified instructors, subject matter experts, course authors, and support staff. NYIP's team is available to work with students as needs arise. The team approach allows NYIP to customize support to individual student needs. Each course syllabus provides information on contacting your faculty and the Academic Advisor support team. When students have course specific questions, they should first review their course syllabus to identify their team and contact information.

## **ACADEMIC ADVISING**

Students are encouraged to take advantage of the knowledgeable academic guidance available through NYIP's team of student advisors by e-mail, mail, online ticketing, or phone. All student questions and inquiries will be responded to in a timely manner by NYIP academic advisors and the customer service team. Through the NYIP Online Learning Center, students may review course materials; track lesson progress, shipments, and grades; check account balances and make tuition payments; request academic guidance or customer support; access the online library; and participate in the Student Forum.

## **COURSE LOAD**

Career Certificate

To earn a NYIP certificate, a student must complete all lessons in the course with a minimum overall grade of 70. The number of lessons in certificate courses varies depending on the course.

## **ENROLLMENT STATUS**

The school provides students with many mechanisms to help students stay on track for timely completion of course and graduation requirements. In the Online Learning Center there is a Progress Tracker, which displays students' percent progression through their course. For information on the time frame allowance, see the "Completion Time" section in the enrollment agreement.

## **TRANSCRIPTS AND GRADE REPORT**

Students who need a transcript of completed courses from NYIP should contact Student Services. Students should specify whether they need an official or unofficial transcript.

An official transcript is one sent by NYIP directly to an institution or employer.

There is a \$15 fee for any official transcript request.

An unofficial transcript is one sent by NYIP directly to the student. Students who request that an unofficial transcript be mailed to them will be charged \$15.00 per transcript.

Students can view their course of study, progress report and grades in the Online Learning Center.

## **TRANSFERRING CREDITS**

NYIP does not accept transfer credit of previous training from other institutions.

A student may wish to transfer coursework from NYIP to another institution. Licensed private career schools offer curricula 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 course at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

Students should be sure to keep learning guides, textbooks, other study materials and printed copies of online study materials in case these materials are needed for transfer credits verification by the receiving institution.



# **COURSE FORMAT AND ACCOUNT ACCESS**

## **COURSE FORMAT**

The course includes the following sections as part of the course format. Each course may have a different set of materials and assessments; see the syllabus for details for that course.

- Orientation
- Catalog
- Textbook/eBook (When Required)
- Lessons
- Reading Assignments
- Video Lectures and demonstrations
- Practice Exams
- Unit Exams
- Unit Projects

## **ACCOUNT ACCESS**

NYIP students access their student account information, online courses, schedule, and grades in the Online Learning Center. All online courses reside on a custom Learning Management System. NYIP's online courses are designed to be engaging, user-friendly, and easy to navigate. Students can perform the following tasks online via the Online Learning Center and learning management system.

1. View and edit account information
2. View account balances and make tuition payments
3. Access online courses and course materials for current and completed courses
4. Submit projects and multiple-choice exams
5. View project and exam grades
6. Be a part of NYIP's online Student Forum
7. Download school forms and Catalog

## **COMMUNICATION WITH STUDENTS**

Students are required to set up and maintain their profile information within the NYIP Online Learning Center ([courses.nyip.edu](https://courses.nyip.edu)). It is the responsibility of the student to ensure that the information within the student profile is accurate and current. All e-mail correspondence from NYIP will be sent to the e-mail address listed on the student profile. Also, where applicable, materials will be shipped to the address on the student profile. NYIP is not responsible for shipments or correspondence sent to the incorrect shipping address or e-mail address.

## **TEXTBOOKS AND SHIPMENTS**

The format of student learning content varies by course. Courses may consist of printed materials, wholly online content or a blend of printed and online content. If hardcopy textbooks and printed learning guides are part of a student's course the required materials will be shipped to students at the start of that course.

When required, printed materials are shipped one Unit at a time to students enrolled in the course. Corresponding with when access to online Units is granted. For students who pay in full this access is granted once their balance is cleared. And the balance of physical materials (Units 2 – completion) are shipped once the 14-day trial period has passed.

## **SHIPMENT ERRORS**

Students who receive an incorrect or incomplete shipment should call Student Services for assistance. Students have 60 days to notify the school; after 60 days, students will be responsible for any replacement fees.

## **REPLACEMENT FEES**

Students who need to replace any study materials should call Student Services for assistance. There will be a replacement fee for each item. The fee can be added to student's account on student's next invoice with tuition payment or paid by check or credit card. The item will ship once payment is cleared and student's account is current.

## **STUDENT FORUM**

The NYIP Student Forum (Forum) is a fully interactive, student-driven, and staff-supported virtual campus that provides students a complete social learning experience from the day they enroll to graduation and beyond. The Forum is comprised of different discussion threads that correspond to the various areas of study offered at NYIP. What makes the Forum special is that members have the unique opportunity to connect with other students and academic advisors all while making new friends, sharing opinions and experiences. The Forum integrates excellent interactive and academic elements to create a fully supported social learning experience for our students. Visit the Forum by clicking on the Forum banner in the Online Learning Center. NYIP reserves the right to remove any post from the student forum that does not comply with the conduct and communication policy.

## **CLASSES AND ASSIGNMENTS**

Students are provided online access to their first Unit of lesson material immediately upon enrollment. When the course contains physical shipments, materials and printed course materials are shipped within a week of enrollment. Subsequent lesson shipments and/or online access to lesson Units are automatically triggered when the student makes two (2) monthly payments. Students can begin their courses immediately upon enrollment but are free to set their own pace of study though students are encouraged to submit lessons regularly.

Each course is composed of lessons. Each lesson typically contains lecture notes, check your learning exercises, multiple-choice exams, and assignments. Multiple-choice exams are auto-graded immediately upon submission and students can view their grades immediately. Assignments are graded within 7-10 calendar days of student's submission, and students can view their grades along with grader feedback and comments.

## **END-OF-COURSE SURVEY**

Students are to complete End-of-Course Surveys for each course that they have completed. The End-of-Course Survey includes questions on student engagement, student readiness, teacher and academic advisors support, technology, curriculum, resources and other support. Student feedback through the End-of-Course Survey is an opportunity for students to have a voice in their course of study and is an essential part of our process of continual improvement.

## **TERM OF ENROLLMENT**

You have up to 24 months (18 months plus a free 6-month extension) to complete your course. Students who do not complete all of their exams and projects for each unit by the end of their initial completion period may request an extension period for a fee. Students who still not have not completed their studies after 2 extension periods must start the course over if they wish to continue.

While you have the full 24 months to complete the average time to completion is 18 months. We suggest that you set a study schedule that will allow you to complete one unit of study every four months.

## **CAREER SERVICES**

Students and graduates may contact student services for help with career services at 212-867-8122. Students and graduates may also contact their Student Advisors for professional advice related to their career.

NYIP does not offer job placement.

# ACADEMIC POLICIES

## ACADEMIC HONESTY POLICY

Academic integrity is the hallmark of excellence and the foundation of higher education, which requires honesty in scholarship, research, and all course work. Students are always expected to submit their own work for all assignments, to present their own work and ideas in all discussions, and to properly cite original authors and others when referring to sources used. Students must succeed in their classes and courses without violating the Academic Honesty Policy.

To preserve the integrity of NYIP 's courses and maintain the high quality of education, the Faculty and Administration must address any charge of a violation of the academic honesty policy. At each penalty level the case is reviewed by the School Director. The due process procedures include a formal request for inquiry and research to prove or disprove the charge. A proven violation carries academic penalties. Students who violate the Academic Honesty Policy will receive a warning on a first offense, will be placed on probation for a second offense, and will be cancelled from the institution on a third offense. Students may appeal the cancellation but may not appeal the warning or the probation. If an egregious violation occurs, students may be immediately academically dismissed from their course. The School Director reserves the right to issue any penalty subject to the severity of the violation.

## PLAGIARISM POLICY

Plagiarism refers to deliberately using someone else's work or ideas and presenting them as one's own without proper attribution or citation. This may be intentional or accidental. If a student is found to have plagiarized a written assignment, the following guidelines apply:

1. Instructors and graders use Grammarly to assess for plagiarism.
2. Grading follows the assignment rubric and awards or deducts points accordingly. Deductions for APA formatting should not exceed the percentage specified by the formatting section of the rubric if one exists.
3. As subject matter experts, it is imperative that instructors and graders focus on grading the totality of the written assignment. While using Grammarly is required, it does not replace the instructor's or grader's knowledge and discernment skills. The goal is to increase a student's understanding and comprehension of the materials and not to merely highlight instances of plagiarism in written assignments.
4. If plagiarism is less than 20%, the paper should be graded based on the rubric, and the student provided with feedback to make improvements. However, if plagiarism results from the "copy and paste" type process where an entire section is copied, the guidelines in section five below should be used.

5. If plagiarism of 20% or above is found, the paper should be graded with a 1% along with an academic warning. It should also include information on resources in each school's Learning Resource Center (LRC), such as Penn Foster Writer's Block or Ashworth Writing Lab.

6. Different programs may have individual guidelines regarding the allowable level of plagiarism and allowable attempts. Check with your program for specifics.

## **GUIDELINES FOR USING ARTIFICIAL INTELLIGENCE TO CREATE PAPERS AND ASSIGNMENTS**

Using artificial intelligence, such as ChatGPT, to write all or parts of any assignment is a form of academic dishonesty. Doing so can have the same negative consequences as plagiarism. Written assignments assess understanding of course content, critical thinking skills, research capability, and communication ability.

Academic integrity is a core educational value, and the Penn Foster Group takes academic misconduct seriously. Students and faculty are responsible for upholding academic standards, thereby maintaining the integrity and credibility of the academic community.

There are acceptable uses of Artificial intelligence in the learning process. It can be used as part of the creative process, learning to summarize and paraphrase, helping with learning the MLA and APA processes, creating outlines, brainstorming, and identifying additional resources or experts in the field.

### **A WORD OF WARNING!**

Large Language Models like ChatGPT can have what is referred to as hallucination-like responses; when they do not know an answer, they may offer made-up facts or statements. So, as with any resources used for research, you need to verify the results you are given. In addition, ChatGPT is only trained on information up to 2021. So, relying on that source alone will result in incomplete information. If you are going to use AI, make it one of your tools, not your only tool.

### **ACADEMIC HONESTY VIOLATIONS**

The following violation types deserve close attention because they summarize various violations of academic honesty. This list below is not exhaustive but captures the predominant violations, which occur. Students must strive to honor the regulations to preserve the integrity of their grades and diplomas.

- 1. Cheating:** representing material, either written material or images, prepared by another, as my own work.
- 2. Fabrication:** Intentional and unauthorized falsification or invention of any data, information, or citation in an academic exercise.
- 3. Plagiarism:** Intentionally representing the words, ideas, images, or sequence of ideas of another as my own in a unit project or assignment, and failing to attribute quotations, paraphrases, or borrowed information from other sources.
- 4. Facilitating Academic Dishonesty:** Intentionally or knowingly helping or attempting to help another student to commit an act of academic dishonesty.

NYIP has the right, at its discretion, to review any exams/assignments that have already been graded and to change the grade if plagiarism is found.

**The result of the investigation may lead to the following disciplinary action that can include but is not limited to:**

#### **Warning**

- Documented counseling by staff
- Revision and resubmission of work with possible grade penalty
- Submission of alternative assignment

#### **Probation**

- Documented counseling by staff
- Revision and resubmission of work with possible grade penalty
- Submission of alternative assignment
- Fail the assignment
- Dismissed from course, suspension from the institution

#### **Dismissal**

- Academic dismissal from NYIP

### **UNAUTHORIZED ACCESS TO OFFICIAL NYIP MATERIALS**

Students may not take, attempt to take, or in any unauthorized manner gain access to, alter, or destroy any materials pertaining to the administration of the educational process (including exams, grade records, answer keys, etc.). Unauthorized access includes sharing one's student user name and/or password with another person or organization who is not authorized or enrolled as a student and is grounds for dismissal from the course.

### **MISREPRESENTATION, FALSIFICATION OF NYIP RECORDS OR ACADEMIC WORK**

Students will not knowingly provide false information when completing NYIP forms or applications (including admissions forms, enrollment agreements, use of false or counterfeit transcripts, etc.) or in any work submitted for credit as part of a course.

## **MALICIOUS/INTENTIONAL MISUSE OF COMPUTER FACILITIES AND/OR SERVICES**

Students are strictly prohibited from the malicious or intentional misuse of computer facilities and/or services. Violations of state and federal laws (including copyright violations, unauthorized access of systems, alteration/damage/destruction or attempted alteration/damage/destruction, use for profit, etc.) or NYIP 's rules regarding computer usage (including account violations, damage or destruction of the system and/or its performance, unauthorized copying of electronic information, use of threatening or obscene language, etc.) will result in immediate disciplinary action including and up to academic dismissal.

## **STUDENT IDENTIFICATION NUMBERS**

Student numbers are issued to specific people for the purpose of conducting NYIP business. Any abuse of these numbers shall be cause for permanent dismissal from NYIP. Abuse includes but is not limited to: obtaining student numbers, user names and/or passwords for malicious use or attempting to obtain for malicious use, false identification or attempted false identification, sharing student number with any other person or organization.

## ACADEMIC HONESTY APPEAL PROCESS

Students have the opportunity to appeal Academic Dismissal decisions through the Academic Honesty Appeal process. Requests for appeal must be sent to the School Director within 10 days of receiving the academic dismissal. An appeal form will be sent to the student when they are advised of dismissal. Student's account must be current prior to any appeal review. Submitting an appeal does not guarantee reinstatement. If the decision on the appeal is to deny reinstatement, then that decision is final, and no further appeal is allowed. If it is decided that student will be reinstated, then student will remain on Academic Probation until the necessary improvements are made in student's academic performance. Failing to meet the NYIP standard may result in a second academic dismissal from the course. After a second dismissal as a result of academic performance, a student will forfeit his or her right to an appeal and will remain dismissed permanently.

## GRADING POLICY

Each course is graded by taking the grade-weighted average of the grades received for the exams and/or assignments within the course. The following point totals correspond to the following grades:

| PERCENT  | LETTER | STANDARD     |
|----------|--------|--------------|
| 97 - 100 | A+     | Excellent    |
| 94 - 96  | A      | Excellent    |
| 90 - 93  | A-     | Excellent    |
| 87-89    | B+     | Good         |
| 84-86    | B      | Good         |
| 80-83    | B-     | Good         |
| 77-79    | C+     | Satisfactory |
| 74-76    | C      | Satisfactory |
| 70-73    | C-     | Satisfactory |
| <70      | F      | Failing      |

A student who scores below 70 points on any Achievement Examination will be instructed to retake the same Achievement Examination for that lesson. Regardless of the actual passing grade earned on the retake, students will automatically receive the minimum passing score of 70 percent. The student must pass each exam and project with at least a 70 to successfully complete the course.

## GRADING CRITERIA

**A = Excellent:** The student has demonstrated a thorough understanding of the content and skills presented in the course, consistently initiates thoughtful questions, and can see many sides of an issue. The student writes logically and clearly. He or she also integrates ideas throughout the course.

**B = Good:** The student is an excellent writer, maintains consistent performance, and demonstrates an understanding of course content that goes beyond the minimum requirements.

**C = Satisfactory:** The student demonstrates a minimal comprehension of the skills and subject matter included in the course, and accomplishes only the minimum requirements, while displaying little or no initiative.

**F = Failing:** Quality and quantity of work is unacceptable.

## **EXAM/ASSIGNMENT RETAKE POLICY**

A student who scores below 70 points on any Achievement Examination will be instructed to retake the Achievement Examination for that lesson. Upon passing that retake exam, the student will be awarded the score of the retake. Students are allowed two (2) retakes (three (3) total attempts) to pass an exam. If after the third attempt a student still has not passed an exam, they are required to have a conference with a Student Advisor who will recommend a plan of action with student and work to resolve any issues that the student is having with the lesson. A copy of the detailed plan will be placed in the student file. If a suitable remediation plan cannot be established, the student or the school may request for the cancelation of the enrollment.

## **CONDUCT AND COMMUNICATIONS POLICY**

The NYIP Conduct and Communications Policy refers to the respectful conduct of NYIP staff, instructors and students in any school communications including student's course assignments, test responses and where applicable, threaded discussions. Respectful conduct also includes following all academic honesty policies that include, but are not limited to, protection of student IDs, user names, and/or passwords, protection of course exams and assignments, responses to exams and assignments, and not sharing these with other persons, organizations or websites. Violations of the NYIP Conduct and Communications Policy will lead to disciplinary action up to and including dismissal from NYIP.

NYIP provides students with different communication channels for communicating with its staff and instructors and responding to assignments and tests. Communication channels include e-mail, phone, mail, fax, chat rooms, and the Student Forum. Other communications channels include the Online Learning Center, which is used for, submitting course assignments, test and threaded discussion responses and communications to instructors.

It is policy that NYIP staff, instructors and students maintain respectful, professional, and polite conduct in all communications at all times. All staff, instructors and students are expected to treat one another with respect. Negative emotions, rude language, and/or profanity have no place in any type of communication channels including phone, written, electronic, etc. Any staff, instructor or student using irate, sarcastic, rude, harassing or offensive language in any types of communication channels to any staff, faculty or student of the will be subject to disciplinary action up to and including dismissal from NYIP.

To allow continual communications with NYIP students, it is required that students update NYIP with any changes to the student's account information. Student account information can be accessed through the Online Learning Center or students can contact Student Services with any changes to student's name, address, e-mail or phone number.

NOTE: NYIP official communications are sent by email or mail. Most official forms require electronic communication by e-mail, unless forms or directions state otherwise. Students are held responsible for official NYIP communications sent to students. Students should check their email accounts regularly and respond, where needed, to any communications sent from NYIP.

# STUDENT AFFAIRS

## ACADEMIC DISMISSAL

Academic dismissal refers to the disenrollment of a student from a course of study by NYIP. Reasons for academic dismissal include, but are not limited to, the following:

- Poor or unacceptable performance and grades in courses that demonstrates the student does not have the ability to benefit from the course (in this case the student will be given a full refund)
- Students who fail two or more lessons in the first lesson group
- Acts of plagiarism and academic dishonesty
- Unprofessional communications with NYIP instructors, staff and other students

Students who have been academically dismissed from NYIP are not eligible for reinstatement or readmission unless an appeal is submitted by students to the School Director and accepted by the NYIP Academic Review Committee.

## ACADEMIC REVIEW BOARD (ARB) PROCESS

The Academic Review Board (ARB) is tasked with reviewing student academic records and conduct to determine appropriate action in cases where the student has displayed poor academic performance and/or when a student has violated policies regarding Academic Integrity or Student Code of Conduct policies. The ARB has the full range of disciplinary decision authority up to and including cancellation/dismissal.

This is a standing committee, meeting as needed.

1. The ARB Request is submitted by a faculty member and forwarded to the ARB Chair. Other appropriate documentation/ verification of intervention measures, etc., should also be attached for review.
2. Each member reviews the student's record and indicates his/her decision recommending cancellation or retention.
3. A majority of the board members must agree to cancel the student.
4. If the ARB opts for cancellation, the ARB Chair will email an ARB cancellation letter, with appeal options included, to the student.
5. A warning letter will be emailed to the student in certain situations.
6. Decisions regarding financial liability are made by the Director, the Regulatory member, and Student Services Escalation Specialist. Financial resolution is generally a flat cancel; these decisions are made on a case-by-case basis.
7. The student has a period of 10 days from cancellation in which he or she can appeal the decision.
8. The student can appeal the ARB's final decision on the student appeal through the grievance process outlined in the appropriate student handbook.

## **ADMINISTRATIVE CANCELLATION**

Administrative cancellation refers to the cancellation of a student enrollment from a course of study per the student's request. Students whose accounts have been canceled (but have not been academically dismissed) are eligible for reinstatement or readmission.

Students who choose to cancel their enrollment may be entitled to a refund or may owe the school additional tuition. The tuition amount due is based on the enrollment period, number of lessons completed, and the amount paid. The tuition balance or refund that is due will be determined by the Tuition Protection Agreement printed on NYIP's Enrollment Agreement.

## **ATTENDANCE POLICY**

The New York Institute of Photography (NYIP) provides a robust online education and student experience without the need to visit a physical location or campus. NYIP courses are all asynchronous meaning that you can study anywhere, anytime at your own pace. A student attends an asynchronous online course by engaging in academically related activities. Examples of such activities include but are not limited to: contributing to an online discussion or text chat session; submitting a project, taking an exam; viewing and/or completing a tutorial; initiating contact with a faculty member to ask a course related question. Such academically related activities are tracked and documented through the school's learning management system, email system, phone system and in some cases publisher websites. While all students are allowed to proceed at their own pace, if the school detects that a student is falling behind the average pace of other students, the school will contact the student through a combination of email, phone and text messaging encouraging the student to increase the pace of study or to contact the school for assistance.

Completion times depend on the number of units in your course — see your enrollment agreement for specific completion times. Students who have not completed their studies after the term of their enrollment must contact the school and discuss their progress with the school. The school and the student will discuss the student's options and if the student chooses to continue with the course the student may elect to reenroll. The school, at its sole discretion, may choose to waive a part of the then published tuition and fees for the reenrollment.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Programs offered by the New York Institute of Photography are asynchronous, online, and self-paced. While all students are allowed to proceed at their own pace, students should progress at a pace that will enable the student to complete the course within the contract term. If the school detects that a student is falling behind the average pace of other students, the school will contact the student through a combination of email, phone and text messaging encouraging the student to increase the pace of study or to contact the school for assistance.

The New York Institutes do not participate in the federal financial aid programs. However, enrolled students must maintain satisfactory academic progress under this institutional policy in order to remain enrolled. Satisfactory academic progress requires that a student meet both quantitative and qualitative standards.

### **Quantitative standards**

- 1.** Students must become active during the contract term through attendance in the course, as defined in the school's attendance policy.
- 2.** Students must complete the course within a maximum time frame of contract term.
- 3.** Students may request a 6-month extension at the end of their term and no additional fee.
- 4.** Students who have not completed their studies after the maximum time frame must contact the school and discuss their progress with the school. The school and the student will discuss the student's options and if the student chooses to continue with the course the student may elect to reenroll.
- 5.** The school, at its sole discretion, may choose to waive a part of the then published tuition and fees for the reenrollment.

### **Qualitative standards**

- 1.** A student must achieve 70 point in order to pass an academic achievement exam.
- 2.** A student who fails to achieve 70 points on any exam, may retake the exam.
- 3.** If a student fails to achieve 70 points in a retake of the exam, the student will have failed the exam and must meet with a student advisor to discuss an academic plan to improve the student's grade average for the course so that the student completes with a grade average above 70.
- 4.** Students must adhere to the academic plan for the student's continued enrollment.
- 5.** Should the student be unable to improve the grade average for the course to 70 or above, the student will be dismissed from the course.
- 6.** Students who fail to meet the achievement benchmarks for their academic plan will be dismissed from the course.

Students who complete their course within the maximum time frame with a course average of 70 or above are making satisfactory academic progress. In order to graduate, students must be making satisfactory progress.

# TECHNOLOGY REQUIREMENTS

The computer equipment utilized to access our online course must meet the minimum requirements below. Please note that the minimum computer and software requirements may evolve during a student's course of studies, in particular as third-party vendors discontinue support for older versions of a product. Students must have Internet access and an active e-mail address.

## MINIMUM HARDWARE AND OPERATING SYSTEM

- Intel Pentium or Celeron, or AMD Sempron 1.6 GHz or faster
- 2 GB RAM or more
- Sound card, microphone, and speakers

## SOFTWARE

- Internet Explorer 11.0 or higher or Firefox 18 or higher
- Adobe Flash Player 11.5 or higher
- Adobe Reader 11.0 or higher (free version available for download at <http://get.adobe.com/reader/>)
- Some Career development courses may require additional photo editing software such as Photoshop. Please review the requirements for each course individually.

## INTERNET CONNECTION AND OPERATING SYSTEM

- Reliable broadband Internet connection, either cable or DSL of at least 1 Kbps for adequate audio-video quality
- E-mail address that will accept all e-mails, including attachments, from the domain name NYIAD.edu

Note: Students are presumed to receive the messages sent to designated e-mail addresses. It is the responsibility of the student to ensure that messages from NYIAD are not blocked and that the mailbox is not too full to receive messages.

## TECHNOLOGICAL COMPETENCY

- Ability to use e-mail to correspond
- Ability to access, create, and save documents in MS Word, MS Excel, and MS PowerPoint
- Ability to browse the Web

## FEES AND PAYMENT OPTIONS

NOTE: Tuition and fees are subject to change without notice. Students should confirm current tuition and fees on the NYIP Web site and their enrollment agreement.

Admission – **\$50**

Late Fee – **\$10**

Transcript – **\$10**

Returned check Fee – **\$20**

Extension – **\$150**

Shipping Fee – **determined by course and location**

Diploma replacement – **\$25**

### MONTHLY PAYMENT PLAN OPTION

Students can make a small down payment and break the remaining tuition into low monthly payments. Each month NYIP sends a statement to the student that reflects the current balance. Students are allowed to adjust the payment amount (as long as the minimum is paid). There are no hidden fees and all textbooks are included in the tuition amount.

For students making monthly payments, the first monthly payment is due one month after NYIP accepts the student Enrollment Agreement; subsequent payments are due every month thereafter. Students will be invoiced each month until their tuition is paid in full. Students who signed up for Auto Bill Pay will have their credit card or bank account debited every month until their tuition is paid in full. Students are responsible for updating account information should the card expire or be closed, in order to avoid late or returned-payment penalties. The first amounts received from the student in monthly payments will be credited toward the Nonrefundable Fees, Administrative Fees, and/or Registration Fees.

**A fee of \$10.00 may be charged for each monthly payment that is not paid within 10 days of its due date.**

For any check, draft or money order that is returned for insufficient funds (NSF), student may be charged a \$20.00 fee and NYIP will resubmit for payment. For any student using the Auto Payment option, student is responsible for keeping his/her account information updated to avoid any late or returned payment penalties. Payments should be made in the currency of the original down payment. Students in Canada and foreign countries will be responsible for payment of any applicable custom duties.

Students must remain current with their monthly payments in order to continue to receive their course materials. Students cannot obtain transcripts or status letters if their accounts are past due.

In general, there is no additional fee charged for any amount of tuition financed. For students selecting the auto payment or standard payment options, please refer to the mailed enrollment agreement to understand Finance Charges, Amount Financed, Total of Payments, and Total Price.

## COLLECTIONS POLICY

Students are encouraged to stay in contact with the institution to remain current with their payment plans. Students will be notified if their payment plan becomes past due. If a student's account remains past due, multiple attempts will be made to notify the student of his/her outstanding balance.

In the event a past due account remains outstanding for more than 60 days, the student will have a financial hold (deactivated status) placed on his/her account. The financial hold will block the student from accessing the Online Learning Center.

After multiple attempts to resolve the outstanding balance with the student and after a financial hold has been placed on the student's account, the remaining balance owed may be referred to a third-party collection agency. The institution does not sell its receivables and works to ensure any third-party agency treats students ethically and fairly.

## PAYMENT METHODS

In addition to checks and money orders, NYIAD also accepts Visa®, MasterCard®, American Express®, and Discover®. Students can choose to pay by mail, phone, or online.

**By Mail:** When the monthly statement arrives, students should include a check, money order, or credit card information, and mail the payment in the enclosed postage-paid envelope by the due date noted on the statement.

**By Phone:** Credit card, debit card, and electronic check payments are accepted over the phone. Students should contact a Student Services representative at 800-583-1736 during normal business hours.

**Online:** Students can make online payments through the NYIAD Online Learning Center at any time by credit card or debit card. Students should log into the Online Learning Center and follow the simple, step-by-step instructions.

**AUTO BILL PAY:** Students can use a credit card to sign up for Auto Bill Pay and may receive a savings on their tuition amount.

**ESTATEMENTS:** Students can sign up for eStatements via the Online Learning Center.

**INTERNATIONAL STUDENTS:** Tuition payment must be made in U.S. funds only. Students in Canada and other foreign countries will be responsible for payment of any applicable transfer fees and customs duties.

**TUITION REIMBURSEMENT:** Some employers pay for education tuition for their employees. Students should check with their employers to see if they qualify for tuition reimbursement under the Employee Education Assistance Act, IRS Code, Section 127.

**REINSTATEMENT:** Students who voluntarily drop out of their course for any reason and seek readmission into their course should contact the school and request reinstatement. Reinstatement is granted at the discretion of the Licensed Director. The student will be responsible for the cost of any remaining units that were included in the student's refund calculation. This amount will become the student's open balance which can be paid at the time of reinstatement or be paid on a monthly payment plan, with minimum monthly payments due each month. If the student's account is past due the student will be required to make a minimum monthly payment in order to reinstate their course. Students who have been academically dismissed from their course will not be granted readmission.

## **REFUND POLICY**

### **TUITION SETTLEMENT AND NO-RISK REFUND POLICY**

14 Day Trial – You have up to 14 days from the day you enroll to review your course risk-free. If you are unsatisfied for any reason, simply notify the school and you will receive a full refund.

After 14 days you may still cancel your enrollment at any time, but you will be responsible to NYIP for the non-refundable Application Fee along with a pro-rata portion of the Tuition and Lesson Fee based on Units Accessed. At the completion of a term, no refund will be provided. The student will have access to a downloadable PDF of lessons accessed as a permanent record of their course. Payment is due every month for students selecting standard payments or auto payments. The first payment is due the first of the month following the first statement mailing. Late Charge: If your monthly payment is more than 10 days late you may be charged up to a \$10.00 late fee

The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002(3) of the Education Law.

### **REFUNDS**

The refund due to the student will be the Amount Paid to Date less the Amount Owed by Student as of the date the student cancellation is accepted and processed. If the Amount Owed by Student is greater than Amount Paid to Date as of the date of cancellation, the student owes NYIP the difference and such amount is payable within 30 days. Upon cancellation, a student whose tuition is paid in full is entitled to receive all materials, including kits and equipment. Once the term of enrollment has been completed, no refund will be provided.

Refunds that are issued to students are returned by the same method payment was received. Most credit card payments are returned in 2-3 days. Checks are returned within 30 days. All students who qualify for a refund under the terms of the enrollment agreement may initiate the cancellation by mail, phone, or e-mail. We process the request the same day.

# **RIGHTS AND RESPONSIBILITIES**

## **STUDENT RESPONSIBILITIES**

While NYIP is here to provide all students an opportunity to learn in an online environment that is functional and easy to use, students also hold a responsibility to NYIP and their studies. All students are expected to:

- Respect their peers and instructors.
- Maintain good academic standing while at NYIP.
- Understand and follow all NYIP policies and understand the consequences for violations.
- Protect student user name and/or password by not sharing with any other person or organization, this is grounds for dismissal.
- Follow all course instructions to ensure successful completion of courses.
- Complete all assignments and assessments.
- Grow academically and intellectually.

## **MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS**

It is the policy of NYIP not to release educational or financial information to anyone other than the student if the student is age 18 or older. For students under the age of 18, the educational and financial information can be released to the student and/or the student's parent or guardian.

In order for NYIP to release information to anyone other than the student (parent/guardian if student is under 18), NYIP must have written consent from the student (parent/guardian if under age 18) to do so.

## **NON-DISCRIMINATION STATEMENT**

NYIP does not discriminate in admissions, access to, operation of, treatment or employment in its programs and activities on the basis of race, color, national origin, religion, creed, ethnicity, disability, age, marital status, sex, gender, sexual orientation, gender identity, veteran status, or any other legally protected status.



## **GRADE CHALLENGE POLICY AND PROCEDURES**

NYIP instructors are experts within their fields of study and have the final authority for assigning grades except for grades that are found to be a result of arbitrary or capricious grading. If a student believes and is able to support with clear and credible evidence that capricious or unprofessional grading has taken place, a grade challenge may be initiated on an assignment or on a final course grade.

The Grade Challenge Policy provides guidance on grades within an active course and governs course final grades. Grade challenges may be made to the faculty on an individual assignment basis or submitted to the Student Advisor on a final course grade.

### **CHALLENGES TO INDIVIDUAL ASSIGNMENTS WHILE A COURSE IS ACTIVE**

Individual lesson assessment grades are to be handled between the student and instructor while a course is in session. The student must initiate contact with the instructor within one (1) week for individual lesson assignments (threaded discussions, multiple-choice exams, essays, etc.). The student must discuss the grade concerns with the instructor who issued the grade. It is advisable to use correspondence through a verifiable means such as e-mail. These matters are to be resolved between the student and the instructor.

### **CHALLENGES TO FINAL GRADE AFTER THE COURSE HAS BEEN COMPLETED**

The following policy and procedures apply to all final course grade challenges

1. If a student believes they received a final course grade based on capricious or unprofessional grading the student must discuss within seven days of the final grade being posted the dispute with the instructor who issued the grade. The correspondence must be tracked through a verifiable means such as e-mail.
2. If a satisfactory solution cannot be found, the student may submit to the Student Advisor at StudentAdvisor@nyip.edu or call 1-800-583-1736.
3. A Grade Challenge must be initiated within 30 days of the final course grade posting date. After reviewing the request and supporting documentation for completeness, the challenge will be forwarded to the School Director or designated representative. If supporting documentation or recommendation is missing, the form will be returned to the student for completion.
4. The School Director may consult with the instructor in an attempt to resolve the dispute. The original instructor who graded the assignment or a different instructor may be notified of the challenge and asked for his or her perspective.
5. Grade challenges may not be appealed beyond the School Director. All documents submitted for Grade Challenge are entered in the permanent record of student and faculty.

It is the student's responsibility to provide the necessary information to support the challenge. The student's Grade Challenge must include all required information as well as clearly written justification for the grade challenge to be considered. The burden of proof rests with the student to provide any additional supporting documentation. Examples of necessary information include: medical verification if the exception is due to illness or copies of any documentation to substantiate the request being made.

## **STUDENT COMPLAINT POLICY**

We know that sometimes students in a distance education course can have questions or experience some type of frustration. Students who have a complaint should contact their instructor regarding academic issues or a student services supervisor by phone at 800-583-1736, by email at [info@nyip.edu](mailto:info@nyip.edu), or by mail at 3300 N Triumph Blvd, Suite 100, Lehi, UT 84043 regarding servicing issues.

While we can resolve most problems via telephone or email, we may ask you to submit a written request to assist us in addressing your concerns. You'll find that the NYIP staff is very responsive to your concerns, and in almost all situations, we'll be able to solve your problem in a way that you will find satisfactory.

Residents of Connecticut can file a complaint with the State of Connecticut Office of Higher Education if the complaint cannot be resolved after exhausting the institution's grievance procedures.

## **STUDENTS WITH DISABILITIES ACT**

NYIP complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and subsequent amendments. It is the policy of NYIP not to exclude or deny access of a qualified individual with a disability an equal opportunity to participate in, and have access to, educational course benefits and services. The ADA does not require modifications or adjustments that would fundamentally alter the nature of the education or the learning outcomes of a course being sought, lowering the academic standards or compromise the integrity of the school, department, or course. The ADA does not require an institution to bear undue hardship which includes any action that is unduly costly, extensive, or disruptive.

NYIP grants reasonable accommodations to qualified students with disabilities. Reasonable accommodations are granted with documented proof of the claimed disability as long as the accommodation does not compromise essential requirements of a course of study, and/or does not impose a financial administrative burden beyond what is deemed reasonable and customary.

# GRADUATION POLICY

## GRADUATION REQUIREMENTS

To earn a certificate from NYIP, students must meet the following requirements:

- Complete all lessons with a passing score
- Meet all financial obligations with NYIP by paying the tuition balance in full

# MENTORS

## STUDENT ADVISORS

### George Delgado

George Delgado completed the NYIP Pro Course as he transitioned from life as a corporate executive to successful professional photographer. His fashion photographs have appeared in Women's Wear Daily, and he has captured sporting events at New York's Madison Square Garden. George also shoots pro bono portraits for The Heart Gallery, a non-profit organization with the mission of finding "forever families" for children in need of adoption.

## STUDENT ADVISORS

### Walter Karling

Walter Karling is a professional photographer who specializes in spot news, celebrity and PR images. Working as a stringer for Associated Press and UPI, his pictures appear regularly in the New York Daily News, the New York Post, the National Enquirer and the Star. Additionally, he has done PR assignments for firms such as Anheuser-Busch, the Italian Trade Commission and the Museum of Modern Art.

### Deborah Matlack

Deborah Matlack is a commercial photographer who photographs architectural interiors and exteriors as well as corporate and business events. In addition, she has had two one-person exhibits entitled "Waterways of Brooklyn" and "Infrastructure: Bridges of New York City," and is currently a member of Brooklyn Streetcar Artists Group.

### **Philip Mauro**

Brooklyn-based photographer Philip Mauro specializes in portraits for corporate, ad, and editorial clients. His clients include Chanel, Apple, Carolina Herrera, and the artist Damien Hirst, among others.

### **Alina Oswald**

Alina Oswald is a photographer and writer based in NYC area. Her latest book is *Journeys Through Darkness: A Biography of Kurt Weston*. Her photography has appeared in national and international publications, as well as in New York City art shows and galleries. She has worked with small businesses, covering portraits, editorials, ad campaigns, engagements and weddings.

### **Christopher Reid**

Christopher Reid is a freelance photographer based in New York City. His experience includes shooting hundreds of weddings, portraits and headshots as well as producing commercial and editorial images for corporate displays and publication in internationally published books and magazines. His current pursuits include architectural and real estate photography.

## **SUBJECT MATTER EXPERTS**

### **Lynsey Addario**

Lynsey Addario is an American photojournalist based in London, where she photographs for the New York Times, National Geographic and Time Magazine. She covers conflicts and shoots features across the world. In 2009, Lynsey was part of the New York Times team to win the Pulitzer Prize for International Reporting. In 2009, she was the recipient of the MacArthur Fellowship.

### **Frank Beacham**

Frank Beacham is an NYC-based independent writer, director and producer who works in video, film, photography, radio, television, theater and web. A former staff reporter for United Press International, the Miami Herald, Gannett Newspapers and the Washington Post-Newsweek, Beacham's articles and stories have appeared in dozens of magazines and newspapers including the Los Angeles Times, Washington Post, and Village Voice.

### **Illise Benum**

Illise Benum is a business expert for creative professionals. She is the author of 7 business books, a national speaker and the founder of Marketing-Mentor.com. During her 25+ years in business, she has coached thousands of creatives as well as developed and delivered business training tailored for HOW Design Live, CreativeLive and Freelancers Union, among others.

### **Britt Chudleigh**

Following her studies in drawing and painting, Britt became strongly attracted to the storytelling and immediate qualities she found in photography. Film photography held her attention further as it enhanced the timelessness, purity, tangibility, and aesthetics of the craft. Britt travels the globe documenting weddings but always returns home to the Wasatch Mountains where she lives with her husband and two children.

### **Nadia Shira Cohen**

Nadia Shira Cohen started working as a photographer in New York City, primarily as an independent photographer for the Associated Press. Nadia's work has been featured in Vanity Fair, Harper's, The New Yorker, New York Times, Marie Claire and National Geographic. She is the recipient of numerous awards and her work has been exhibited around the world.

### **Patrick Donehue**

A photo industry veteran, photographer, consultant, and educator, Patrick Donehue is one of the most admired people in the photo industry today. Jonathan Klein, Co-founder and CEO of Getty Images put it best, "Patrick's love of photography, combined with his strong understanding of what is required to succeed in business, has added considerable value to Getty Images and others for over 25 years."

### **Chase Guttman**

Chase Guttman is an award winning, internationally published and exhibited travel photographer whose adventures span more than 45 countries and all 50 U.S. states. Chase's work, contributions and advice span numerous publications such as National Geographic publications, ESPN, Photo District News, New York Daily News, Fodor's Travel Publications, Light Stalking, Family Travel, Huffington Post, Newsday and USA Today.

### **Peter Guttman**

Peter Guttman is a professional travel photographer and two-time recipient of the Gold Medal Lowell Thomas Award for Travel Journalist of the Year. He's been published in numerous books and magazines including Condé Nast Traveler and National Geographic Publications. He's the author of five hardcover travel books. He's traveled on assignment to all seven continents and 210 countries.

### **Jason D. Moore**

Jason D. Moore is an Adobe Certified Expert (ACE) in Adobe Photoshop with over a decade of experience. Jason runs his own freelance training and graphic design business, serving clients from across the United States and around the world. He has been featured three times on the video podcast Photoshop User TV and has been mentioned in the articles of prominent members of the digital-imaging community.

### **Tim Pannell**

Photographer Tim Pannell has enjoyed a non-stop career in advertising and stock photography. Tim contributes to curriculum by sharing his experience in sports, portrait, and lifestyle shooting. Tim's clients include Adidas, Aetna, AT&T, Citibank, Costco, Gatorade, Reebok, McDonald's, Coca-Cola, and Wells Fargo.

### **Franco Vogt**

Franco Vogt is a successful photographer who specializes in portraiture for professional and commercial use. He has made images for countless clients around the world utilizing a very simple and sensitive approach. Often working with non-professionals as his models, he has the ability to capture images that feel fresh and spontaneous. His work never feels forced or pretentious and the viewer will often feel as if they were right there next to the camera watching it happen.

## LIST OF COURSES

- Fundamentals of Digital Photography
- Professional Photography

## CERTIFICATE COURSES

Certificate courses provide students with an instructional course of study designed to impart the requisite knowledge required to obtain entry-level employment in a specific career or allow graduates to provide professional services to clients as a proprietor of a small business. The courses can be completed in as few as four months.

**SPECIAL NOTE:** Students should be aware that courses are developed to provide foundational knowledge and/or skills. Because state regulations vary, students should contact their state agencies to determine if their course is appropriate for their career goals.



# FUNDAMENTALS OF DIGITAL PHOTOGRAPHY

## COURSE DESCRIPTION

This beginner photography course is meant to help you master your digital camera. Learn the basic functions of your camera so you can begin to shoot in manual mode, capturing higher-quality images of the people and places around you. Professional photographers will show you how to see the world like a photographer, whether you're just starting out or you've been taking photos for years.

Throughout the course, you'll complete a series of photo projects that will help you practice the skills you're learning. Your teacher will work with you, reviewing your photos and helping you improve as you complete the course. By the time you finish, you'll have the skills and know-how to take professional-quality photographs.

## COURSE OBJECTIVES

- Master the use of your digital camera
- Discuss the basic settings and functions of your camera so you're able to shoot in manual mode
- Utilize exposure, lighting, and lenses on a camera
- Explain proper composition and how to take the perfect photograph in all conditions
- Develop your eye to see the world like a photographer
- Demonstrate the skills associated with the post-production process
- Reproduce different types of portraiture and apply techniques specific to this area of photography
- Apply skills that will help you to turn good photographs into great ones

## LESSON OBJECTIVES

### UNIT 1 - YOU AND YOUR EQUIPMENT

#### Lesson 1.1: Eye of the Photographer

We train you to ask yourself three fundamental questions as you develop the perfect composition through your viewfinder. Learn to effectively capture expressive moments with accuracy and art as you develop a keen sense of effective photographic storytelling.

#### Lesson 1.2: Cameras

Study a comprehensive history of cameras. From pinholes to point-and-shoots, you'll develop a broad background understanding of camera history, ending with an analysis of the options available to you today.

#### Lesson 1.3: Lenses and Filters

We look more closely at the two essential elements in any photograph workflow as we explore camera function via lenses and filters. Begin by discussing basics such as camera and lens combination options, diaphragm, and aperture, then move on to master f-stops and focal strength.

## **Lesson 1.4: How to Use Your Camera**

Add two more techniques to your growing arsenal of creative controls. Begin with a comprehensive review of your camera's viewing system and master techniques for adjusting both depth of field and shutter speed.

## **UNIT 2 - CAPTURING THE IMAGE**

### **Lesson 2.1: Developing Your Eye**

We begin to harness your natural ability to create beautiful images as we channel the most effective photographic techniques of visual organization and storytelling. Learn to emphasize your message through effective subject placement as we arrange all elements of your image carefully within your composition.

### **Lesson 2.2: Image Capture**

Explore the mechanics behind how images are recorded digitally, including a brief bit of context regarding how they're captured on actual film. At this point, you should be well-versed in digital image sensors and will begin to additionally understand the intricacies of film exposure as well.

### **Lesson 2.3: Exposure**

Explore your personal judgment regarding correct, aesthetically pleasing exposure. Start by exploring the role your equipment plays in exposure determination, then move on to master the five basic exposure modes as we continue to help you achieve that perfect, well-lit shot.

### **Lesson 2.4: Workflow and Image Editing**

Understand the workflow and image editing that you'll be doing in post-production, the phase of work that begins with the camera and the capture of images in RAW, JPEG, or TIFF formats. From backing up files to delivering proofs, master a seamless, effective personal workflow.

## **UNIT 3 - HARNESSING THE LIGHT**

### **Lesson 3.1: Developing Your Visual Signature**

Learn to understand what you want the final image to look like and to visualize your final shot before you click the shutter. Accomplish the ability to set your camera so that it can zero in on your subject and create the mood you want at the exposure you're looking for.

### **Lesson 3.2: Natural and Available Light**

We discuss what it's like to work with both natural and artificial light. When covering available light photography, you learn to effectively capitalize on and use the light that already exists in a scene. You'll learn to actually see light on a daily basis through the eyes of an ever-diligent photographer.

### **Lesson 3.3: Artificial Light — Continuous**

Discuss the characteristics that differentiate the various types of light you'll be working with, whether it's sun, contrast light, or a flash. You'll then learn to distinguish the most suitable light source for you to work with depending on your compositional desires and the ways in which you can then execute this choice effectively.

### **Lesson 3.4: Artificial Light-Flash**

Examine the various types of flash units and how they work, and then we teach you how to use appropriate flash lighting to its best advantage. From pop-up flash to wireless, achieve the perfect artificial lighting scenario to capture whatever mood you're hoping to achieve in your future shots.

## **UNIT 4 - PHOTOGRAPHING PEOPLE**

### **Lesson 4.1: Basic Portrait Lighting**

We discuss the basics, like catchlights and shadows. From there we can delve deeper into the psychology of effective portraiture, all the while incorporating the most fitting lighting techniques along the way as you learn to adjust light accordingly to achieve the mood your image requires.

### **Lesson 4.2: Studio Portraiture**

Learn the most effective methods for shooting portraits using only available light. From there, we will slowly introduce you to the use of additional portraiture equipment such as lights, reflector boards, and umbrellas as you continue to grow comfortable working in a more elaborate studio setting.

### **Lesson 4.3: Environmental Portraiture**

Understand how to focus on key props, pre-planned subject outfits, and background elements in order to create location portraits that capture on-site action. One of the most effective methods for showcasing a subject's personality, this lesson will help you grow comfortable with shooting on location.

### **Lesson 4.4: Landscape and Travel Photography**

Develop the self-control needed to fight the ever-common urge to dive into a beautiful landscape scene without pausing to consider compositional technique. From depth of field to framing, develop the skills necessary to work effectively in snow, fog, rain, or shine.

**The Fundamentals of Digital Photography course is 80 hours, which is divided into four units.**

- Full Payment Plan – **\$799**
- Monthly Payment Plan – **\$1089**

# PROFESSIONAL PHOTOGRAPHY

## COURSE DESCRIPTION

This online photography course is a comprehensive course that will teach you how to take control of your camera. You'll learn the secrets of exposure, lighting, and lenses. You'll receive training on proper composition as you learn how professional photographers create the perfect shot in all conditions. The course offers an introduction to a wide variety of different photographic genres: weddings, nature, landscapes, wildlife, portraits, studio, still life, and more.

Throughout the course you'll complete photo projects and submit them online to be reviewed and evaluated by a professional photographer. By the time you complete the course, you'll have the confidence and skills to turn your love of photography into a full or part-time career.

## COURSE OBJECTIVES

- Develop your eye as a photographer and develop a visual signature
- Utilize exposure, lighting, and lenses on your camera
- Describe proper composition and how to take the perfect photograph in all conditions
- Discuss different photographic genres, including wedding, nature, landscapes, wildlife, portraits, studio, still life, and more
- Use the manual mode on a camera
- Explain how to make money with your camera in a variety of fields
- Identify business skills to turn photography into a career
- Demonstrate skills that will enhance your photography, including work flow and image editing

## LESSON OBJECTIVES

### UNIT 1 - YOU AND YOUR EQUIPMENT

#### Lesson 1.1: Eye of the Photographer

We introduce you to the world of photography and show you how to see the world through the eyes of a professional photographer. Explore three fundamental guidelines to follow every time you want to make a great photograph.

#### Lesson 1.2: Cameras

This is an introduction to the basic parts of the modern camera, a description of each of their respective functions, and an overview of several popular types of cameras. Additionally, we include helpful advice to guide you in selecting a camera and a breakdown of the functions of modern digital cameras.

### **Lesson 1.3: Lenses and Filters**

Receive an overview of the functions of a lens and give in-depth coverage on topics such as lens speed, aperture, and focal length. In addition, we detail the different types of lenses and their attributes as well as characteristics of modern lenses and filters.

### **Lesson 1.4: How to Use Your Camera**

Prepare specific camera function and learn how you can use them to create wonderful photographs. We will cover focusing, controlling, depth of field, shutter speed, image quality, tripod use, and camera care in this lesson.

### **Lesson 1.5: Developing Your Visual Signature**

We introduce you to visual signature. We show you what it is and how many professional photographers use it in their images. Additionally, learn how to define your own visual signature and explore the impact it will have on how you create images.

## **UNIT 2 - CAPTURING THE IMAGE**

### **Lesson 2.1: Developing Your Eye**

Focus on your ability to “see” — that is, to use your photographer’s eye to recognize the opportunities for powerful photos in the world around you and then to compose those photos most effectively in the viewfinder before you click the shutter.

### **Lesson 2.2: Image Capture**

Understand how an image is recorded digitally with a bit of context on how it’s captured on film. Understanding the intricacies of image capture is vital to the understanding of photography and will enable you to take better photos.

### **Lesson 2.3: Exposure**

We help you make the most of your tools so you can get the exposure you’re looking for — and that is precisely what proper or correct exposure is: the exposure that you have in mind for your image. Explore this lesson and take your photographic understanding to the next level.

### **Lesson 2.4: Workflow and Image Editing**

Review the workflow and image editing that you’ll be doing in post-production. A pro photographer’s work isn’t over after the image is captured. This lesson introduces you to a workflow and helps you make the post-production process more efficient.

### **Lesson 2.5: Evolution of a Photographer**

We add more traits and qualities to the list of what it is to be a pro photographer. Passion, or a deep-down love for photography, is the beginning point in the evolution of a photographer. And if you’re a passionate

beginner, you're starting from the exact same place.

## **UNIT 3 - HARNESSING THE LIGHT**

### **Lesson 3.1: Natural and Available Light**

We show you how to use sunlight creatively, guiding you toward a better understanding of its characteristics. Learn how to use other types of light that already exist in a scene. You'll actually start to see light—really see it—for the first time.

### **Lesson 3.2: Artificial Light — Continuous**

You are introduced to the bread-and-butter staple of many professionals. From wedding photography to advertising to portraits to pet shots, a large part of a photographer's work is done in the studio or other indoor locations where artificial lighting often plays a key role.

### **Lesson 3.3: Artificial Light — Flash**

Delve into artificial lighting that occurs in brief bursts: electronic flash. We'll examine various types of flash units and how they work, and we'll teach you how to use flash lighting to its best advantage. You are introduced to the studio strobes and how the pros use them.

### **Lesson 3.4: Travel Photography**

Whether you want a photographic record of a special trip or to sell your photos for profit, your objective should be to make photos you'd be proud to hang on the wall. But real travel photography begins once you've gotten those "tourist" photos out of the way, and that's what Lesson 3.4: Travel Photography is all about.

### **Lesson 3.5: Landscape and Nature Photography**

When you come across a breathtaking scene, instead of grabbing your camera and hoping for the best, pause and think for a moment. Lesson 3.5: Landscape and Nature Photography will help you identify the element that you want to capture and what photographic techniques to use to accentuate it.

## **UNIT 4 - PHOTOGRAPHING PEOPLE**

### **Lesson 4.1: Basic Portrait Lighting**

We guide you through the basic techniques you can use with any number of contemporary lighting solutions in the home or professional studio. To start acquiring this valuable photographic skill, we begin with the basics of portrait lighting.

### **Lesson 4.2: Studio Portraiture**

Journey through the studio portraiture process and learn the techniques and tips that you'll use again and again. We show you how to develop skills in portraiture that will enable you to use all the professional's tricks of the trade.

### **Lesson 4.3: Environmental Portraiture**

Learn how to focus on key props, dress, and background elements to create location portraits that capture on-site action and give us windows into a subject's personality. And most importantly, learn how to simplify

your composition for greatest visual impact.

#### **Lesson 4.4: Child and Pet Photography**

Successful child and pet photographs can be created with training and preparation. Organize the techniques you need to know because your subject will demand all your concentration once the photo session begins.

#### **Lesson 4.5: Wedding Photography**

Wedding photography encompasses every aspect of photography, from portraits to groups, interiors to candid, and photojournalism. Receive a general idea of what it takes to succeed as a wedding photographer.

### **UNIT 5 - BROADENING YOUR SUBJECT RANGE**

#### **Lesson 5.1: Photojournalism**

Photojournalism is the craft of storytelling with pictures and words, a skill you can use whether you want to be a photojournalist or take pictures and organize them in a more compelling way

#### **Lesson 5.2: Fashion Photography**

Flair is just as important as experience, technique, or an art background. To be successful in the fast-paced world of fashion photography, you must have a genuine passion for high-fashion clothing.

#### **Lesson 5.3: Macro Photography**

Macro photography is something that most serious photographers will experiment with at some point in their careers. Examine several different photographic specialty areas related to taking photographs of tiny objects as well as those that are close to the camera...or very far away.

#### **Lesson 5.4: Advertising and Still-Life Photography**

Focus on how to make a product look desirable and amazingly attractive. Additionally, take an in-depth look at the world of lifestyle advertising and how you, the photographer, can hope to get into this amazing industry.

#### **Lesson 5.5: Architectural Photography**

Focus on how to record the outward appearance and proportions of the building in proper perspective and how to capture the mood and presence that the architect intended for the structure in its surroundings.

### **UNIT 6 - PROFESSIONAL PATHWAYS**

#### **Lesson 6.1: Freelance Opportunities**

Explore numerous professional photography genres and receive a well-informed outlook toward your own professional career path. This lesson reviews a range of topics from stringers to stock photography.

## **Lesson 6.2: Portfolio Development**

A portfolio is the quintessential item you'll need to showcase your work. We discuss in detail how to develop and maintain a portfolio, from how to select images and shape your portfolio to how you can identify your target audience of potential clients.

## **Lesson 6.3: The Business of Photography**

You are introduced to essential photography business skills. There's a very blurry line between the amateur—who does it for love—and the professional who shoots for both love and money. This lesson guides you through the steps it takes to become a professional.

## **Lesson 6.4: Introduction to Marketing and Branding**

Self-promotion is one of the keys to success as a professional photographer. Start thinking about identifying markets, learning what that market needs, and then producing images that fill those needs.

## **Lesson 6.5: Clients and Pricing**

Outside of the shoot itself, a critical part of professional photography is dealing with clients and pricing your work. Learn these final components and give you the necessary tools for success as a professional photographer in any field.

**The Professional Photography course is 270 hours, which is divided into 6 units.**

- Full Payment Plan – **\$799**
- Monthly Payment Plan – **\$1089**

# APPENDIX A: INTELLECTUAL PROPERTY POLICY

## INTELLECTUAL PROPERTY POLICY

This policy provides guidance regarding the use and creation of intellectual property at NYIP. While the definition of intellectual property, very broadly, means the legal rights, which result from intellectual activity in the industrial, scientific, literary and artistic fields, this policy is focused on products related to course and program development and instructional practices in the online learning environment. It is the responsibility of all faculty, staff, students and anyone using the facilities or resources of NYIP to read, understand and follow this policy.

## DEFINITIONS

**Copyright:** The exclusive right of an author to reproduce and create derivative works from original works of authorship that are fixed in a tangible medium, which are not in the Public Domain and thus, protected under United States Copyright Law Title 17 of the U.S. Code.

**Covered Individuals:** All individuals employed or under contract by NYIP, enrolled at NYIP, attending courses at NYIP, and/or using the facilities or resources of NYIP are subject to this policy.

**Intellectual Property:** Includes, but is not limited to, any works of authorship, computer software, invention, discovery, creation, know-how, trade secret, technology, scientific or technological development, research data, regardless of whether subject to legal protection such as copyright.

**Public Domain:** The status of work that are not protected by copyright.

**Work Made for Hire:** Work prepared by an employee within the scope of employment, or work under contract that specifies the product to be a work for hire.

## COMPLIANCE WITH COPYRIGHT AND INTELLECTUAL PROPERTY LAW

Anyone who believes that any faculty, staff, or student of NYIP has infringed on their rights, as a copyright owner should contact the School Director with the following information:

- Complete name, mailing address, email address, phone and fax numbers;
- Information about the copyrighted material (URL, book title, etc.);
- The URL of the site which has the infringing material; and
- Any other information supporting the claim.

NYIP will apply measures to protect against unauthorized access (e.g. limiting transmission to students enrolled in a particular course) and requires that only lawfully acquired copies of copyrighted works are used.



# New York Institute of **Photography**

## **2025 Catalog**

New York Institute of Photography 2025 Catalog, Ninth Edition

Copyright 2025 New York Institute of Photography. All rights reserved.

No part of this catalog and/or materials may be reproduced in any form or by any means without written permission.

**Purpose:** The Catalog is the official document for all academic policies, practices, and course requirements. The general academic policies and policies govern the academic standards to maintain matriculated status and to qualify for a certificate. NYIP has adopted a 'grandfather clause' policy such that students have a right to complete their academic Courses under the requirements that existed at the time of their enrollment, to the extent that curriculum offerings make that possible. If course changes are made that effect student courses of study, every effort will be made to transition students into a new course of study that meets new graduation requirements. Students proceeding under revised academic policies must comply with all requirements under the changed course.

**Reservation of Rights:** NYIP reserves the right to make changes to the provisions of this catalog and its rules and procedures at any time, with or without notice, subject to licensing requirements. This catalog is not a contract but merely a general outline of the courses being operated presently by the school. Certain policies may be grandfathered in at the time of enrollment and other revised policies supersede prior policies.

3300 N. Triumph Blvd, Suite 100 Lehi, UT 84043

212-867-8260 | NYIP.edu