

# ArtCenter College of Design

2021–2022  
Student  
Handbook

Learn to create. Influence change

# Welcome

Be passionate about what you do. Be thorough and thoughtful doing it. Be a leader. Make something. Make a difference. These are core ArtCenter values that we hope you embrace both while you are here and when you leave, having become educated, skilled, informed and compassionate citizens of the world.

ArtCenter is a community of astonishingly talented, brilliant, creative and diverse individuals. We view diversity of human enterprise, experience and identity as essential elements of great learning. Just as biodiversity contributes to healthy ecosystems, a diverse learning environment at ArtCenter College of Design features a wide range of thought, academic disciplines, cultures, identities, and socio-economic backgrounds, toward creating a robust community.

This handbook outlines policies that provide the framework for academic integrity and high standards and that foster a welcoming, supportive community.

The College makes every effort to assist undergraduate and graduate students in understanding their rights and responsibilities during their enrollment at ArtCenter. **We reserve the right to add, modify or remove a policy at any time and students are responsible for familiarizing themselves with all updated policies and procedures.**

These policies and procedures are not intended to outline every process that takes place at the College. Individual departments and offices will work with students on understanding procedures or processes unique to that department or office.

In addition to ArtCenter policies, all students, faculty, staff and visitors are expected to comply with local, state and federal laws while on campus.

Information about student life, facilities, resources and extracurricular activities can be found on our website and, for deposited and current students, our intranet Inside ArtCenter.

Questions about individual policies or procedures should be directed to the respective office or to the Associate Provost, Student Affairs and Dean of Students.

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## Academic Calendar

### Fall 2021

#### Important Dates

WEEK	DAY	DATE	
Break Week 3	Tue - Fri	Sep 7 - 10	New Student Orientation
	Fri	Sep 10	Last day to submit a LOA form for Fall 2021 without financial obligation to ArtCenter
	Sat	Sep 11	Fall 2021 classes begin
Week 1	Mon - Fri	Sep 13 - 17	100% Tuition Forgiveness with a \$500 Late Withdrawal Fee Add / Drop opens
	Fri	Sep 17	Add / Drop closes at 6:00 PM Last day to request an ArtCenter Lite for Fall 2021 Last day to submit a LOA form for Fall 2021
Week 2	Mon - Fri	Sep 20 - 24	80% Tuition Forgiveness Period
Week 3	Mon - Fri	Sep 27- Oct 1	60% Tuition Forgiveness Period
Week 4	Mon - Fri	Oct 4 - 8	40% Tuition Forgiveness Period
Week 5	Mon - Fri	Oct 11 - 15	20% Tuition Forgiveness Period
Week 6	Mon - Fri	Oct 18 - 22	0% Tuition Forgiveness Period Begins
Week 9	Thurs	Nov 11	Veterans Day Holiday (No class sessions)
	Fri	Nov 12	Last day to withdraw from a Fall 2021 class
Week 11	Sat	Nov 20	First day of Online Course Evaluations for the Fall 2021 semester
	Wed	Nov 24	Priority deadline to submit the Application for Graduation for Spring 2022
	Thurs - Sun	Nov 25 - 28	Thanksgiving Holiday (No class sessions)
Week 12	Mon	Nov 29	First day of online registration for Spring 2022
	Fri	Dec 3	Last day to Withdraw completely from the Fall 2021 semester
Week 13	Fri	Dec 10	Last day to submit the Application for an Independent Study for the Spring 2022 semester
Week 14	Fri	Dec 17	Last day to submit course work for Summer '21 Incompletes to faculty Last day to request an Incomplete for the Fall 2021 semester
	Sat	Dec 18	Last day of Fall 2021 classes Commencement and Reception
Break Week 1	Mon	Dec 20	Fall 2021 grades are due from Faculty
	Tues	Dec 21	Last day of Online Course Evaluations for the Fall 2021 semester
	Wed	Dec 22	Fall 2021 grades available on Inside ArtCenter

Holidays are subject to change

Spring 2022

Important Dates

WEEK	DAY	DATE	
Break Week 4	Tue - Fri	Jan 11 - 14	New Student Orientation
	Fri	Jan 14	Last day to submit a LOA form for Spring 2022 without financial obligation to ArtCenter
	Sat	Jan 15	Spring 2022 classes begin
Week 1	Mon	Jan 17	Martin Luther King Jr Holiday (No class sessions)
	Tues - Fri	Jan 18 - 21	100% Tuition Forgiveness with a \$500 Late Withdrawal Fee Add / Drop opens
Week 2	Mon	Jan 24	Add / Drop closes at 6:00 PM Last day to request an ArtCenter Lite for Spring 2022 Last day to submit a LOA form for Spring 2022
	Tue - Fri	Jan 25 - 28	80% Tuition Forgiveness Period
Week 3	Mon - Fri	Jan 31 - Feb 4	60% Tuition Forgiveness Period
Week 4	Mon - Fri	Feb 7 - 11	40% Tuition Forgiveness Period
Week 5	Mon - Fri	Feb 14 - 18	20% Tuition Forgiveness Period
Week 6	Mon - Fri	Feb 21 - 25	0% Tuition Forgiveness Period Begins
Week 9	Fri	Mar 18	Last day to withdraw from a Spring 2022 class
Week 11	Sat	Mar 26	First day of Online Course Evaluations for the Spring 2022 semester
	Fri	Apr 1	Priority deadline to submit the Application for Graduation for Summer 2022
Week 12	Mon	Apr 4	First day of online registration for Summer 2022
	Fri	Apr 8	Last day to Withdraw completely from the Spring 2022 semester
Week 13	Fri	Apr 15	Last day to submit the Application for an Independent Study for the Summer 2022 semester
Week 14	Fri	Apr 22	Last day to submit course work for Fall '21 Incompletes to faculty Last day to request an Incomplete for the Spring 2022 semester
	Sat	Apr 23	Last day of Spring 2022 classes Commencement and Reception
Break Week 1	Mon	Apr 25	Spring 2022 grades are due from Faculty
	Tue	Apr 26	Last day of Online Course Evaluations for the Spring 2022 semester
	Wed	Apr 27	Spring 2022 grades available on Inside ArtCenter

Holidays are subject to change

Summer 2022  
Important Dates

WEEK	DAY	DATE	
Break Week 3	Tue - Fri	May 10 - 13	New Student Orientation
	Fri	May 13	Last day to submit a LOA form for Summer 2022 without financial obligation to ArtCenter
	Sat	May 14	Summer 2022 classes begin
Week 1	Mon - Fri	May 16 - 20	100% Tuition Forgiveness with a \$500 Late Withdrawal Fee Add / Drop opens
	Fri	May 20	Add / Drop closes at 6:00 PM Last day to request an ArtCenter Lite for Summer 2022 Last day to submit a LOA form for Summer 2022
Week 2	Mon - Fri	May 23 - 27	80% Tuition Forgiveness Period
Week 3	Mon	May 30	Memorial Day Holiday (No class sessions)
	Tue - Fri	May 31 - Jun 3	60% Tuition Forgiveness Period
Week 4	Mon - Fri	Jun 6 - 10	40% Tuition Forgiveness Period
Week 5	Mon - Fri	Jun 13 - 17	20% Tuition Forgiveness Period
Week 6	Mon	Jun 20	Juneteenth Holiday (Observed, No class session)
	Tue - Fri	Jun 21 - 24	0% Tuition Forgiveness Period Begins
Week 8	Mon	Jul 4	Independence Day Holiday (No class sessions)
Week 9	Fri	Jul 15	Last day to withdraw from a Summer 2022 class
Week 11	Sat	Jul 23	First day of Online Course Evaluations for the Summer 2022 semester
	Fri	Jul 29	Priority deadline to submit the Application for Graduation for Fall 2022
Week 12	Mon	Aug 1	First day of online registration for Fall 2022
	Fri	Aug 5	Last day to Withdraw completely from the Summer 2022 semester
Week 13	Fri	Aug 12	Last day to submit the Application for an Independent Study for the Fall 2022 semester
Week 14	Fri	Aug 19	Last day to submit course work for Spring '22 Incompletes to faculty Last day to request an Incomplete for the Summer 2022 semester
	Sat	Aug 20	Last day of Summer 2022 classes Commencement and Reception
Break Week 1	Mon	Aug 22	Summer 2022 grades are due from Faculty
	Tue	Aug 23	Last day of Online Course Evaluations for the Summer 2022 semester
	Wed	Aug 24	Summer 2022 grades available on Inside ArtCenter

Holidays are subject to change

# TUITION

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## Fall 2021 through Summer 2022

- Undergraduate Tuition (per term): \$23,667
- Graduate Tuition (per term): \$25,012
- Universal Access Fee (required each term): \$355

You will have a \$300 tuition deposit credit on your account for undergraduates and \$400 for graduate students. The current tuition amount due is \$22,136 for undergraduates, and \$23,394 for graduate students, minus any financial aid that has been awarded. The Universal Access Fee allows full access to all campus shops and computer facilities and will be added to the tuition amount.

As the College continues to strive toward the highest level of education, increases in tuition typically occur once a year in the Fall Term as noted above. Students should plan for such usual increases.

## Due Dates and Payment Process

Tuition and fees can be paid at the Cashier Window located at 1111 South Arroyo Pkwy, Suite 410.

Student tuition is due and payable by Friday of the first week of class (Week 1). If full payment is not received by this date, a one-time non-refundable Payment Plan Fee of \$75 will be assessed. Tuition may be paid by check, credit card, cash, cashier's check or wire transfer. Payments can be made in person with the Cashier or online at [artcenter.edu/registration](http://artcenter.edu/registration) if paying by credit card.

If you are receiving financial aid, those amounts will be credited to your account and deducted from the amount due. This can be viewed online via your ArtCenter account during Orientation Week.

Refunds on overpayments of tuition are available only after tuition and fees are paid in full and your account has a credit balance.

## Methods of Payment

### Single Payment Plan

Full payment is due on Friday of the first week of school.

### Installment Payment Plan

Any student who has not paid tuition and fees in full by the Friday of Week 1 will be enrolled in the Payment Plan and will be assessed a \$75 Payment Plan fee. Tuition can be paid in three equal installments and must be paid in full before registering for the next term.

Financial aid (scholarships, grants and loans) posted to the student's tuition account will reduce the amount due on the due date(s) following the date the financial aid is posted to the account.

## Tuition Forgiveness

Any unpaid balance of tuition and fees for the full term, including any unpaid installment plan payments, is due and payable immediately when a student withdraws (or is dismissed) from the College for any reason.

Additionally, students who withdraw during Week 1 of the term will be charged a \$500 late fee. Students who have not paid all tuition and fees for the full term may owe a balance to the College regardless of the date of the withdrawal during the term.

The forgiveness amount is based on the date the completed Withdrawal Form is duly received and executed by Enrollment Services, and it is calculated according to the following schedule:

If the Withdrawal is completed:

Prior to the start of Week 1:	100 percent tuition forgiveness
Week 1:	A \$500 late fee charged to your account, but 100 percent of tuition and fee forgiveness
Week 2:	80 percent tuition and fee forgiveness
Week 3:	60 percent tuition and fee forgiveness
Week 4:	40 percent tuition and fee forgiveness
Week 5:	20 percent tuition and fee forgiveness
Week 6 or Later:	No tuition and fee forgiveness

### **Fee Forgiveness**

Course fees are forgiven per the same schedule as tuition forgiveness, except as otherwise noted above. Regardless of the date of the official withdrawal, finance charges are not forgiven.

Also, if the tuition is not paid in full by the date of the withdrawal, the student may have a balance due to ArtCenter.

### **Students Receiving Financial Aid**

#### **Withdrawal and Leave of Absence**

All students who wish to take a term off or withdraw from ArtCenter need to file a Withdrawal Form in the Enrollment Services Office. Once the Financial Aid Office receives the information, the student's award letter will be revised. Financial aid is not available during a term when you are not enrolled at ArtCenter; all loans will be canceled and/or returned to the lender. All other aid will be returned to the appropriate programs.

#### **Return of Title IV Funds**

Students who are receiving financial aid and who withdraw from all classes prior to completing 60% of the semester will have their eligibility for federal aid recalculated based on the percentage of the term completed. The College is required to return aid to the federal financial aid programs. Students who drop all classes after the term begins may owe a tuition balance to the college after aid has been returned.

Please refer to the College's Financial Aid Policies for further information.



# FINANCIAL AID

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We encourage you to apply for the financial aid that can help make an ArtCenter education a reality for you.

## Eligibility

ArtCenter students are admitted on the basis of outstanding visual and academic ability and potential in their field. We are committed to providing opportunities for gifted students. We're eager to guide students through the process of accessing the resources available to them.

In Fall 2018, 70% of our students qualified for aid, receiving individual grants, loans, scholarships, part-time employment or a combination of aid.

To be eligible to receive federal or state financial aid, you must:

- Be a U.S. citizen or permanent alien resident.
- Have a valid Social Security Number.
- Be registered with the U.S. Selective Service, if required.
- Be enrolled at least half-time in a degree program.
- Not be in default on any federal funds or owe a refund on a federal grant.
- Make satisfactory academic progress.

## International Students

Much of the information on this website relates to U.S. students, as it outlines federal and state financial aid programs.

International students can apply for ArtCenter scholarships, and should meet the deadlines for scholarships.

Visit Other Scholarship Resources for scholarships from foundations and corporations, some of which are for international students.

Students can apply for bank loans if they have a co-signer in the U.S.; these can be discussed with the Financial Aid office.

A limited number of International Student resources are available on the College's intranet.

## Federal Work Study (FWS)

Federal Work Study is a federally funded program administered by ArtCenter's Financial Aid Office. FWS eligibility is based upon demonstrated financial need and is part of the total financial aid package. Both graduate and undergraduate students are considered for FWS.

Students earn money for college costs through part-time employment in an approved on- or off-campus job. It is the student's responsibility to review the job postings, contact employers, interview, and accept a position in order to earn the funds provided through FWS. Students may work up to 20 hours per week during a term and up to 29 hours weekly during breaks with approval from the Financial Aid Office. Amount: \$1,000 per term for undergraduates; \$2,000 per term for graduate students. Hourly rates vary from \$15.00 to \$18.00. The amount of work and salary is determined by the difficulty of the job and the amount of federal funding the College receives for the program.

Students must submit timesheets to receive a biweekly paycheck. No Federal Work Study is available during the Summer Term.

ArtCenter participates in the America Reads program, under which students provide tutoring to elementary school children. Students may also work for the Pasadena Public Library. ArtCenter Mentor positions, which help children in the community, are also available. Pay is \$16.00 per hour.

### **Other Student Employment**

International students and students who have no financial need may be employed through the Student Employment Program.

### **Grants**

ArtCenter participates in the Federal Pell Grant, FSEOG and Cal Grant programs.

These are awarded to eligible undergraduates without prior bachelor's degrees. Grants are awarded on the basis of need, and amounts vary. None of the grants must be repaid.

#### **Federal Pell Grants**

Based on need, Federal Pell Grants are awarded to undergraduate students who are citizens or eligible noncitizens and who have not earned a bachelor's degree and are enrolled at least half-time in a degree-granting program.

Students who file the Free Application for Federal Student Aid (FAFSA) are automatically considered for a Pell Grant. The amount awarded is determined by the federal government and is based on your estimated family contribution.

#### **Federal Supplemental Education Opportunity Grants (FSEOG)**

These grants are federally sponsored awards administered by ArtCenter. FSEOG grants are awarded to undergraduates who are citizens or eligible noncitizens and are enrolled at least half-time. Award amounts depend on the availability of FSEOG funds annually. Priority is given to students who are receiving Federal Pell Grants and who have met ArtCenter's priority deadline.

#### **State Grants**

California, like many states, awards grants to its student residents. Both financial need and academic achievement are considered.

Cal Grants are offered on a year-round basis. Any student who has been a legal resident of California for at least one year prior to the application due date of March 2, graduated from a California high school and does not hold a prior bachelor's degree may be eligible for a Cal Grant. Residents of other states should ask their state aid agencies if state grants are available and if they may be used to pay expenses at a California college.

Cal A and Cal B Grants are awarded by the California Student Aid Commission (CSAC), are renewable each year and range up to \$10,756 per year.

Designed to assist low- and middle-income students with tuition/fee costs, Cal Grant A awards are based on need, grade point average and other criteria as determined by CSAC.

Designed to assist very low-income students, Cal Grant B awards include a stipend for living expenses and, after the first year, assists with tuition/fee costs.

New Cal Grant A or B applications require that you complete a FASFA form before March 2. Complete and mail the GPA Verification form to the California Student Aid Commission (CSAC) by the March 2 postmark deadline; and be a legal resident attending an eligible school in California. You may print out the GPA Verification form and take it to your prior college or high school for completion or check with your school to see if they will submit your GPA electronically. ArtCenter's Enrollment Services Office can complete it for you only if you have completed and/or transferred in at least 24 units by the end of the Fall Term.

If you qualify for a Cal Grant and choose to attend a California community college first, you may contact CSAC and arrange to reserve your award until you transfer to a tuition/fee-charging college.

#### **California Dream Act**

The California Dream Act allows certain students who meet the requirements below to apply for and receive state financial aid at California public and private colleges and private scholarships administered by California public colleges. The Filing deadline is March 2.

#### **Chafee Grant**

For CA Foster Youth. The California Department of Social Services will verify your foster youth eligibility status. Check with the CSAC for more information.

### **Contact the California Student Aid Commission (CSAC)**

The California Student Aid Commission (CSAC)  
Customer Service Branch toll-free at 1-888-224-7268

### **Loans**

ArtCenter participates in the Federal Direct Loan Program.

Eligible students will receive notification of Federal Direct Stafford Loans on their award letter. Graduate students and parents of dependent students may wish to consider borrowing a Federal Direct PLUS Loan.

#### **Federal Direct Loan Program**

This program consists of low-interest subsidized and unsubsidized loans financed by the federal government. Loans are available to undergraduate and graduate students who are U.S. citizens or eligible noncitizens.

All students applying for Federal Loans must have completed a Free Application for Federal Student Aid (FAFSA). In addition, students must also complete a Master Promissory Note and Loan Entrance Counseling. Applicants must be enrolled at least half-time.

Loan repayment begins six months after graduation, or when enrollment drops below half-time. Students who leave school or drop below half-time must complete Loan Exit Counseling.

For more information about the Federal Direct Loan Program please visit: [studentloans.gov](http://studentloans.gov).

#### **Federal Direct Subsidized Loans**

Funded by the federal government, Federal Subsidized Loans award \$3,500 per academic year to first-year undergraduate students; \$4,500 to second-year undergraduate students; \$5,500 per academic year for years three through five. The Direct Subsidized Loan is based on financial need for which the federal government pays the interest that accrues while the borrower is in an in-school,

grace, or deferment status. The most current information can be found at the Federal Student Aid's website.

The total amount of Federal Subsidized Loan an undergraduate student may have outstanding is \$23,000. More information on Federal Direct Loans can be found at the Federal Student Aid's website.

### **Interest Rate\***

For undergraduate students with loans first disbursed between July 1, 2021 – June 30, 2022, the interest is fixed at 3.73%.

\* Interest rates are subject to change each July 1st or as mandated by Congress.

### **Federal Direct Unsubsidized Loans**

Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need.

You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

For independent students, annual loan limits are \$6,000 per academic year for undergraduates in years one and two, and \$7,000 per academic year for years three through five, with a total aggregate limit of \$57,500, including any Federal Subsidized Loans.

Dependent students are eligible for \$2,000 per academic year. The aggregate limit is \$31,000, including any subsidized loan received. Additional unsubsidized loans are also available to dependent students who do not qualify for a full Federal Subsidized Loan.

Graduate students may borrow up to \$20,500 per academic year, with an aggregate limit of \$138,500, including any undergraduate Federal Stafford Loans.

You must repay interest that accumulates during school, but it can be deferred and added to your principal balance.

### **Undergraduate Student Interest Rate\***

For undergraduate students with loans first disbursed between July 1, 2021 – June 30, 2022, the interest is fixed at 3.73%.

\* Interest rates are subject to change each July 1st or as mandated by Congress.

### **Origination Fee\***

An Origination Fee will be deducted proportionately from each loan disbursement you receive. This means the money you receive will be less than the amount you actually borrow. You're responsible for repaying the entire amount you borrowed and not just the amount you receive.

For loans first disbursed between October 1, 2020 – September 30, 2021, the Origination Fee is 1.057%

For loans first disbursed between October 1, 2021 – September 30, 2022, the Origination Fee is 1.057%

\*Origination fees and interest rates are subject to change each October 1st or as mandated by Congress.

### **Graduate Student Interest Rate\***

For graduate students with loans first disbursed between July 1, 2021 – June 30, 2022, the interest is fixed at 5.28%.

\* Interest rates are subject to change each July 1st or as mandated by Congress.

### **Is there a time limit on how long I can receive loans?**

If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your “maximum eligibility period.” Your maximum eligibility period is generally based on the published length of your current program. You can usually find the published length of any program of study in your school’s catalog. For more information visit <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized#eligibility-time-limit>

### **Direct Loan Annual Limits**

Basic Subsidized:

- Freshmen: \$3,500
- Sophomores: \$4,500
- Juniors/Seniors: \$5,500

Unsubsidized:

- Dependent Students, All levels: \$2,000

Additional Unsubsidized:

Independent students and Dependents whose parents cannot borrow a PLUS Loan:

- Freshmen: \$6,500
- Sophomores: \$6,000
- Juniors/Seniors: \$7,000
- Graduates (beyond bachelor’s degree): \$20,500

### **Federal Direct Graduate PLUS Loans**

These loans are available to graduate students who are enrolled at least half time. Students must complete a Free Application for Federal Student Aid (FAFSA) and have no adverse credit history. The borrower may request an amount up to the cost of attendance minus other financial aid. Students should borrow their maximum unsubsidized Stafford eligibility before borrowing a PLUS loan. For more information visit: <https://studentaid.ed.gov/sa/types/loans/plus#steps-to-receive>.

If you are eligible for a Direct PLUS Loan, you will be required to sign a Direct PLUS Loan Master Promissory Note (MPN), agreeing to the terms of the loan at <https://studentloans.gov>.

Graduate or professional students who haven't previously received a PLUS loan will also be required to complete Entrance Counseling.

Both the MPN and the Entrance Counseling may be completed at <https://studentloans.gov>.

**Interest Rate\***

For PLUS loans first disbursed between July 1, 2021 – June 30, 2022, the interest is fixed at 6.28%

\* Interest rates are subject to change each July 1st or as mandated by Congress.

**Federal Direct Parent PLUS Loans**

These loans are available to parents of dependent students and designed to help meet the cost of education. Students must complete a Free Application for Federal Student Aid (FAFSA) and be enrolled at least half time. Demonstrated financial need is not a determining factor in receiving a PLUS Loan; however, the parent must undergo a credit check and have no adverse credit history. Parents may be eligible to borrow up to the student cost of attendance less any other financial aid received.

If you are eligible for a Direct PLUS Loan, you will be required to sign a Direct PLUS Loan Master Promissory Note (MPN) at <https://studentloans.gov>

**Interest Rate\***

For PLUS loans first disbursed between July 1, 2021 – June 30, 2022, the interest is fixed at 6.28%.

\* Interest rates are subject to change each July 1st or as mandated by Congress.

**Repayment**

If you are a parent borrower, you'll generally be expected to start making payments on your Direct PLUS Loan once your loan is fully disbursed (paid out). However, you may request a deferment while your child is enrolled at least half-time and for an additional six months after your child graduates, leaves school, or drops below half-time enrollment. You don't have to make any payments while your loan is deferred. You'll have the option of requesting a deferment as part of the loan request process at <https://studentloans.gov>. You can also contact your servicer to request a deferment. During any period when you're not required to make payments, interest will accrue on your loan. You may choose to pay the accrued interest or allow the interest to be capitalized (added to your loan principal balance) when you have to start making payments. Your loan servicer will notify you when your first payment is due.

There are several repayment options available that are designed to meet the individual needs of borrowers. Some repayment plans are not available to parent PLUS borrowers. Your loan servicer can help you understand which repayment options are available to you. Generally, you'll have 10 to 25 years to repay your loan, depending on the repayment plan that you choose. Learn about your repayment options.

**Alternative Loan Programs**

For students who have received the maximum award amounts under the Federal Family Education Loan Program and require additional funding, other loans are available. Students may request up to the estimated cost of education minus other financial aid received.

These loans are sponsored by banks and private lending institutions. Loan approval is based on the borrower's creditworthiness and ability to pay the loan rather than calculated need.

Often a co-borrower is required as a co-signer. Interest rates and repayment schedules may vary.

Most lenders offer only variable-rate options with no rate cap. The borrower may pay interest monthly while the student is in school (up to four years).

Some lenders now require interest payments while student is in school. Most lenders require repayment of principal and interest within six months of the student's separation from school.

The term of the loan is up to 25 years from the time principal repayment begins. Guarantee fees of up to six percent of the loan are added directly to the total loan amount. The interest rate varies among lenders.

Students may compare loan programs at Fast Choice.

### **Consumer Loan Disclosure Notice**

In compliance with federal regulations under HEOA Sec. 489 amended Sec. 485B (d) (4) (20 U.S.C. 1092b) the college is required to notify you that approved loans will be submitted to the National Student Loan Data System (NSLDS) by the U. S. Department of Education and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system as determined by the U.S. Department of Education.

### **Origination Fee\***

An Origination Fee will be deducted proportionately from each loan disbursement you receive. This means the money you receive will be less than the amount you actually borrow. You are responsible for repaying the entire amount you borrowed and not just the amount you receive

For loans first disbursed between October 1, 2020 – September 30, 2021, the Origination Fee will be 1.057%

For loans first disbursed between October 1, 2021 – September 30, 2022, the Origination Fee is 1.057%.

\* Origination fees and interest rates are subject to change each October 1st or as mandated by Congress.

### **Receiving Your Loan**

Generally, your loan will cover two terms and will be disbursed (paid out) in at least two payments called disbursements. Loan funds are applied to your student account. If financial aid funds applied to your account for the semester create a credit balance, a refund will be issued by ArtCenter to the student or parent if requested on a PLUS Loan application.

### **Can I cancel my loan?**

You have a right to cancel all or a portion of a loan disbursement within 120 days of the date your school disbursed your loan money (by crediting the loan money to your school, by paying it directly to you, or both). If you choose to cancel, the money you received will have to be returned, but no interest or fees will be charged. If you cancel your loan after funds have been applied to your account, you may owe a balance to ArtCenter.

### **Repayment**

You don't have to begin repaying most federal student loans until after you leave college or drop below half-time enrollment. However, PLUS loans enter repayment once your loan is fully disbursed (paid out). After you graduate, leave school, or drop below half-time enrollment, you will have a six-month grace period before you are required to begin repayment. During this period, you'll receive

repayment information from your loan servicer, and you'll be notified of your first payment due date. Payments are usually due monthly. Learn more about repaying your loan.

### **What's a grace period?**

The grace period is a set period of time after you graduate, leave school, or drop below half-time enrollment before you must begin repayment on your loan. The grace period gives you time to get financially settled and to select your repayment plan. Not all federal student loans have a grace period. Note that for most loans, interest will accrue during your grace period.

Direct Subsidized Loans, Direct Unsubsidized Loans, Subsidized Federal Stafford Loans, and Unsubsidized Federal Stafford Loans have a six-month grace period before payments are due.

PLUS loans have no grace period. They enter repayment once they are fully disbursed but may be eligible for a deferment. Contact your loan servicer for more information.

### **Loan Forgiveness**

There are some circumstances that may result in your no longer having to repay your federal student loan. For instance, some or all of your loan could be forgiven in exchange for your performing certain types of service such as teaching or public service. Or the obligation to make further payments on your loan might be discharged based on specific factors such as your school closing or your becoming totally and permanently disabled. Take a look at all the possibilities: Find out what circumstances qualify your loans for forgiveness, cancellation, or discharge. For more information please refer to the Department of Education.

### **Is there a time limit on how long I can receive loans?**

If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your "maximum eligibility period." Your maximum eligibility period is generally based on the published length of your current program. You can usually find the published length of any program of study in your school's catalog. More information can be found at the Federal Student Aid's website.

### **Scholarships**

ArtCenter administers more than \$22 million in scholarships per year.

ArtCenter awards scholarships to students who demonstrate both financial need and outstanding visual and academic ability. International students do not need to establish financial need.

Amounts vary based on calculated need, available funds and the recommendation of the Scholarship Committee. Both new and currently enrolled students may apply for ArtCenter scholarships.

Generally, entering scholarships for undergraduate students are renewed each term if an undergraduate student maintains a GPA of 2.50, continues to demonstrate financial need and is making satisfactory progress as defined by the Financial Aid Office. Graduate students must maintain a 3.0 GPA. Students holding scholarships must complete a Leave of Absence when they take a term off, and may not take off three consecutive terms.



## **Entering Scholarships**

Entering U.S. students who want to apply for ArtCenter scholarships should submit all application materials, including portfolio and have a Free Application for Federal Student Aid (FAFSA) on file with the Financial Aid Office by the following dates:

Recommended priority scholarship date for entering students applying for:

Summer: apply by January 15

Fall: apply by February 15

Spring apply by October 1

Entering students who apply by these dates will be notified of any scholarship awards by the following dates:

Summer: March 1

Fall: April 15

Spring: November 15

There is no GPA requirement for entering students. International students do not need to file a financial aid application. Students who miss the priority dates may still be considered for scholarships and other aid.

## **Continuing Scholarships**

Currently enrolled students may apply for scholarships through the Continuing Scholarship Review process. Although ArtCenter administers a number of named scholarships, to be considered, students currently need only apply for general scholarships. In order to participate in the Continuing Scholarship Review process, all students must have a minimum cumulative GPA of 3.00 (at ArtCenter). First term students may also apply. Domestic students must have a current FAFSA on file in the Financial Aid Office by the date of their department meeting for the term and demonstrate need.

International students need only to submit their portfolios.

For more information review the ArtCenter Scholarship Portfolio Review documents for undergraduate and graduate students at <https://inside.artcenter.edu/go/fa>

## **ArtCenter Scholarship and Grant Policies**

In addition to any state or federal programs for which you may be eligible, ArtCenter can consider you for institutional scholarship or grant funds. These are awards that have a high merit component, and the amount of this funding is limited. We believe that all admitted students are deserving; however, as funding is limited, the scholarship awards cannot be offered to all students, and are a symbol of the highest merit.

Students who did not receive scholarship on entry or who would like to apply for an additional amount may apply through the Continuing Scholarship Review process. This process currently takes place each term for undergraduate students. The dates to apply for continuing undergraduate students are distributed each term by their department, and can also be found each term on The

Financial Aid Office website. The graduate student continuing scholarship review varies by department. Graduate students should check with their department for dates.

Types of scholarships. These include both the College's own funding and scholarships provided by donors, corporations, and foundations. Students will be considered for both types of scholarships without the need for any specific applications. Recipients of donor scholarships will be asked to submit thank-you letters to the donor.

Merit and Need. Scholarships for domestic students are awarded based on merit and financial need determined by the FAFSA. Merit is determined by the scholarship committee based on portfolio and academic profile. International students do not need to complete the FAFSA to apply for scholarships. A limited number of scholarships maybe offered based on merit only.

### **Scholarship Conditions**

Continued Need. Domestic students must continue to demonstrate financial need based on the annual FAFSA.

### **Priority Deadline**

Students should meet the FAFSA priority deadline of March 2 each year and have a complete file before a scholarship can be awarded for an upcoming term. Scholarships will not be awarded for a retroactive term.

### **Grade Point Average Requirement**

Undergraduate students must achieve a 2.5 cumulative grade point average (GPA) each semester to maintain their scholarship. Graduate students must achieve a 3.0 cumulative grade point average (GPA) each semester to maintain their scholarship. These GPAs represent the minimum requirements for remaining in good academic standing with the College. Students whose cumulative GPAs fall below these levels are given one "warning" term and one "probation" term to bring their cumulative GPA back up to the minimum required levels. Failure to bring grades back up will result in the forfeiture of scholarship awards. Exceptions may only be made through an appeal process with the Financial Aid Office.

### **Terms Off**

Students cannot take more than two consecutive terms off. This includes time off for internships that are not for credit. In the event that a student takes more than two consecutive terms off, the scholarship award will be forfeited and the student must reapply for scholarship assistance.

### **Duration**

There are time limitations on ArtCenter scholarships. Students holding ArtCenter scholarships enrolled in BFA degree programs are entitled to maintain their scholarships for a maximum of nine semesters. Students in BS degree programs may hold the scholarship for ten semesters due to the larger credit requirement for graduation. Graduate students may hold their scholarship for the approved length of their program plus one additional term. These specified amounts of time are the normal time frame in which students complete the program or are capable of completing the program. Credit requirements vary by major and are subject to change. Entering scholarships may be specified for a shorter time, but unless specified, they are for the amount of time listed above. Students who are awarded scholarship through the continuing student scholarship process will hold the funds no longer than the maximum duration required to complete the program, unless specified for a shorter time. The duration cannot exceed the College's time limitation policy.

### **Amounts and Limits**

Typically, the amount of ArtCenter Scholarship a student receives cannot exceed the cost of tuition for the term. Scholarship amounts are pro-rated for part-time terms based on the number of units for which students are enrolled. For 6-8 units, students will receive 50% and for 9 units 75% of the normal scholarship amount. Scholarships will be disbursed based on the unit total at the end of the Add-Drop period. Scholarships are not paid for less than 6 units. If a student enrolls in an ArtCenter Lite term, it will be counted as half a term.

## **Other Scholarship Resources**

In addition to applying for ArtCenter scholarships, students are encouraged to explore other scholarship resources.

Many foundations and corporations offer scholarship funds and actively seek qualified applicants.

Students who wish to search for outside scholarships may find the following Web sites helpful:

Scholarship search:

- [finaid.org](http://finaid.org)
- [fastweb.com](http://fastweb.com)

Outside scholarship information:

[inside.artcenter.edu/go/outsidescholarship](http://inside.artcenter.edu/go/outsidescholarship)

Students who receive outside scholarships must notify the Financial Aid Office of the source and amount of funds.

## **Donor-funded Scholarships**

### **Donor-Funded Scholarships for Diversity**

In addition to the institutional scholarship funds awarded to support diverse students in the ArtCenter Community, ArtCenter also awards the following donor funded scholarships through our Financial Aid Department.

A list of these scholarships that were awarded during the 2019-20 academic year can be found on our website in the section on Financial Aid. Some of these are annual scholarships, which are spent in full and do not renew, while some are endowed scholarships, which are spent in full and renew the next year.

Many of these scholarships are awarded through the Continuing Scholarship Review process while others are awarded by the Financial Aid Department according to specific scholarship criteria. To participate in the Continuing Scholarship Review process, submit your portfolio per your academic department's guidelines.

Additional qualification criteria and restrictions may apply beyond the information provided below, such as GPA requirements, demonstrated financial need, merit, and more. Each scholarship carries specific restrictions and criteria as stipulated by the donor upon gifting the funds to the College. ArtCenter must adhere to these requirements in awarding these funds.

## **Apply for Aid**

Follow these steps to apply for financial aid:

1. Complete the FAFSA by the priority deadline each year: March 1

Domestic students must complete the Free Application for Federal Student Aid (FAFSA) online or by downloading the Mystudentaid app in the Apple store or on Google Play.

New students applying for scholarships must have completed admissions requirements and filed a FAFSA by the application deadlines; students who miss the priority deadlines will be considered as possible.

Continuing students should file their FAFSA by the priority deadline of March 1 each year.

2. List ArtCenter as a recipient school—School code 001116
3. Cal Grant applicants (for California residents only).

New Cal Grant applicants only: Submit a GPA Verification Form to the California Student Aid Commission by March 2. Forms may be obtained at [csac.ca.gov](http://csac.ca.gov) and should be certified by the registrar at your current school.

4. Submit additional documents if requested

The Financial Aid office will notify you if you have been selected for verification and will need to submit additional documentation.

5. Respond promptly

Respond promptly to requests for additional information sent to you by the Financial Aid Office. Any delays may affect disbursement of your financial aid.

## **Veterans Benefits**

In collaboration with the Department of Veterans Affairs, ArtCenter College of Design is proud to be able to assist veterans and their dependents.

## **Yellow Ribbon Program**

The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008.

This program allows degree granting institutions in the United States to voluntarily enter into an agreement with the Veterans Administration (VA). Under this agreement, ArtCenter College of Design will contribute up to \$4000 of tuition expenses, and the VA will match that amount. Detailed information about the Yellow Ribbon Program can be found at:  
[http://www.benefits.va.gov/gibill/yellow\\_ribbon.asp](http://www.benefits.va.gov/gibill/yellow_ribbon.asp).

In order to qualify for education benefits provided by the Department of Veterans Affairs, a student must be accepted into an ArtCenter College of Design degree program and enrolled in classes which meet requirements for an approved bachelors or masters degree.

If you have any questions regarding the certification process please contact the ArtCenter VA Certifying Official:

Dalia Hernandez, VA Certifying Official  
ArtCenter College of Design  
Financial Aid Office  
1700 Lida St.  
Pasadena, CA 91103  
626-396-2217  
dalia.hernandez@artcenter.edu

### New Students

If you're not sure of your benefits, begin here:

### Apply for Benefits

#### VA Certification Documents

To activate VA benefits, the student must contact the VA Certifying Official in the Financial Aid Office and submit all of the following documents.

- Complete the VONAPP (Veterans Online Application)
- Copy of the Certificate of Eligibility (COE) letter to the Financial Aid Office available after you complete the VONAPP.
- Copy of your Discharge Paper Form DD214
- Copies of all foreign and Military Transcript

#### Military Transcript Request Sites

Army, Coast Guard, Navy, and Marine Corps <https://jst.doded.mil/official.html>

Air Force <https://www.airuniversity.af.edu/Barnes/CCAF/Display/AArticl/803247/>.

Please Note: If your Certificate of Eligibility (COE) has changed, please submit an updated copy to the Financial Aid Office.

### Transfer Students

In addition to the above listed items, Veterans and/or their dependents who have never attended ArtCenter but who have applied for benefits at another institution must also submit one of the following applicable forms. You may be able to submit requests to the VA electronically.

Begin with apply for benefits:

- VA Form 22-1995 - Request for Change of Program or Place of Training
- VA Form 22-5495 - Dependents' Request for Change of Program or Place of Training
- VA Form DD-2384 - Notice of Basic Eligibility (NOBE) - Reservist Only

### Continuing Students

Once your benefits have been established, you will need to register each term.

### VA Payments

Students using Chapters 30, 32, 35, 1606, and 1607 will receive monthly payments from the VA based on their enrollment status each month enrolled in courses. The VA makes payments based on your monthly attendance and not semester attendance. Payments are sent from the VA by direct deposit or check after you have verified your monthly attendance through WAVE.

Tuition and Fees for Chapter 31 and 33 are paid directly to ArtCenter.

### **Course Drops/Withdrawals**

Any course submitted to the VA that is dropped or withdrawn from, a 22-1999 enrollment verification will be sent to the VA by the school Certifying Official within 30 days of the change of enrollment. VA enrollments will be adjusted or terminated as of the date of student drop/withdrawal. A drop/withdrawal after the first date of the term may result in a VA request for repayment of BAH, Books/Supplies, or tuition from the student as of the date of the enrollment change.

### **Mitigating Circumstances**

Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits. The VA requires schools to document potential mitigating circumstances. Any withdrawal with a mitigating circumstance selected will require additional documentation of the mitigating circumstance to be submitted to ArtCenter prior to the mitigating circumstance being reported. For more information on mitigating circumstances, please click here to see what the VA considers acceptable. If mitigating circumstances cannot be validated, the VA may request repayment of BAH, Books/Supplies, or tuition from the student, as of the first date of the term.

### **Academic Probation**

ArtCenter will follow the official institute academic policy when reporting academic progress to the VA. VA requires institutions to report veteran students who are not meeting an institution's academic standards. When ArtCenter is made aware of a VA Student no longer meeting academic standards, notification will be electronically submitted to the VA on the student's VA record.

### **Apply for Financial Aid**

While the FAFSA (Free Application for Federal Student Aid) is not required for veterans benefits you may wish to supplement your benefits with additional financial aid.

Visit the Financial Aid website to learn more about financial aid.

Complete the FAFSA by the March 1st priority deadline.

### **Financial Aid Policies**

#### **Commitment to the Code of Conduct**

ArtCenter adheres to the Department of Education's Program Participation Agreement (PPA). In order to ensure our compliance with the Code of Conduct, please be aware of the following commitments.

ArtCenter College of Design agrees to:

- Provide detailed information about the terms and conditions of the loans offered by our suggested lenders, as required under section 153(a)2(a) of the Higher Education Act. Loan terms and conditions can be found and compared on the College's FASTChoice page.
- Disclose why we entered into an arrangement with each lender, particularly with respect to terms and conditions or provisions favorable to the borrower.
- Disclose that students do not have to borrow from a lender on the suggested lender list.
- Ensure that the list contains at least two unaffiliated lenders for private education loans. The list must specifically indicate whether a lender is or is not an affiliate of each other lender on the list. If a lender is an affiliate of another lender, the institution must describe that affiliation.
- Disclose the method and criteria used in selecting the lenders. ArtCenter's lenders have primarily been selected based on those lenders our students have successfully used in the past.
- Compile the list with care and without prejudice for the sole benefit of students and their families.

- Refrain from denying or impeding the borrower's choice of a lender or unnecessarily delay certifying a loan for a borrower who chooses a lender not on the list.
- Provide information for a private education loan, upon request of an applicant. The institution must also provide the form required under section 128(e)(3) of the Truth in Lending Act, and any information needed to complete the form, to the extent the College has that information. Truth in Lending information can be found for each lender listed on the College's FASTChoice page.
- Refrain from accepting gifts or expense reimbursement from lenders in exchange for loan volume or preferred lender status. This includes revenue sharing, custom printed materials or co-branded websites, any financial benefit as compensation for any type of consulting, staffing assistance or receiving any compensation for serving on any lenders advisory board.

### **Verification Policy**

Once students complete and submit the Free Application for Federal Student Aid (FAFSA) to the Central Processing System (CPS), there is a possibility that the application will be selected for a process called "Verification". This is an audit/review process in which the student's school of choice will be required to conduct a file review in order to determine the student's aid eligibility.

Generally, CPS will select the application for verification based on conflicting data, a change from the prior year or due to a random selection process. The College's Financial Aid Office is also authorized to "Institutionally" select applications for this review process in cases with conflicting information.

### **Federal Satisfactory Academic Progress**

The Financial Aid Office is required by federal law to monitor the academic progress of federal financial aid recipients. Undergraduate students must maintain a 2.50 grade point average and complete at least 67% of the units they attempt in order to remain eligible for federal student aid. Graduate students must maintain a 3.00 grade point average and complete at least 67% of the units they attempt.

Federal Satisfactory Academic Progress (SAP) is measured at the end of each semester and when a continuing student applies for aid for the first time. Students not meeting satisfactory academic progress standards are provided one semester on warning to elevate the grade point average and units completed up to the standard. If they do not meet the standard, they lose financial aid eligibility until they are able to do so. Students may be able to appeal under some conditions and continue to receive their federal aid while on probation. Students who have lost eligibility must regain satisfactory academic standing before federal aid can be awarded.

### **Scholarship Satisfactory Academic Progress Policy**

The Financial Aid Office monitors the academic progress for scholarship recipients. Undergraduate students must maintain a 2.5 grade point average. Graduate students must maintain a 3.0 grade point average. Scholarship Satisfactory Academic Progress is measured at the end of each semester. Students whose cumulative GPA falls below the standard are given one "warning" term and one "probation" term. Failure to bring the GPA up will result in the forfeiture of scholarship awards. Students may be able to appeal to have their scholarship reinstated for one semester on a probation status. If an appeal is not approved students will permanently lose their scholarship.

### **Federal Aid and Drug Conviction**

Students convicted for any offense, during a period of enrollment for which the student was receiving federal financial aid program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any federal student. Visit the link below to learn how drug convictions may affect your financial aid eligibility.

### **Withdrawal and Leave of Absence**

All students who wish to take a term off or withdraw from ArtCenter need to file a Withdrawal Form in the Enrollment Services Office. Once the Financial Aid Office receives the information, the student's award letter will be revised. Financial aid is not available during a term when you are not enrolled at ArtCenter; all loans will be canceled and/or returned to the lender. All other aid will be returned to the appropriate programs.

### **Return of Title IV Funds**

Students who are receiving financial aid and who withdraw from all classes prior to completing 60% of the semester will have their eligibility for federal aid recalculated based on the percentage of the term completed. The College is required to return aid to the federal financial aid programs. Students who drop any classes after the term begins may owe a tuAdditional information regarding these policies and other Financial Aid services is available on the College intranet, Inside ArtCenter.



# COURSE SCHEDULE

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Student course schedules can be viewed at Inside ArtCenter. Once registered, students may modify their schedules by completing the add/drop process online no later than Friday of Week 1. Students cannot make changes to their schedules using the online process after Friday of Week 1. Students should check official bulletin boards and their email for additional information related to registration.

Students are expected to attend every class on their schedules, and only the classes on their schedules. Not attending a class on their schedule will result in a grade of N being assigned for non-attendance. Students attending classes not on their schedules will not receive credit or grades for those classes.

# DEGREE REQUIREMENTS

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The College reserves the right to make changes in degree requirements, including total units needed for graduation, programs and classes offered and faculty assignments at any time without notice. ArtCenter reserves the right to institute such changes, and will provide students and applicants with the appropriate information about specific changes in the study programs as soon as they are available.

## Major

A major is the subject that is the main focus of the degree or the primary area of study. The major is noted on the ArtCenter academic transcript after completion of the degree requirements.

## Minor

A minor is a secondary subject that complements the major and must be combined with a major/degree program. The minor is noted on the ArtCenter academic transcript and adds another layer of professional knowledge to the degree.

## Graduation Requirements

Graduation from ArtCenter is based upon successful completion of the curriculum of the department to which the student was admitted. For undergraduate students, this is estimated to take a minimum of eight terms, depending on availability of classes and amount of transfer credit. The estimated time to graduation for graduate students depends on the course selected, but generally takes a minimum of four terms.

Students may not enroll in a subsequent term and defer graduation.

Students are expected to assume responsibility for their progress toward graduation. All course work must be completed prior to the date of graduation.

## Degrees Offered

The College currently offers programs leading to the following degrees:

- Bachelor of Fine Arts—BFA
- Bachelor of Science—BS
- Master of Fine Arts—MFA
- Master of Science—MS

- Joint Master of Science/Master of Business Administration—MS/MBA (in conjunction with Claremont Graduate University’s Drucker School of Management)

**Minors are offered in the following subjects**

- Designmatters
- Creative Writing
- Business
- Material Science
- Research

ArtCenter offers programs of undergraduate study leading to a Bachelor of Fine Arts degree in Advertising, Film, Fine Art, Graphic Design, Illustration and Photography and Imaging and a Bachelor of Science in Entertainment Design, Environmental Design, Interaction Design, Product Design and Transportation Design.

ArtCenter offers programs of graduate study leading to the Master of Fine Arts degree in Art, Film, Graphic Design, and Media Design Practices. A Master of Science degree is offered in Industrial Design, Environmental Design, and Transportation Systems and Design.

A dual-degree program with the Drucker School of Management results in an MS in Industrial Design from ArtCenter and the MBA from Drucker; this is the Innovation Systems Design program. Students can apply for the ISD program after enrollment in the ArtCenter Industrial Design program.

**Undergraduate Programs**

**Undergraduate students entering Spring 2002 to Summer 2014:**

- BFA programs must complete 135 total units (90 studio units and 45 Humanities & Sciences units).
- BS programs must complete 144 total units (99 studio units and 45 Humanities & Sciences units).

**Undergraduate students entering Fall 2014 to Summer 2020**

- BFA programs must complete 120–132 total units (75–87 studio units and 45 Humanities & Sciences units). See individual program requirements for details.
- BS programs must complete 144 total units (99 studio units and 45 Humanities & Sciences units).
- Minor in Designmatters must complete 18-21 units (beginning Summer 2017).
- Minor in Business or Creative Writing must complete a minimum of 15 units as part of the Humanities and Sciences requirements (beginning Spring 2020).

**Undergraduate students entering Fall 2020 or later**

- BFA programs must complete 120–132 total units (75–87 studio units and 45 Humanities and Sciences units). See individual program requirements for details.
- BS programs must complete 132-144 total units (87-99 studio units and 45 Humanities and Sciences units). See individual program requirements for details.
- Minor in Designmatters must complete 18-21 units.
- Minors in Business, Creative Writing, Material Science or Research must complete a minimum of 15 units as part of the Humanities and Sciences requirements.

### **Undergraduate Residency Requirement**

Undergraduate students must complete a minimum residency of four terms at ArtCenter to be eligible to receive their initial Bachelor of Fine Art (BFA) or Bachelor of Science (BS) degree from ArtCenter.

### **Undergraduate Course Requirements**

To graduate, students must complete all studio and Humanities & Sciences (academic) course requirements within their department, including a minimum number of units by subject area.

Current course requirements for each program are listed online at Inside ArtCenter ([inside.artcenter.edu](http://inside.artcenter.edu)) under "Degree Audit."

### **Humanities and Sciences Requirements**

Undergraduate students must complete 45 units of Humanities & Sciences classes to graduate. Each student must complete the foundation academic courses applicable to his or her program of study (i.e., Writing Studio, Art of Research, Critical Practice 1 and Introduction to Modernism) by the end of their fifth term.

Students who do not fulfill these requirements will be given the opportunity to do so in one ArtCenter Lite term.

### **English as a Second Language (ESL)**

If a student with third-term standing has enrolled in English as a Second Language (ESL) but not passed the course, they will be placed on ESL Probation. A student who fails ESL twice will be placed on ESL Suspension. In order to return to ArtCenter after an ESL suspension, students must pass an oral and written exam, administered by the Director of Writing, and submit official transcripts from a regionally accredited college showing a grade of C or better.

Transcripts must demonstrate that students have been enrolled in a full-time, multi- skills English language course of study for at least one term.

### **Cumulative GPA**

Undergraduate students must maintain a minimum cumulative GPA of 2.50.

### **Graduate Programs**

Unit requirements vary by graduate program with some offering both 2 and 3-year programs. Refer to program requirements under Course of Study on our website.

### **Graduate Course and GPA Requirements**

Graduate students must complete all course work required by their individual program with a minimum cumulative GPA of 3.00.

### **Thesis Requirement**

When a student has successfully completed the required five-seven terms, ArtCenter will consider the student's graduate program course work to be complete. However, the student must complete a thesis in order to be eligible for graduation.

### **Residency Requirement**

Students must be enrolled at ArtCenter during the term in which they graduate.

## **Graduation**

All students must submit an Application for Graduation form to Enrollment Services by Friday of Week 11 of the term prior to the term in which they intend to graduate.

# **DEGREES AND HONORS**

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## **Undergraduate Students**

Undergraduate Students are recommended for baccalaureate degrees and honors by their department, according to the following standards:

- Cumulative GPA of 3.50 to 3.79: With Honors
- Cumulative GPA of 3.80 and higher (with portfolio review and endorsement by the faculty): With Distinction

## **Graduate Students**

Graduate Students are recommended for master degrees with honors by their department, according to the following standard:

- Cumulative GPA of 3.97 and higher with endorsement by the faculty and

## **Account Restrictions**

Students are ineligible for graduation until all account restrictions are cleared and all money due for tuition, fees, fines or supplies is paid.

## **Participation in the Commencement Ceremony**

Undergraduate students must be on track to complete all requirements for their degree in the commencement ceremony term.

Graduate students must be on track to complete all course requirements for their degree in the commencement ceremony term. Graduate students may participate in the commencement ceremony if they have completed all courses but have not yet completed their thesis. A degree will be awarded only after all courses and the thesis have been completed.

## **Graduation Status Verification**

During Week 1 of their final term, students must verify their graduation status with the Enrollment Services office to confirm that they have completed all graduation requirements.

## **Graduation Ceremony**

Graduating students are required to attend a rehearsal ceremony during the last week of classes. Graduation announcements and graduation information packets are available in the Enrollment Services office.

# REGISTRATION

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Registration will open during Week 12 of each term for the next term and will remain open for enrollment and Add/Drop through Friday of Week 1. Students must resolve all restrictions and pay all outstanding balances and fines to register.

Students planning to take a term off must submit a completed Leave of Absence form to Enrollment Services. Students receiving financial aid must meet with a financial aid officer before submitting the Leave of Absence form to Enrollment Services. International students must have the Leave of Absence form approved by the International Student Advisor in the Center for the Student Experience prior to submitting the form to Enrollment Services.

Students planning to take an ArtCenter Lite term must submit the Request for an ArtCenter Lite form to Enrollment Services by 4 p.m. on Friday of Week 1.

ArtCenter requires full payment of tuition and fees each term by Friday of Week 1. An extended payment schedule is available from the Cashier's Office. Students who fail to pay their balance by Friday of Week 10 will have an Accounting Restriction/Hold placed on their account that will prevent them from registering for classes online for the following term. Students will regain eligibility to enroll for classes for the next term once the balance is paid in full. If the balance is not paid by 3 p.m. on Friday of Week 1 (the Add/Drop deadline), they will be ineligible to enroll and will NOT be able to attend classes, even if they pay the balance in full. This policy applies to all students, regardless of whether payment was to be made from financial aid or from personal resources.

## Priority Registration

ArtCenter reserves the right to assign priority registration status (i.e., first available access to register for classes for the following semester) to individual students or to specific groups of students, as determined in consultation with other offices. Examples of priority registration identities may include, but are not limited to: students with disabilities that require such accommodation, students who receive U.S. military veteran educational benefits, ArtCenter Student Government members, etc.

## Repeating Classes

Students who have failed a required course must repeat it during their next term of attendance at ArtCenter, regardless of whether the student is enrolled full-time or in ArtCenter Lite. The original grade of F will remain on the student's cumulative record in addition to the second grade received, and both will be calculated in the student's cumulative GPA for courses failed prior to or in Spring 2007. For courses taken after Spring 2007, a student may request through Enrollment Services that the original F grade be changed to an F\*, indicating that the course has been retaken and that the student passed. In this instance, the F\* will not have any unit or point value, thus eliminating any negative impact on the cumulative GPA. In certain cases, a student's Department Chair may require a student to repeat a class.

## Course Number Guide

The subject code (3 or 4 characters) indicate the general subject area and/or program. The final digits (3 or 4 digits) indicate the course's level. General guidelines for course levels are:

- 100 to 499 are for undergraduate program courses
- 500 to 699 are for graduate program courses

## Prerequisite and Co-requisite

A prerequisite is a course or other requirement that a student must have taken prior to enrolling in a specific course.

A co-requisite is a course or other requirement that a student must take at the same time as another course or requirement.

## Semester

ArtCenter offers three semesters per academic year, Fall, Spring, and Summer with each semester about 15-weeks in length.

## Course Load

Students are expected to be enrolled on a full-time basis (registered in a minimum of 12-credits). For undergraduate students, full-time tuition covers 12-19 credits. For graduate students, full-time tuition covers 12-24 credits.

## Class Levels

A class level designation applies to all undergraduate students based on completed credits.

Class level 1	0 – 36 completed credits
Class level 2	37 – 69 completed credits
Class level 70	94 completed credits
Class level 4	95 or more completed credits

## Course Waivers or Substitutions

Students with documented disabilities may request waivers or substitutions of course requirements that they believe to be an insurmountable barrier due to their disability. Documentation must be provided to the Student Disability Services Coordinator in the Center for the Student Experience and will be reviewed to determine qualification. Students requesting course waivers/substitutions will need to demonstrate that even with well-tailored accommodations (e.g., extended time, calculator use and assignment adjustments), successful completion of the course's requirements would not be possible.

If the student is asking for a course waiver/substitution of a Humanities and Sciences requirement, the Student Disability Services Coordinator will act as facilitator and work with the Chair of Humanities and Sciences (or designee), who will determine whether the course waiver/substitution would fundamentally alter the nature of ArtCenter's course requirements. If the course in question is deemed fundamental to the degree, the request will be denied. If the course is deemed to not be specifically necessary to obtain skills and knowledge required for the degree, the request will be granted. Where a substitution is granted, the aforementioned Chair will choose which course(s) would be an adequate substitute.

If the student is asking for a course waiver/substitution of a major requirement, the Student Disability Services Coordinator will act as facilitator working with the Department Chair or designee, who will review the student's request. If the course in question is deemed fundamental to the student's major, the request will be denied. If the course is deemed nonessential, the request will be granted. Where a substitution is granted, the Department Chair will choose which course(s) would be an adequate substitute.

## **Adding and Dropping Classes**

Students may add or drop courses through the online registration process. The deadline to add or drop a class is Friday of Week 1. After Friday of Week 1, no classes may be added to a student's schedule. This policy applies to all courses, including those requiring signatures or special clearance for enrollment. Students are encouraged to obtain clearance for adding special courses early in Week 1.

All course drops after Friday of Week 1 must be submitted to the Enrollment Services office on a Course Drop Weeks 2–9 Request form, signed by the Department Chair. The online add/drop process is turned off Friday of Week 1. Course drops are not allowed after Week 9.

International students are not permitted to drop classes below 12 units without prior permission from the International Student Advisor in the Center for the Student Experience. A signature from the International Student Advisor is required on the Course Drop Weeks 2–9 Request form.

# CREDIT HOUR

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## **Credit Hour Definition**

### **Studio or Lab Credit Hour**

Studio or lab courses at ArtCenter are generally required to meet a minimum of 1.5 hours per week for each credit granted; the remaining time is for studio/laboratory preparation.

- A three-credit studio/laboratory course may meet for 4.5 hours per week (ArtCenter's normal standard is five hours per week), where the majority of the work occurs in the studio or lab space with supplementary work occurring outside of class time.
- Alternately, a three-credit studio/laboratory course may meet for three hours per week, where there will be correspondingly a higher ratio of work performed outside of face-to-face-contact course hours.

### **Lecture or Other Non-studio/Laboratory Credit Hour**

In lecture/discussion courses requiring outside preparation (e.g., Humanities and Sciences courses), one hour of credit represents one hour each week of the term in class and two hours of work each week of the term outside of class time.

### **Lecture or Other Non-studio/Laboratory Credit Hour**

In lecture/discussion courses requiring outside preparation (e.g., Humanities & Sciences courses), one hour of credit represents one hour each week of the term in class and two hours of work each week of the term outside of class time.

### **Abbreviated Course or Independent Study Credit Hour**

Courses offered for abbreviated time periods or as independent study will fulfill approximately a combined equivalent number of contact hours and outside course work as they would in the corresponding course offered during a normal term. Independent-study courses are available by special permission as described in the ArtCenter Student Handbook. It is important to note that course out-of-class time varies depending on the level of the course as well as the individual ability and learning style of the student.

## **Institutional Procedures for Determining Credit Hour Assignments**

Upon proposing a new course, ArtCenter educational departments work with the Registrar and Provost/Academic Affairs to verify that the credit hour assignment for the course is appropriate.

# GRADING

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## Grading Policies

A grade and corresponding grade points are assigned after the completion of each class. The grade points determine term and cumulative GPAs. The term GPA indicates academic progress for the term. The cumulative GPA is an average of all term GPAs and is used to determine scholarship eligibility, status and recommendations for degrees and honors.

A student's GPA is calculated beginning with the first term of study. Classes taken prior to enrollment are not included in this calculation. ArtCenter uses the following grading system:

- A 4.00 points
- A- 3.75 points
- B+ 3.50 points
- B 3.00 points
- B- 2.75 points
- C+ 2.50 points
- C 2.00 points
- C- 1.75 points
- D+ 1.50 points
- D 1.00 points
- D- 0.75 points
- F 0.00 points (Fail)
- C 0.00 points (Credit)
- I 0.00 points (Incomplete)
- M 0.00 points (Missing)
- NC 0.00 points (No Credit)
- P 0.00 points (Pass)
- W 0.00 points (Withdrawal)

## Grade Changes

Grades are considered FINAL when submitted by the faculty and can only be changed to correct an error in grading or to change an official Incomplete grade to a final grade. Students CANNOT submit or redo work after the end of the term unless an official Incomplete grade has been approved. The deadline for changing an Incomplete grade is Friday of Week 14 of the term following the term when the course was taken. The deadline for changing an incorrect grade is Friday of Week 6 following the term when the course was taken.

## Incomplete Grade

The I grade (Incomplete) can only be given by an instructor when a student, who is doing otherwise acceptable work (only one or two assignments need completion), is unable to complete a course because of illness or other conditions beyond the student's control. A request for an Incomplete grade will not be approved for excessive absences, non-attendance or failure to meet satisfactory progress in the class.

All Incomplete grade requests must be approved by the instructor and the Department Chair. Unfinished work must be completed with the same instructor except under extenuating circumstances.



Instructors may not grant Incompletes unless the student presents an official Incomplete Grade Request form by Friday of Week 14 of the term. The student must present the completed work to the instructor by the agreed date. The incomplete course must be finalized by Friday of Week 14 of the term following the Incomplete request.

Instructors must submit a Request for a Grade Change form to the Enrollment Services office by Friday of Break Week 1 following the extension term. Failure to complete the work by the deadline will result in the grade earned at the time of the Incomplete request.

Once an Incomplete has been assigned an F grade, no further grade revision will be allowed, and students will be required to repeat the course if it is required by the major.

Students receiving an Incomplete will be ineligible to enroll in any subsequent course that uses the Incomplete course as a prerequisite until the student has successfully passed the course.

Students receiving I grades are not eligible for the Provost's List in the term they receive the I grade. Students on academic probation are not eligible to receive an Incomplete grade.

The deadline for requesting an Incomplete is Friday of Week 14 of the term in which the course is taken. Requests for an Incomplete will not be approved after final grades have been issued.

### **Non-Attendance Grade**

Students failing a course due to non-attendance will receive an N (Non-attendance Failure) grade for the course. The N grade has the same GPA impact as an F grade, but specifically indicates that nonattendance was the cause of the failure. As is the case with F grades, students may repeat a course in which they received an N to replace it in the cumulative GPA. The original N grade must still appear on the transcript, but it will be denoted with an asterisk (\*) to show that it has been repeated in a subsequent term, and the GPA will be adjusted to reflect the repeated course's grade.

### **Pass/Fail Grade**

Courses graded "Pass" will not be included in the student's GPA. Courses graded "Fail" will be included in the student's GPA.

# ENROLLMENT STATUS

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## Full-Time Status

Undergraduates must be enrolled in a minimum of 12 units or a maximum of 19 units each term. Undergraduate students taking more than 19 units a term will be assessed a prorated tuition charge.

Graduate students must be enrolled in a minimum of 12 units or a maximum of 24 units each term. Graduate students taking more than 24 units in a term will be assessed a prorated tuition charge.

Overload enrollment in any term is by the Registrar's approval.

## ArtCenter Lite

An ArtCenter Lite (ACL) term provides students with the opportunity to take less than the 12-unit minimum in a given term. A maximum of two ACL terms is permitted during the student's degree program. Students who have exhausted their two ACL terms may be eligible for an additional ACL term for the term in which they are graduating. Students are charged tuition on a prorated basis per unit.

International students are not permitted to take an ACL term without prior permission from the International Student Advisor. International students approved for an ACL term may be considered term off for visa status purposes. Term off eligibility requirements will apply.

To be enrolled for an ACL term, students must complete and submit a Request for ArtCenter Lite form to Enrollment Services by the Add/Drop deadline, Friday of Week 1. Students enrolled in an ACL term for credit will be covered by the student health insurance plan.

International students are allowed to take ACL ONLY when they have attended two consecutive full-time terms prior to the ACL term and must obtain a signature from the International Student Advisor on the ACL form before submitting it to Enrollment Services. Exceptions may apply; however, prior exception authorization on the I-20 form by the International Student Advisor in the Center for the Student Experience is required before submitting the ACL form to Enrollment Services.

## Internship Term

An Internship Term allows a student to be enrolled at ArtCenter while completing an internship experience off-campus, and taking no other classes that has been approved by Career + Professional Development (CPD). Internship Terms allow students to earn three (3) or six (6) units per semester. Students may enroll in an Internship Term for up to two (2) semesters during their course of study at ArtCenter for a maximum of 12 units of credit applied toward a student's graduation requirements. Internship Terms are available to undergraduate students with a minimum of 70 completed units and to graduate students with a minimum of 30 completed units. Students who are approved for a three-unit or six-unit internship are charged tuition on a prorated basis, per unit. Students may not register for an Internship Term in their final/graduation semester.

To enroll in an Internship Term, students must submit an approved Internship Registration form to Enrollment Services by Friday of Week 1 of the Internship Term. During an Internship Term, students may not enroll in additional courses, and can only be enrolled for a three-unit or six-unit internship officially approved through CPD. Students who wish to enroll in additional courses and earn credit through an internship should be enrolled full time (12 or more units) or in an approved ArtCenter Lite term (if enrolled in less than 12 units). All internships registered through CPD will be noted on the academic transcript.

This policy does not apply to students who are employed off-campus for no course credit.

International students studying on F-1 visas must verify their eligibility to register for any internship with the International Student Advisor (ISA) in the Center for the Student Experience (CSE). If the internship is located in the United States, international students must be enrolled either full-time or in an Internship Term to engage in any internship experience off-campus. They must also get Curricular Practical Training (CPT) employment authorization from the ISA in the CSE before starting an internship, in order to comply with U.S. immigration laws. Failure to follow these steps may have serious consequences for international students, including the possible cancellation of the F-1 visa.

### **Graduate Thesis Research or Project Term**

Graduate students must complete all course work, including a thesis, to graduate from the College. Graduate students who have completed all course work with the exception of a thesis must be enrolled in a zero-unit thesis continuation course each term until the thesis is complete. After completion of their final term, students will be unable to graduate from ArtCenter unless they are currently enrolled in the thesis continuation course. Students enrolled in a Graduate Thesis Research Term are not enrolled in the College's student health insurance program.

Graduate students who have completed all course work but are continuing to work on their final project and need access to ArtCenter labs and equipment must enroll in a zero-unit project continuation course. Students enrolled in this course will be charged a course fee of one-half of one unit tuition charge and will be subject to the Universal Access Fee. These students will have use of all labs and equipment as appropriate and will be enrolled in the College's student health insurance program. Students can remain enrolled in the student health insurance plan for up to six terms as long as they are enrolled in a Graduate Project Term. After six terms, they will be dropped from the student health insurance plan.

F-1 international students must verify their eligibility to take a Graduate Thesis Research or Project Term with the International Student Advisor in the Center for the Student Experience.

# TRANSFER CREDIT

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There is no separate process for applying as a transfer student. Students who have attended another college should complete the standard application process as described under Admissions.

As part of the application process, the Admissions Committee will evaluate your credits, and in the case of studio classes, your portfolio, to make sure that your classes are not repetitive of work you have done at another college.

We also want to make sure you take many of the crucial classes that make an ArtCenter education unique. For this reason, a maximum of 60 units of studio and academic credits may be transferred from another accredited institution.

ArtCenter does not require specific courses to be completed prior to applying or transferring.

## Transfer Credit Policies

ArtCenter recognizes two types of transfer credits: credit for studio art classes, and credit for Humanities and Sciences or liberal arts classes. Due to our series of important required studio classes, awarding of studio transfer credit, not Humanities and Sciences credit, determines the length of a student's program at ArtCenter. Advanced standing is awarded only if the student receives sufficient studio art credit.

Transfer credit can be accepted from colleges or universities that are accredited by one of the six regional associations of schools and colleges—Middle States (MASAC), New England (NEASC), Higher Learning Commission (HLC), Northwest (NWCCU), Southern (SASAC), Western (WASC)—or by the National Association of Schools of Art and Design (NASAD). International programs will be evaluated on an individual basis.

Advanced Placement (AP) credit is awarded for Humanities and Sciences classes with an official score of 4 or 5. Official exam reports must be sent directly from CollegeBoard.org. International Baccalaureate (IB) credit is offered for Higher Level courses with a score of 5, 6, or 7. Official IB exam results must be sent directly from IBO.org or from the awarding institution. A-Levels credit is offered for relevant classes with a grade of "C" or better. A-Level Subsidiary courses are not eligible for credit. ArtCenter does not offer credit for any AP, IB, or A-Level studio art/design classes.

It is the student's responsibility to provide final official transcripts from all colleges attended and AP/IB/A-Levels exams taken. Credit will not be awarded based on unofficial transcripts or transcripts from colleges not previously disclosed on the application for admission.

Upon acceptance to ArtCenter, the acceptance letter will indicate the term level at which you've been admitted. A transfer credit evaluation report will be sent within approximately 1-2 weeks of your acceptance notification with detailed information of the transfer credit awarded. If no transfer credit is awarded, no evaluation report will be sent.

All transfer credit must be finalized by the end of a student's first term at ArtCenter. If a student attends another college after enrolling at ArtCenter, those classes will not be eligible for transfer. Students matriculated in ArtCenter's degree program cannot use ArtCenter Extension courses to meet their degree requirements after enrollment.

**Studio Art Credit**

Studio art credit is awarded based on a combination of portfolio work and prior college credit. It is never awarded solely on a listing of courses on a transcript. The Admissions Committee will determine whether similar content was covered in a comparable class based on the portfolio work. Portfolios and transcripts are evaluated for studio credit at the time of admission.

Studio courses taken through ArtCenter Extension, ArtCenter's non-degree continuing education program, are considered for transfer if the course is listed as transferable at the time of entry, is applicable to the major, and if a grade of "B" or better is achieved. Exceptions to the policy can be made only by the Admissions Committee based on the portfolio review. The transfer of these courses will depend on the admissions policy in effect at the time of entry to the degree program. Please contact an Admissions Counselor with questions regarding transfer eligibility of ArtCenter Extension courses.

A transfer student's overall length of program will be shortened only if one or more semesters of studio art transfer credit is awarded.

**Humanities and Sciences Transfer Credit**

Forty-five credits of Humanities and Sciences (H&S) are required for graduation. All classes can be taken at ArtCenter, or some credits may be transferred. A number of required liberal arts and sciences courses can be taken only at ArtCenter. These vary by major.

**Major Transfer Credit**

Requirements by major can be viewed and downloaded on our website under Transfer Credit.

# SPECIAL PROGRAMS

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## **Cross-Enrollment Programs**

ArtCenter has an approved Cross-Enrollment Program with the California Institute of Technology (Caltech) and Occidental College. Full-time ArtCenter students may enroll in non-studio courses at one of these two campuses for no additional tuition charge. ArtCenter students must be enrolled in a full-time course load, 12 units or more, to be eligible for cross-enrollment at Caltech or Occidental College.

Courses taken at Caltech or Occidental must be approved and apply directly to the student's ArtCenter degree requirements. For more information about this program, contact Enrollment Services.

## **Special Status Programs**

On occasion, ArtCenter admits a few select students to its Special Status Program. These students are allowed to attend ArtCenter classes for up to three terms without the intent to complete a degree. These students are charged the current tuition rate. Certain academic policies do not apply to these students; however, they must still abide by all College deadlines, policies, financial obligations, enrollment policies and student conduct policies.

Those admitted under Special Status are not entitled to all benefits, programs and services afforded to degree-seeking students, including financial aid, scholarships or institutionally sponsored internships. Courses taken in this program will not be applied toward an ArtCenter degree at any time. Admission to this program is subject to the approval and terms established by the Admissions and the Department Chairs offices.

International students in the Special Status Program must be enrolled in either full-time or approved ACL terms throughout the program in order to maintain non-immigrant status while studying in the U.S. International students in the Special Status Program are advised to consult with the International Student Advisor in the Center for the Student Experience.

## **ArtCenter Honors Term**

ArtCenter Honors Term is a program in which an undergraduate student may enroll for an additional term after graduation at no tuition cost to pursue an area of study of special interest. To apply, the student must complete and sign an ArtCenter Honors Term application and submit two Faculty Recommendation forms, a Department Chair Recommendation form and a portfolio. The portfolio can consist of graduating portfolio pieces and any work the student feels will represent his or her interests and abilities in the area of study chosen for the ArtCenter Honors Term.

If accepted into the ArtCenter Honors Term program, the student must make a \$1,000 deposit prior to graduating from ArtCenter. The deposit will be refunded at the end of the ArtCenter Honors Term if the student satisfactorily completes the term. If the student withdraws, is suspended or is expelled, the deposit will be forfeited. All grades received in an ArtCenter Honors Term are calculated separately from the student's undergraduate GPA.

Financial aid beyond tuition remission is not available for the ArtCenter Honors Term program.

International students should consult with the International Student Advisor in the Center for the Student Experience regarding eligibility for an ArtCenter Honors Term.

### **Graduate Fellows Program**

The Graduate Fellows Program allows exceptional graduate students who have graduated an opportunity to pursue additional research within an approved area of study for one term at no tuition cost. This program allows a select number of students to explore areas not covered in their graduate course of study.

Graduate Fellows terms are not granted to those who wish to use the College's facilities to generally improve their portfolios. Graduate Fellows terms are granted to students pursuing specific research activities that are considered to be of merit.

To apply, students must complete and sign a Graduate Fellows application and submit two Faculty Recommendation forms, a Department Chair Recommendation form and a portfolio. The portfolio can consist of graduating portfolio pieces and any work the student feels will represent his or her interests and abilities in the area of study chosen for the Graduate Fellows Program.

If accepted into the Graduate Fellows Program, the student must make a \$1,000 deposit prior to graduating from ArtCenter. The deposit will be refunded at the end of the Graduate Fellows term if the student satisfactorily completes the term. If the student withdraws, is suspended or is expelled, the deposit will be forfeited. All grades received for Graduate Fellows are calculated separately from the student's graduate GPA.

Financial aid beyond tuition remission is not available for the Graduate Fellows Program.

International students should consult with the International Student Advisor in the Center for the Student Experience regarding eligibility for the Graduate Fellows Program.

# ACADEMIC PROGRESS

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## **Satisfactory Academic Progress—Financial Aid**

In accordance with federal regulations, ArtCenter enforces a Satisfactory Academic Progress (SAP) policy, which applies to all students receiving financial aid.

The Financial Aid office monitors academic progress at the end of every term. Students who do not meet minimum standards may lose financial aid eligibility.

Students who are found to be abusing their financial aid privileges by misrepresenting their academic status, and therefore violating federal or state law or College policies, may be subject to more severe penalties.

To receive any financial aid funding, including ArtCenter scholarships, students must meet these minimum standards:

### **Undergraduate Students**

2.50 GPA and successful completion of 67 percent of credits attempted for Federal Student Aid and a 3.0 GPA for scholarships. Maximum total credits attempted cannot be more than 150 percent of a specific degree program's published length.

### **Graduate Students**

3.00 GPA and successful completion of 67 percent of credits attempted. Maximum total credits attempted cannot be more than 150 percent of a specific degree program's published length.

## **Academic Conditions**

### **Academic Probation and Academic Dismissal: Undergraduate Students**

Undergraduate degree students must maintain a cumulative GPA of 2.50 or higher. Students will be placed on academic probation when their cumulative GPA drops below 2.50. Students will be removed from academic probation when their cumulative GPA returns to 2.50 or higher.

Students have two terms to raise their cumulative GPA to 2.50 or higher. Students who do not raise their cumulative GPA to 2.50 or higher within the required two terms (see exception for extended probation below) will be placed on academic suspension. Students on academic suspension may not apply for readmission for one year (i.e., they cannot be enrolled for at least three complete consecutive terms). Students on academic suspension may not attend classes and are subject to a ban from campus and permanent dismissal if they are found to have violated campus rules, College policies or the Student Code of Conduct.

Students will be placed on extended probation after two terms on academic probation if their term GPA is 3.00 or higher but their cumulative GPA remains below 2.50. They may remain on extended probation while maintaining a term GPA of 3.00 or higher until their cumulative GPA is raised to 2.50 or higher.

Academic suspension is a one-time action. Students who re-enter or who are readmitted are placed on extended probation. Undergraduate students who do not attain the required 2.50 cumulative GPA or 3.00 term GPA within one term following their re-entry or readmission are placed on academic dismissal.



Academic dismissal is considered a terminal action, and students who are placed on academic dismissal are not eligible for readmission.

All academic suspension and academic dismissal actions are considered final on the Friday before the start of the next term. Grade changes that occur after the Friday before the start of the next term will not alter the academic suspension or academic dismissal action for that term.

All academic probation, academic suspension and academic dismissal actions are permanently noted in the student's transcript. Students on academic probation or extended probation cannot receive an Incomplete grade in any of their courses.

### **Academic Probation and Academic Dismissal: Graduate Students**

Graduate students can be placed on academic probation for failing to maintain the required cumulative GPA of 3.00 or higher. Students will be removed from academic probation when their cumulative GPA returns to 3.00 or higher.

Students have one term to raise their cumulative GPA to 3.00 or higher. Students who do not raise their cumulative GPA to 3.00 or higher within the required one term are placed on academic suspension.

Students on academic suspension may not apply for readmission for one year (i.e., they cannot be enrolled for at least three complete consecutive terms).

Academic suspension is a one-time action. Readmitted students who do not attain the required cumulative GPA of 3.00 in the allotted time are placed on academic dismissal. Academic dismissal is considered a terminal action, and students placed on academic dismissal are not eligible for readmission.

All academic suspension and academic dismissal actions are considered final on the Friday before the start of the next term. Grade changes that occur after the Friday before the start of the next term will not alter the academic suspension or academic dismissal action for that term.

All academic probation, academic suspension and academic dismissal actions are permanently noted in the student's transcript. Students on academic probation cannot receive an Incomplete grade in any of their courses.

### **English as a Second Language (ESL) Probation**

If a student with third-term standing has enrolled in English as a Second Language (ESL) but not passed the course, they will be placed on ESL Probation. A student who fails ESL twice will be placed on ESL Suspension. In order to return to ArtCenter after an ESL suspension, students must pass an oral and written exam, administered by the Director of Writing, and submit official transcripts from a regionally accredited college showing a grade of C or better.

Transcripts must demonstrate that students have been enrolled in a full-time, multi- skills English language course of study for at least one term.

### **Dismissal**

ArtCenter reserves the right, at its sole discretion, to dismiss students for violations of academic or student conduct policies.

## **Change of Major**

Change of Major requests must be approved by the Department Chair of the new major. Students will be required to submit their portfolio to the Chair of the new department. A change of major may require additional terms of study to complete a degree.

The deadline to submit a Change of Major form to Enrollment Services is prior to the first day of a new term. Change of Major forms are available from the Enrollment Services office.

International students who change their majors must meet with the International Student Advisor in the Center for the Student Experience to have a new, updated I-20 to reflect the change of major.

## **Portfolio Review**

To help ensure that all students make appropriate progress in their studies while at ArtCenter, the College has instituted a mandatory portfolio review process for all students.

Each department has established its own system of portfolio review, specifying at which points in a student's program the review process will take place. The review process identifies areas of needed development so that a program of remedial coursework and activities can be designed to help students achieve their objectives. Portfolio reviews serve as important developmental milestones for students; a student's failure to participate fully in the review process may result in dismissal.

Students should check with their Department Chairs for scheduling and procedures for portfolio review.

# **STUDENT RECORDS**

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Please refer to the Federal Educational Rights and Privacy Act (FERPA) policy for student rights regarding their education records.

## **Legal Name Change**

Changes to external records require a legal name and/or gender change. Current students who have changed their legal name should notify Enrollment Services. Once a legal name and/or gender change has been secured, documentation must be provided to Enrollment Services and campus directories will be updated with the legal name and/or gender change.

For more information on how to secure a legal name change please visit:  
<http://www.courts.ca.gov/selfhelp-namechange.htm>

## **Chosen Name and Policy**

It is the policy of ArtCenter that any current student or employee may choose a first name in addition to the legal name within the College's internal information systems. The chosen first name shall be used in College communications and reporting, except where the use of the legal name is required. Similarly, any current student or employee may choose to identify a gender for internal use, except where the use of a previously assigned gender is required.

## Transcript of Academic Record

An academic transcript is documentation of a student's permanent academic record, and includes all courses taken, all grades received, all honors received and degree conferred. The Enrollment Services office maintains academic transcripts of course work for college-approved credit and releases academic record transcripts in compliance with the Family Educational Rights and Privacy Act (FERPA).

A copy of your academic record can be requested by completing and submitting the Transcript Request form. For more information, contact the Enrollment Services office at [enrollmentservices@artcenter.edu](mailto:enrollmentservices@artcenter.edu).

## Lockers

The Enrollment Services office assigns lockers to new students during Week 2 and to returning students during Week 3. Film and Photography and Imaging students sign up through their departments. Students who take a Leave of Absence or withdraw will have their lockers reassigned to other students and any contents left behind will be discarded. Students should not empty or clean out their lockers during graduation events. ArtCenter reserves the right to open and inspect lockers at any time without prior notice. For information about lockers, please contact Enrollment Services.

# ATTENDANCE

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Students' full attendance and participation in class supports the quality of the educational experience for all class participants, particularly in courses that incorporate group work and peer critique. Attendance and participation in class therefore will be important factors of your grade. Students are expected to attend all enrolled classes regularly and be on time, remaining for the duration of the class period. ArtCenter does not permit students to audit classes (students may not sit in or visit a class in which they are not enrolled, including field trips). A student who is absent due to serious or ongoing medical or personal issues should contact the Center for Student Experience (CSE) as soon as possible for additional advisement in addition to informing their instructor and department representative (chair, director or coordinator).

Students should refer to each class syllabus for specific expectations about attendance, participation, communication with the instructor(s), etc. Please note that for some courses attendance is mandatory, and in these cases missing one class period, including the first class period, may result in a failing grade.

## Excused Absences

An absence may be excused by an instructor if there is a medical reason, family emergency or extenuating circumstances beyond the student's control. Note that excused absences are always at the discretion of the instructor(s). Students are advised to contact their instructors as soon as possible (or in advance of missing a class, if possible), using the instructor's preferred method of communication, as a professional courtesy to explain why they have missed or will miss a class. Students who are absent are required to discuss missed content with their instructor as soon as possible. Excused absences do not automatically change any class or college-related requirements or deadlines.

## Unexcused Absences

Any absence that is not excused is considered an unexcused absence. Students who are absent are required to discuss missed content with their instructor as soon as possible. If students accumulate unexcused absences, it may culminate in a failing grade at the discretion of the instructor:

- For full-semester (14 week) courses that meet once per week, 3 or more unexcused absences may result in a failing grade of “N” (“Non-Attendance”) for failure due to lack of attendance.
- For full-semester (14 week) courses that meet twice per week, 4 or more unexcused absences may result in a failing grade of “N” (“Non-Attendance”) for failure due to lack of attendance.
- For courses meeting less than the full (14 week) semester, unexcused absences totaling 20% or more of the course may result in a failing grade of “N” (“Non-Attendance”) for failure due to lack of attendance.

Students who stop attending courses will NOT be automatically dropped. In order to drop a course, a student must either drop the course during the Week 1 add/drop period or file to withdraw from the course before the Week 9 deadline. For further information, see the “Add/Drop and Course Withdrawal Policy.”

## Being on Time and Staying in Class

Showing up to class at the scheduled start time of the course and remaining for the duration of the class period is important to the educational quality of students’ learning. If a student arrives late or leaves early without the instructor’s permission on more than 3 occasions in a course, the pattern of behavior may constitute unexcused absences at the discretion of the instructor.

- Please note that federal financial aid satisfactory academic progress regulations require successful completion of at least 67% of all units attempted. For further information, please contact the Financial Aid Office.
- For further information about dropping courses and add/drop deadlines, please contact the Enrollment Services Office.
- Please refer to the Add/Drop and Course Withdrawal policies and procedures.

# LEAVE OF ABSENCE, WITHDRAWAL AND DISMISSAL

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## Course Withdrawal

Enrollment Services may grant a student permission to withdraw from a course beginning Monday of Week 2 through Friday of Week 9 for medical reasons (with proper documentation from a health care provider) or special circumstances beyond the student’s control.

Students must maintain full-time status (a minimum of 12 units) until their Course Withdrawal Request form is processed. This does not apply to students on an approved ArtCenter Lite term.

For all courses, students must obtain their Department Chair's signature on the Course Withdrawal Request form, available from Enrollment Services. A withdrawn course will be graded with a letter grade of "W." GPAs will not be affected by the "W" grade. It is the student's responsibility to check Inside ArtCenter ([inside.artcenter.edu](http://inside.artcenter.edu)) for confirmation that the Course Withdrawal Request was approved.

International students are not permitted to withdraw from classes and drop below 12 units without prior permission from the International Student Advisor in the Center for the Student Experience. A signature from the International Student Advisor is required on their Course Withdrawal Request form.

### **Leave of Absence or Withdrawal**

Students intending to take a Leave of Absence (LOA) or Withdrawal from ArtCenter must complete and submit a Leave of Absence Request or a Withdrawal form, both available in Enrollment Services, by the Friday before the start of the term to avoid any charges for that term. For example, students who intend to be on an LOA for the Summer term, or to withdraw from ArtCenter permanently, will have until the Friday before the start of Summer term classes to file the request with no penalty. Suspended or dismissed students are not eligible for an LOA.

International students are allowed to take a Leave of Absence only when they have attended two consecutive full-time terms prior to the LOA term and must obtain a signature from the International Student Advisor on the LOA form before submitting it to Enrollment Services. Exceptions may apply; however, prior authorization by the International Student Advisor in the Center for the Student Experience is required before they submit the LOA form to Enrollment Services.

An LOA or Withdrawal is effective according to the date that the form was approved and signed by Enrollment Services. If you take an LOA or Withdrawal from the term prior to Friday of Week 5, a portion of your tuition for the term will be forgiven (please see the Tuition and Fee Forgiveness Policy). Students who take an LOA or Withdrawal from classes between Weeks 6 and 12 are not eligible for any tuition forgiveness. Students may not take an LOA or Withdrawal in Weeks 13 or 14.

Exceptions to the above LOA policy are only granted in the case of documented medical reasons. This must be approved by the Associate Provost for Student Affairs/Dean of Students or designee (see Medical and Psychological Leave Policy). There are no exceptions to the above policy for students withdrawing from ArtCenter. Students who stop attending classes without completing an LOA or Withdrawal form will receive a grade of "F" for the registered courses. The last day to file a Withdrawal request for the term is Friday of Week 12.

Please note that taking an LOA or Withdrawal from ArtCenter may have financial implications. Changes in financial aid support, recalculation of financial aid packages and delays in refunds may result from the decision to take an LOA. By law, the Financial Aid office must refund certain kinds of aid (government grants, loans, ArtCenter scholarships, etc.) to their respective sources if a student is not enrolled at ArtCenter.

Students may take an LOA for no more than three consecutive terms. Students on an LOA will be eligible to enroll in the term following the leave and are not required to reapply.

International students must meet with the International Student Advisor prior to taking an LOA or Withdrawal from ArtCenter. International students are only permitted to take a term off for their annual vacation or for an internship after having completed two consecutive terms. International students who do not follow the requirements and deadlines to take a term off for an LOA or

Withdrawal and then do not properly enroll for the term will fail to maintain visa status, and their United States SEVIS I-20 records will be terminated.

International students who have their SEVIS I-20 records terminated may not be permitted to remain in the United States.

Students on an LOA who withdraw or take a term off from the College are not covered by student health insurance. Please contact the Center for the Student Experience at 626 396-2323 for further information on alternative insurance options, including the option of purchasing the school's health insurance plan.

Students who do not file the LOA or Withdrawal form by the Friday before the start of the term are subject to fees and charges.

### **Dismissal**

ArtCenter reserves the right, at its sole discretion, to dismiss students for violations of academic or student conduct policies.

### **Rescind Offer of Admission**

ArtCenter, at its discretion, reserves the right to rescind an offer of admission if any information contained in the Admission Application is found to be incomplete, inaccurate, or misleading, if subsequent information leads to serious concerns, or if any submitted documents, materials, or test scores are inaccurate or are the result of wrongful or fraudulent activity. Violation of this Policy may result in rescinding an admission offer, expulsion after enrollment, and retraction of degrees awarded.

### **Medical and Psychological Leave Policy**

Students who encounter unplanned health issues once the term has begun may request a Leave of Absence (LOA) due to a health condition (see Leave of Absence Policy). While a student may take an LOA from ArtCenter for a variety of reasons, an LOA for health purposes indicates a sudden and unexpected health condition that prohibits the student from completing all classes in a term and from taking Incompletes (see Incomplete Policy). In these cases, some adjustments may be made to the student's billing and financial aid based on the date that the LOA form was received by Enrollment Services and a Medical Leave Form completed for review by the Associate Provost for Student Affairs/Dean of Students. Leaves for health reasons are not granted routinely. They are granted only after careful evaluation of each individual's situation and documentation. The Medical Leave form and additional information is available in the Center for the Student Experience office. Documentation for the medical condition must meet the following standards:

1. Completion of the Medical Leave form provided by ArtCenter by a treating health care provider as described below.
2. The treating health care provider must be a medical doctor (MD), clinical psychologist, licensed clinical social worker (LCSW) or Marriage and Family Therapist (MFT).

The treating health care provider may not be a relative of the patient/student, nor can he or she be employed by ArtCenter.

The student requesting a medical or psychological leave must also give permission for the Associate Provost for Student Affairs/Dean of Students (or designee) and/or Director of Counseling Services to contact the treating health care provider to discuss the case, or to verify the diagnosis or treatment.

To qualify for medical or psychological leave, students must show that their condition or course of treatment renders them incapable of coming to campus, attending any and all classes, and completing assignments. Examples may include but are not limited to: catastrophic accidents or severe illnesses in which the student must be coned to bed rest for several weeks, admission into an inpatient treatment facility for several weeks, daily medical or psychological therapy for several weeks, or a temporary disability that renders the student physically or psychologically unable to work on projects in a substantive manner

Missing a few days of classes, generally falling behind due to other issues and other such reasons do not constitute grounds for a medical leave

Before a student can return to campus, he or she must provide the Center for the Student Experience with the Return From Medical Leave form certifying that the student is well enough to return to the rigors and stresses of an ArtCenter curriculum. The Associate Provost for Student Affairs/Dean of Students (or designee) and/or Director of Counseling Services may request that the student discuss a care plan or check in once or twice during the course of the term as a condition of enrollment. Students may be on medical or psychological leave for three consecutive terms and return without seeking re-entry or readmission; those on leave for more than three terms will need to go through the re-entry process (See Readmission and Re-entry Policy).

Students who have not attended for two or more years must go through the readmission process. Unless otherwise specified, students returning from medical leave are subject to the same deadlines, standards and requirements as other ArtCenter students.

#### **Hospitalization Aftercare Release Notification**

Students who have been hospitalized for emergency medical or psychological treatment will be required to submit an aftercare treatment form and consent release to the Assistant Dean of Students and/or Director of Counseling Services. The information provided will ensure coordination of an appropriate after-care plan and support to the student. The forms are available in the Center for the Student Experience or on [inside.artcenter.edu](http://inside.artcenter.edu).

## **DISABILITY POLICY/CLASSROOM ACCOMMODATIONS**

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ArtCenter complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified individual with a disability shall be denied access to or participation in the services, programs and activities of the College.

Students who require disability-related accommodations (academic adjustments and/or auxiliary aids) are encouraged to contact the CSE immediately upon acceptance, after being diagnosed with a disability, and each semester that they are enrolled. For questions regarding student disability support, required documents and the student disability policy, please see the Student Disability Services page or email [CSE@artcenter.edu](mailto:CSE@artcenter.edu).

## **ArtCenter Disability Policy**

ArtCenter College of Design complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified individual with a disability shall be denied access to or participation in the services, programs and activities of the College.

It is the policy of the College that otherwise qualified students who have disabilities shall be given reasonable accommodation, including academic adjustment and auxiliary aids where appropriate, to ensure access to the College's overall educational program. Individual students shall receive reasonable and necessary accommodation, including adjustment and aids, based on specific information and assessment data provided by a qualified professional. Students with disabilities should not wait until they are struggling with course work or facing academic probation before notifying ArtCenter of their disability and seeking special accommodations. The Student Disability Services Coordinator should be notified of disabilities and requests for accommodations by the student as soon as he or she is admitted, or as soon as the student's need for accommodations becomes known to the student.

### **Definitions**

A person with a disability is any person who:

1. has a physical or mental impairment which substantially limits one or more major life activities,
2. has a record of such impairments, or
3. is regarded as having such impairment.

An otherwise qualified person with a disability is an individual with a disability who meets the academic and technical standards requisite to admission and participation in the College's educational program and activities.

### **Admission**

The College does not discriminate or give preference based on disability. Information provided by an applicant during the admissions process concerning his or her disability shall be provided on a voluntary basis and shall be kept in accordance with state and federal laws regarding confidentiality.

### **Documentation of the Disability**

Applicants who wish to have their disability considered as a factor in the admissions process must identify the disability and provide an explanation of why it is relevant at the time of application. If the applicant wishes the disability to be considered, it may be necessary for the applicant to provide appropriate documentation of the disability. It is the responsibility of applicants to inform those who write letters of reference on their behalf if they want the letters of reference to mention their disability.

### **Reconsideration**

It is not the College's practice to reconsider applications that have been rejected, unless there was information that was not available at the time of the application through no fault of the applicant. For that reason, applicants are advised to make the disability known at the time of application if they wish to have the disability taken into account in the application process. In some cases, it may be necessary for the applicant to provide documentation verifying the disability.

#### **Information on the Disability Retained in Applicant's File**

Information regarding a disability that is disclosed as part of the admissions process will be used by the College for admissions purposes only. Notification to the Admissions office does not constitute notification to the College for the purpose of requesting accommodations. Information regarding a disability and letters of reference are retained in the Admissions office for one year.



Applicants who do not need accommodations during the application process, but who anticipate the need for accommodations during their education, do not need to submit a request for accommodations until after admission to ArtCenter. At such time that the student is admitted, he or she should contact the Student Disability Services Coordinator to begin the accommodation process. Students are encouraged to meet with the Coordinator during the term prior to enrollment.

## **Responsibilities of Students**

### **Identifying the Need for Accommodations**

Students with disabilities requiring accommodations must make those needs known to the Student Disability Services Coordinator at the beginning of the start of each new term. Students are responsible for making their needs known in a timely fashion and for providing current documentation for the review process.

In appropriate cases, evaluations may also need to be provided. It is in the student's best interest to make these arrangements with as much lead time as possible, as this will ensure that any accommodations determined necessary can be arranged prior to the beginning of the term. Please contact the Student Disability Services Coordinator for forms and deadline information.

Students not requiring accommodations do not need to make their disabilities known. The information on a student's disability and accommodations is treated as confidential information under applicable federal and state laws and is only provided to individuals who are privileged to receive such information on a need-to-know basis. Faculty members informed of a disability only receive information regarding accommodation at the student's request and are advised that this information is confidential.

In cases where only minor accommodations are required (such as requesting to sit in the front row because of a visual or hearing impairment), the student should feel free to simply make a request to the faculty member. If requests for minor accommodations are not responded to adequately, the student should make the request to the Student Disability Services Coordinator.

## **Accommodations**

The College will provide reasonable accommodations, including academic adjustments and auxiliary aids, in a timely manner to ensure that students with disabilities have access to the College's services, programs and activities. Accommodations will not be provided if they fundamentally alter the nature of the course or program, or if they would be unduly burdensome either financially or administratively. In general, the Student Disability Services Coordinator will request professional documentation, verify the disability, identify reasonable accommodations and inform a student's faculty members of the reasonable accommodations required. The faculty member will review the accommodations recommended and, if needed, verify understanding and agreement with the Student Disability Services Coordinator or student. Students requesting accommodations should identify their needs as early as possible to the Student Disability Services Coordinator, as this will ensure that any needed accommodations can be arranged prior to the start of the term.

While attending the College, students are not required to disclose information about the nature of their disability to faculty members. In fact, this information is kept confidential unless the student elects to share the specifics of their disability on their own or the student signs an authorization for a release of information, requesting information sharing with another person or organization.

## **Verification of Physical or Psychological Disability**

A student with a physical or psychological disability must provide professional verification documentation certified by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist or other professional health care provider who is qualified in the diagnosis of the disability, is not related to the student and is not an employee of the College. The verification documentation must reflect the student's present level of

functioning of the major life activity affected by the disability. The assessment must provide data that supports the request for the particular adjustment sought.

The student shall provide the verification documentation to the Student Disability Services Coordinator. The cost of obtaining the professional documentation shall be borne by the student. If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, ArtCenter shall have the discretion to require supplemental assessment of a physical or psychological disability. The cost of and responsibility for the supplemental assessment shall be borne by the student.

### **Verification of Learning Disability**

A student with a learning disability must provide professional testing and evaluation results that reflect the individual's present level of processing information and present achievement level. The cost of and responsibility for obtaining the professional verification shall be borne by the student. Documentation verifying the learning disability must:

1. Be prepared by a professional qualified to diagnose a learning disability, including, but not limited to, a licensed physician, learning disability specialist or psychologist who is neither related to the student nor is an employee of the College.
2. Include the testing procedures followed, the instruments used to assess the disability, the test results and a written interpretation of the test results by the professional.
3. Reflect the individual's present level of academic functioning.
4. Reflect the individual's present level of functioning in the areas of aptitude and processing skills.

The assessment must provide data that supports the request for the particular academic adjustment sought. In the event that a student requests an academic adjustment or accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent on the student to obtain supplemental testing or assessment at his or her expense.

If the College requires an additional assessment for purposes of obtaining a second professional opinion, as opposed to a supplemental assessment, then the College shall bear any cost not covered by any third- party payer.

### **Verification of Temporary Disability**

Students seeking accommodations based on a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions, is not related to the student and is not an employee of the College. The assessment of documentation of the disability must reflect the student's current level of disability and shall be no older than 60 days. The cost of obtaining the professional verification documentation shall be borne by the student.

If the initial documentation is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, ArtCenter shall have the discretion to require supplemental assessment of the temporary disability. The cost of the supplemental assessment shall be borne by the student.

### **Academic Dismissal and Readmission**

Academically dismissed students sometimes raise disability as the basis for the academic difficulty. The burden is on the student to clarify why the disability was not brought to the attention of the administration if it was not previously, to explain why accommodations were not requested, or to explain why provided accommodations were not adequate. Please note that regardless of whether

or not a student requests accommodations, he or she is required to meet all academic standards and maintain satisfactory academic progress.

### **Course Waivers or Substitutions**

Students with documented disabilities may request waivers or substitutions of course requirements that they believe to be an insurmountable barrier due to their disability. Documentation must be provided to the Student Disability Services Coordinator and will be reviewed to determine qualification. Students requesting course waivers/substitutions will need to demonstrate that even with well-tailored accommodations (e.g., extended time, calculator use and assignment adjustments), successful completion of the course's requirements would not be possible.

If the student is asking for a course waiver/substitution of a Humanities and Design Sciences requirement, the Student Disability Services Coordinator will act as facilitator and work with the Chair of Humanities and Design Sciences or designee, who will determine whether the course waiver/substitution would fundamentally alter the nature of ArtCenter's course requirements. If the course in question is deemed fundamental to the degree, the request will be denied. If the course is deemed not fundamental to the degree, the request will be granted. Where a substitution is granted, the aforementioned Chair will choose which course(s) would be an adequate substitute.

If the student is asking for a course waiver/substitution of a major requirement, the Student Disability Services Coordinator will act as facilitator working with the Department Chair or designee, who will review the student's request. If the course in question is deemed fundamental to the student's major, the request will be denied. If the course is deemed nonessential, the request will be granted. Where a substitution is granted, the Department Chair will choose which course(s) would be an adequate substitute.

### **Grievances**

Students who request disability-related accommodations from faculty or staff members—after having been granted such accommodations by the Student Disabilities Services Coordinator—and who believe that such accommodations have been impermissibly denied, or who believe that they have been discriminated against on the basis of their disability, should bring this matter to the attention of the Student Disability Services Coordinator. If the Student Disability Services Coordinator is unable to resolve the matter informally, or the student is dissatisfied with the resolution, the student may pursue a grievance through the College's grievance procedures process. Please refer to the Student Grievance Policy for additional information.

For additional support, the student may contact the College's Americans with Disabilities Act compliance officer in the Human Resources department at 626.396.2270.

The student may also contact the U.S. Department of Education, Office of Civil Rights, San Francisco, California, at 415.556.4275 to file a disability grievance at any time in the process.

### **Requesting Accommodations**

Provide a copy of your documentation to the Student Disability Services Coordinator. For new students, documentation should be received as soon as possible after the student receives his or her acceptance to the College, or as soon as he or she is diagnosed with a disability. The process for arranging and receiving accommodations can be lengthy; the sooner the student contacts the Student Disability Services Coordinator, the more likely it is that accommodations can be arranged prior to the start of the term.

To schedule an appointment with the Student Disability Services Coordinator, please call the Center for the Student Experience at 626.396.2323.

If the student has already registered for classes, he or she should bring the class list to this meeting.

### **General Guidelines for Documentation of a Disability**

In order to fully evaluate requests for accommodations or auxiliary aids, ArtCenter will need documentation of the disability consisting of an evaluation by an appropriate professional and describing the current impact of the disability as it relates to the accommodation request. All contact information and documentation received is kept in separate confidential files by the Student Disability Services Coordinator. Documentation is used to evaluate requests for accommodation or auxiliary aids. The evaluation process includes a review of the documentation itself and the context of documentation on the fundamental goals and essential standards of the program, course, service or benefit in question.

The evaluation process will generate a list of potentially reasonable accommodations that will be reviewed based on potential effectiveness, preferences of the requester, maximum level of integration and the potential for an undue financial or administrative burden.

The guidelines below were developed to assist students in working with their treating health care professional(s) to prepare the information needed to evaluate the request for accommodations:

1. For individuals who have recently been receiving services from a public school system, the information requested would most likely be contained in the psycho educational evaluation from their most recent review. Some of the information may also be contained in an IEP 504 Plan or Transition Plan; however, the IEP and 504 Plan are considered supplementary. This information must be requested separately from high school transcripts.
2. For individuals transferring from another college, information related to their disability will not be sent with a transcript request. That information must be requested separately. Additionally, the information requested by ArtCenter may or may not have been a part of their previous college's evaluation process. Check the information against the following guidelines.
3. As appropriate to the disability, documentation should have:
  - A diagnostic statement identifying the disability, the date of the current diagnostic evaluation and the date of the original diagnosis. The diagnostic systems used by the Department of Education, the State Department of Rehabilitative Services or other state agencies, and/or the current editions of either the American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders (DSM) or the International Statistical Classification of Diseases and Related Health Problems (ICD) from the World Health Organization are the recommended diagnostic taxonomies.
  - A description of the diagnostic criteria and/or diagnostic test used. This description should include the specific results of diagnostic procedures and diagnostic tests utilized. When available, both summary and specific test scores should be reported as standard scores and the norming population identified. When standard scores are not available, the mean, standard deviation and the standard error of measurement are requested as appropriate to the construction of the test. Diagnostic methods used should be congruent with the disability and current professional practices within the field. Informal or non-standardized evaluations should be described in enough detail that a professional colleague can understand their role and significance in the diagnostic process.

- A description of the current functional impact of the disability. The current functional impact on physical, perceptual, cognitive and behavioral abilities should be described either explicitly or through the provision of specific results from the diagnostic procedures. Currency will be evaluated based on the typical progression of the disability, its interaction with development across the life span, the presence or absence of significant events (since the date of the evaluation) that would impact functioning, and the applicability of the information to the current context of the request for accommodations.
- A description of treatments, medications, assistive devices, accommodations and/or assistive services in current use and their estimated effectiveness in ameliorating the impact of the disability. Significant side effects that may impact physical, perceptual, behavioral or cognitive performance should also be noted.
- A description of the expected progression or stability of the impact of the disability over time. This description should provide an estimate of the change in the functional limitations of the disability over time and/or recommendations concerning the predictable needs for reevaluation.
- Information describing the certification, licensure and/or the professional training of individuals conducting the evaluation. The individual providing the evaluation should be licensed for practice in the United States and should not be a relative or family member of the individual who was evaluated.

Beyond the six elements expected to be included in documentation, recommendations for accommodations, adaptive devices, assistive services, compensatory strategies and/or collateral support services will be considered.

Based on the context of the diagnostic evaluation, recommendations for specific accommodations, adaptive devices and/or assistive services that may ameliorate the functional impact of the disability and provide fuller access should be described. As appropriate, recommendations for collateral medical, psychological and/or educational support services or training that would be beneficial may also be included.

Recommendations from professionals with a history of working with the individual provide valuable information for the review process. They will be included in the evaluation of requests for accommodation and/or auxiliary aids. Where such recommendations are congruent with the programs, services and benefits offered by the College, they will be given deference. When recommendations go beyond services and benefits that can be provided by ArtCenter, they may be used to suggest potential referrals to area service providers beyond the College.

Any student with a professionally verified disability that manifests in an educational limitation meets eligibility guidelines.

### **International Students**

In addition to meeting with the Student Disability Services Coordinator, international students requesting accommodations must meet with the International Student Advisor to discuss immigration issues and to have any medically authorized reduction in course load documented on the student's SEVIS I-20.

### **Access for the Physically Challenged**

ArtCenter complies with all state and federal laws regarding access for persons with disabilities. Ramps and elevators are provided throughout campus. Any student with a disability who encounters difficulty accessing any facility on campus should notify the Student Disability Services Coordinator

at 626.396.2323. The Student Disability Services Coordinator and the Director of Facilities will work together to ensure that no student is denied access to any ArtCenter facility due to a disability.

## **FAQ**

### **What is ArtCenter's philosophy regarding disability support?**

It is ArtCenter's philosophy that otherwise qualified students who have disabilities shall be given reasonable accommodation, including academic adjustment and auxiliary aids where appropriate, to ensure access to Art Center's educational programs.

### **What is the definition of a person with a disability?**

There are two definitions that are used by ArtCenter.

1) A person with a disability is any person who: (a) has a physical or mental impairment which substantially limits one or more major life activities; (b) has a record of such impairments; or (c) is regarded as having such impairment.

2) An otherwise qualified person with a disability is an individual with a disability who meets the academic and technical standards requisite to admission and participation in the college's educational program and activities.

### **What is considered a major life activity?**

Examples of major life activities include caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Other examples of major life activities include sitting, standing, lifting, and mental and emotional processes such as thinking, concentrating, and interacting with others.

### **What is an impairment?**

An impairment is a physiological disorder affecting one or more of a number of body systems or a mental or psychological disorder. The following conditions are not impairments: 1) environmental, cultural, and economic disadvantages, 2) homosexuality and bisexuality, 3) pregnancy, 4) physical characteristics, 5) common personality traits, and 6) normal deviations in height, weight, or strength.

When is an impairment considered to be substantially limiting?

An impairment is substantially limiting if it prohibits or significantly restricts an individual's ability to perform a major life activity as compared to the ability of the average person in the general population to perform the same activity.

### **What is the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act?**

The Americans with Disabilities Act (ADA) and Rehabilitation Act of 1974 are federal civil rights anti-discrimination laws that protect people with disabilities. They give federal civil rights protections to individuals with disabilities. They guarantee equal opportunity for individuals with disabilities in state and local government services, public instructions that received federal aid (including student financial aid), public accommodations, employment, transportation, and telecommunications.

### **What do I do if I have a disability and need accommodations?**

Schedule an appointment with the Student Disability Services Coordinator by calling 626.396.2323 or emailing [cse@artcenter.edu](mailto:cse@artcenter.edu). The Student Disability Services Coordinator will provide needed forms and information about deadlines and documentation during this appointment. Please see the Disability Policy section of the Student Handbook for information on required documentation criterion.

If you have a disability and don't require accommodations, then you do not need to schedule an appointment with the Student Disability Services Coordinator or disclose your disability status.

**When should I contact the student disability services coordinator to request needed accommodations?**

You should contact the Student Disability Services Coordinator as soon as possible after being admitted to Art Center or after being diagnosed with a disability. It is in the best interest of the student to make arrangements with as much lead time as possible, as this will ensure that any accommodations determined can be arranged prior to the beginning of the term or before too much of the term elapses without needed accommodations for academic success.

**Am I required to disclose my disability status to receive accommodations?**

Yes. You are required to disclose your disability status and provide professionally verified documentation to the Student Disability Services Coordinator to receive accommodations. Please see the Disability Policy section of the Student Handbook for information on required documentation, and documentation criterion.

**Are there limitations to disability-related accommodations?**

Yes, there are limitations. Reasonable disability-related accommodations will be provided, given the accommodations requested do not fundamentally alter the nature of the course or program, and the accommodations are not unduly burdensome, either financially or administratively.

**If I receive disability-related accommodations, what will it cost?**

The cost of obtaining the professionally verified documentation and any supplemental assessment documentation shall be borne by the student. All reasonable accommodation granted by the Student Disability Services Coordinator and associated costs will be borne by ArtCenter.

**What are some typical disability-related accommodations?**

Each student and their disability are handled on a case-by-case basis and may not have the same outcome, even if similar disabilities are present. With that said, there are no typical accommodations. Some commonly requested accommodations are: 1) assistance with class locations, physical access assistance, electronic scanner access, extended time on assignments and exams, and note takers. Requested accommodations must be indicated in professionally verified documentation.

**Where can I find the entire ArtCenter disability policy?**

Students will be given a copy of the policy during their initial appointment with the Student Disability Services Coordinator.

**Will my disability and documentation be shared with anyone?**

Student disability status, medical histories, files and documentation are kept confidential, and are only shared with others on a need-to-know basis, and require the student to sign a "release of information" form prior to information sharing. This includes letters provided to faculty members requesting accommodations, which do not disclose the specifics of the student's disability, but rather that the student is covered by law and what accommodations have been granted.

**What do I do if I experience disability-related discrimination or needed accommodations are not provided by faculty or staff?**

Contact the Student Disability Services Coordinator for information on resolutions and the grievance procedures. If requested accommodations are not being provided, the Student Disability Services Coordinator will work with that faculty or staff member to make sure that the granted accommodations are provided.

**What do I do if I'm an international student with a disability?**

Aside from your required meetings with the International Advisor, you will want to meet with the Student Disability Services Coordinator to discuss needed accommodations. Professionally verified documentation from international students needs to be translated into English prior to being given to the Student Disability Services Coordinator, and needs to meet all the same requirements of documentation required of American students. International students should note that not all accommodations received abroad may be granted.

**What do I do if I'm having physical access problems on campus?**

Contact the Student Disability Services Coordinator with the problem, and s/he will work with the Facilities Department, Director of Environmental Safety and come to a resolution regarding the access issue.

**What do I do if I have a temporary disability?**

Contact the Student Disability Services Coordinator for information on required documentation regarding temporary disabilities. You will need to schedule an appointment with the Student Disability Services Coordinator to discuss your documentation and possible accommodations that can be made. Disabilities are considered temporary if they are no longer than 60 days in duration.

**Service/Support Animal Policy**

Pets and other animals are restricted on Art Center's Campus with the exception of service and support animals as defined by the Americans with Disabilities Act (ADA). Individuals who work with service and support animals shall not be excluded from Art Center's facilities or activities.

**Types of Service Animals Permitted on Campus**

These guidelines have been developed with the understanding that most service animals working on the college campus will be dogs. Types of service animals might include:

- Guide Dog: A dog trained to provide mobility assistance for individuals with severe visual impairments or who are blind.
- Hearing Dog: A dog trained to alert deaf or hard of hearing individuals by signaling the occurrence of important sounds (e.g., door bells, smoke alarms).
- Service Dog: A dog trained to assist an individual who has some kind of confirmed mobility or health disability. Types of duties the dog may perform including carrying or fetching objects, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, or alerting other people for additional assistance.

**Types of Support Animals Permitted on Campus**

Support Animals are utilized by individuals with disabilities for support or assistance, but do not meet the ADA criteria for Service Animal. Types of support animals might include emotional support animals or seizure response animals. Support Animals will only be allowed on Art Center's campus on a case-by-case basis, determined by the Disability Services Coordinator in the Center for the Student Experience.

**Responsibilities of Persons with Disabilities Using Service Animals on Campus**

Individuals with disabilities, including regular visitors, who utilize service animals on campus grounds, should complete an Animal Registration Form with the Disability Services Coordinator in the Center for the Student Experience.



Before bringing a support animal onto campus grounds, the requesting individual must submit appropriate documentation. Requests to have a support animal on campus for disability accommodation purposes will be evaluated by the Disability Services Coordinator.

### **Registering a Service Animal on Campus**

Registering a Service Animal on Campus or Requesting a Support Animal on Campus requires:

- Animal Registration Form (obtained through the Disability Services Coordinator)
- Medical documentation from a licensed physician, psychologist, rehabilitation counselor, occupational therapist or other professional health care provider stating their diagnosis of student and opinion regarding the need for a support animal. The cost of obtaining the professional documentation shall be borne by the student.
- Current documentation of animal's health and vaccinations.

Owners are responsible for any damage caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of a service/support animal are the sole responsibility of the owner at all times. Service/Support animals on campus must:

- Meet Legal Requirements: All requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinances must be followed, including but not limited to:
  - For dogs only, a Los Angeles County Animal Services Dog License, updated yearly.
- Be under Control of Owner: The owner must be in full control of the animal at all times. Reasonable behavior is expected from service animals while on campus. If a service dog/support animal, for example, exhibits unacceptable behavior, the owner is expected to employ appropriate training techniques to correct the situation.
- Adhere to Cleanup Rule: The owner must follow local clean-up ordinances when the animal defecates or urinates or creates any other kind of mess. Individuals with disabilities who physically cannot clean up after their own service animal may not be required to pick up and dispose of animal waste.

### **Areas Off-Limits to Service and Support Animals**

The college must allow a service animal to accompany the individual with a disability at all times and everywhere on campus except where service/support animals are specifically prohibited.

The following areas are generally off limits to service and support animals:

Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service/support animals. The machinery and/or chemicals in these rooms may be harmful to animals.

Areas Where Protective Clothing is Necessary: Any room where protective gear or clothing is worn is off-limits to service/support animals. Examples impacting students include but are not limited to all shops and rooms with equipment including the metal shops, wood shops and machine shops, and spray booths.

Areas Where There is a Danger to the Service Animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g. molten metal or glass); where there is a high level of dust;

where there are harmful chemicals or materials; or where there is moving machinery is off-limits to service/support animals.

Food Service Areas: The Cafeteria where food is prepared and served to others will be off limits to service/support animals. Service animals fulfilling specific tasks for an owner may be permitted in strictly limited capacities in the areas where food is purchased before consumption.

### **Removal/Relocation of Service and Support Animals**

Service and Support Animals may be ordered removed by campus security or an animal control officer for the following reasons:

Disruption: An owner may be directed to remove an animal that is unruly or disruptive (e.g., barking, running around, bringing attention to itself, jumping up on people). If the improper behavior happens repeatedly, the owner may be prohibited from bringing the animal into any of the college's facilities until the owner can successfully demonstrate having taken significant steps to mitigate the behavior and control future behavior. Any animal that exhibits aggressive or unsafe behavior may be prohibited from College facilities.

Ill health: Animals who are ill should not be taken into public areas. An owner with an ill animal may be asked to leave college facilities.

Uncleanliness: Owners must ensure that their animals are kept clean and well groomed. Owners with animals that are excessively unclean (e.g., flea-infested, foul-smelling and/or shedding excessively) may be asked to leave college facilities.

## **RE-ENTRY AND READMISSION**

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Students who have been away from ArtCenter for less than two years may apply for re-entry through Enrollment Services. Students who have been away from ArtCenter for two years or more must complete the readmission process.

### **Re-entry**

Students who have been away from ArtCenter for less than two years may apply for re-entry through Enrollment Services; students who have been suspended for financial, disciplinary or academic reasons or who have had a break in the consecutive enrollment policy may request re-entry.

Students who have been on an approved Leave of Absence are not required to request re-entry.

Applications for re-entry and instructions for completing the process are available from Enrollment Services.

Those who left with a GPA below 2.50 will be required to submit a portfolio of former and current work for review by the department; transcripts of college-level coursework taken elsewhere, demonstrating strong academic performance; supplementary statements and supporting documents from any part-time or full-time employment. Please consult the Re-entry Form for more information.

Students must clear all holds/restrictions on their account before returning to ArtCenter. Students who have been suspended for academic reasons will not be admitted until the period of suspension has been completed.

Students will receive written notification of the decision on their request for re-entry.

Applications for re-entry will be considered on an as-room-is-available basis. Students wishing to return to either a regular term or an ArtCenter Lite term must submit all re-entry materials by the Friday of Week 14 of the term prior to their desired enrollment.

Contact Enrollment Services at 626 396-2316 if you have questions about the re-entry process.

## **Readmission**

Students who have not enrolled at ArtCenter for two or more years, due to any reason, must seek readmission through the Office of Admission.

Students interested in seeking readmission to ArtCenter should submit the Application for Readmission (available by emailing [admissions@artcenter.edu](mailto:admissions@artcenter.edu) or calling 626 396-2373) and \$50 application fee to the Admissions Office along with a portfolio of work from prior classes at ArtCenter and any work completed since the student's last enrollment.

Applicants for readmission should also submit transcripts from any colleges attended after leaving ArtCenter. Applicants whose GPA was below 2.50 at the time of leaving should submit a statement concerning their past experiences at ArtCenter, how time was spent since their departure from ArtCenter, and an explanation of why they feel they would benefit by returning to the program. Please consult the Readmission Form for more information.

The decision on readmission will be based on the portfolio, prior academic record, statements concerning desire to return and any relevant evaluation of issues such as prior conduct.

Students will receive written notification of the decision on their application.

Students must clear all holds/restrictions on their account before returning to ArtCenter. Readmitted students are subject to the curriculum, policies, deadlines and other requirements in effect at the time of return.

Applications for readmission will be considered on an as-room-is-available basis. After readmission, students wishing to return on an ArtCenter Lite term must submit their request for a lite term by Friday of Week 1 of the term of their desired enrollment.

If the student is readmitted, the tuition deposit must be submitted to the Admissions Office no later than Monday of Break Week 1, prior to the start of the new term. Students are not assured a space unless they have received written confirmation that the deposit has been received and a space is being held.

Please contact the Admissions Office at 626 396-2373 if you have questions about the readmission process.

## **Advisement and Registration after Re-entry or Readmission**

Students who have secured a space through the re-entry or readmission process should contact their major departments for appropriate advisement and guidance on suitable courses for the upcoming term.

Returning to ArtCenter does not guarantee a space in desired courses; students will need to register online and enroll in classes with available spaces in the same manner as all other students.

In addition, returning students will be required to enroll in a minimum of 12 units to maintain full-time status unless a request for ArtCenter Lite form was filed by the Friday before classes begin.

# STUDENT ACADEMIC POLICY APPEALS PROCESS

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## Appeals

The purpose of the Student Academic Policy Appeals Process is to hear student petitions for an exception to specific student academic policies. Under most conditions, the appeals that will be heard are for circumstances when deadlines for turning in forms are not met by a student. Policies that can be appealed are:

- Leave of Absence
- ArtCenter Lite Term
- Incomplete Grade
- Independent Study
- Course Withdrawal
- Grade Change Deadline

Other academic policy appeals can be heard if deemed appropriate by the Petitions Committee. The Committee will not hear appeals for instructional and grading decisions made by course instructors. Specific complaints and concerns regarding grading should be addressed by the student to the instructor and/or appropriate academic department

## Committee Membership

The Student Academic Policy Petitions Committee will be constituted as a sub-committee of the Student Academic Policy Committee. The Student Academic Policy Petitions Committee will serve as the appeals hearing board. Appeals hearings will be facilitated by one of the two Committee co-chairs. The Director of Enrollment Services and Registrar or designee will be responsible for presenting the appeals, following up with a decision letter, and ensuring that documentation is led in the student le as well as in the Committee records.

## Appeal Procedure

Students are required to complete the Petition for Exception to Academic Policy. Petitions are to be submitted to the Director of Enrollment Services and Registrar in the Enrollment Services office. The petition form is available from Enrollment Services. Students must attach supporting documentation to their petitions. Only written petitions will be accepted. The Committee will not hear oral appeals from students.

## Notice of Results

All responses to appeal petitions will be issued in writing to the petitioner by the appointed chair. Responses will be mailed to the address on le with ArtCenter. A copy of the response letter will be kept in the Committee records and the student le. Any decision rendered by the Committee will be final. In the event that the Committee is unable to meet in a timely manner to hear the appeal, the Associate Provost for Student Affairs/Dean of Students reserves the right to hear the appeal.

# STUDENT CODE OF CONDUCT

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Members of the ArtCenter community have a collective responsibility to maintain a productive education environment and the well-being of the community as a whole. It is through shared values of respect, social responsibility, integrity and honesty that this is achieved. Each individual is responsible for his or her own conduct as well as for holding others accountable as stewards of the College's values. It is the intention of the Student Code of Conduct to make clear the expectations of behavior by students that are essential to ArtCenter's educational mission and its community life.

All students are provided with a copy of the Student Handbook at new student orientation or through [inside.artcenter.edu](http://inside.artcenter.edu). Students are responsible for reading and abiding by the Student Code of Conduct.

Disciplinary proceedings conducted pursuant to this Code of Conduct are intended to be informal, fair and expeditious. The process is intended to correct and educate students who engage in unacceptable behaviors and provide guidance on ethical decision-making to become a productive member of the community.

All students are expected to comply with all laws and to respect the rights and privileges of all other members of the ArtCenter community and its neighbors. Except as expressly adopted by this Code, the procedures of criminal and civil courts shall not govern disciplinary proceedings. In such proceedings, formal rules of evidence shall not be applicable.

The Student Code of Conduct applies to students' behaviors both on and off campus if it is determined that a behavior affects another member of the community's safety, well-being, or learning environment. This can also apply to behavior that occurs through social media or other public online media.

A student can be charged with a conduct violation while on a leave of absence or graduated if it substantially disrupts the campus environment.

## Definitions

1. "ArtCenter" and "College" mean ArtCenter College of Design.
2. "Advisor" means any current student, faculty or staff member. Off-campus individuals, parents or those who have no affiliation with the College cannot serve as advisors. Current faculty or staff cannot serve as advisors to their own children. The advisor may not be separately compensated for his or her time and, in most instances, cannot be a licensed attorney.
3. "Aggravated assault" means a violation that results in, or could reasonably result in, significant damage to persons or property or that otherwise poses a substantial threat to the stability and continuance of normal College life or College-sponsored activities.
4. "Distribution" means sale or exchange for personal profit.
5. "Complainant" means the party who makes the complaint.
6. "Group" means a number of persons who are associated with each other and who have not complied with College requirements for registration as an organization.
7. "Organization" means a number of persons who have complied with ArtCenter requirements for registration.
8. "Preponderance of evidence" means such evidence that, when weighed with that opposed to it, has more convincing force and the greater probability of truth.
9. "Reckless" means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property, or that would otherwise be likely to result in interference with normal College or College-sponsored activities.

10. "Student" includes all persons taking courses or enrolled to take courses in the future at the College, both full- and part-time, pursuing undergraduate, graduate or Public Programs; those who, though not officially registered for classes during a given term, have a continuing relationship with the College as a result of being on a College-sanctioned Leave of Absence, internship or study away program; or those who withdraw during a disciplinary proceeding.
11. "ArtCenter community" means students, staff and faculty of the College, as well as contracted personnel.
12. "College premises" means buildings or grounds owned, leased, operated, controlled or supervised by ArtCenter.
13. "College-sponsored activity" means any activity on or off campus, which is initiated, aided, authorized or supervised by ArtCenter or an ArtCenter group/organization.
14. "Weapon" means any object or substance designed to inflict a wound, cause injury or incapacitate, including, but not limited to, all firearms, chukka sticks, explosives, pellet guns, switchblade knives, knives with blades two or more inches in length and chemicals such as mace or tear gas.

## **Prohibited Conduct**

Prohibited conduct includes but is not limited to the following:

1. Violation of the Academic and Creative Integrity Policy.
2. Violations of federal, state and local laws. A criminal conviction is not necessary for a student to be subject to discipline under the Code of Conduct.
3. Violations of ArtCenter College-wide policies, including but not limited to, the Alcohol and Illegal Drugs Policy. Please note, allegations regarding Gender Equity and Sexual Misconduct are governed by Title IX and are adjudicated pursuant to the College's Title IX policy.
4. Submission of false, incomplete, or misleading information, material, or documentation in connections with an Admission Application.
5. Intentionally or recklessly causing physical or psychological harm to any ArtCenter community member, to yourself, or to any person on College premises or at College activities either on or off campus, or causing reasonable apprehension of such harm. This includes, without limitation: email, social media, texts, telephone, social, racial harassment or assault; verbal or written threats; stalking; intimidation; and verbal and physical abuse or harassment.
6. Intentionally or recklessly interfering with normal College or College-sponsored activities, including but not limited to studying; teaching; research; College administration; judicial proceedings; or fire, police or emergency services.
7. Failure to comply with the directions of College officials acting in performance of their duties, including but not limited to staff, faculty and Campus Security officers. This includes verbally threatening, abusing or harassing any of the above in the performance of his or her duties.
8. Intentionally or recklessly destroying, defacing or damaging College property or the property of others on College premises or at College-sponsored activities.
9. Intentionally and substantially interfering with the freedom of expression of others on College premises or at College-sponsored activities.
10. Intentionally furnishing false information to any designated College official and to the College or failure to provide valid ArtCenter photo identification when requested by a College official.
11. Intentionally initiating, or causing to be initiated, any false report, warning or threat at College sponsored activities.
12. Theft of property or services on College premises or at College-sponsored activities, or knowingly possessing stolen property.
13. Unauthorized use, possession or distribution of alcohol on College premises. Refer to the Alcohol and Illegal Drugs Policy for more information.

14. Use, possession or actions under the influence of any controlled substance, alcohol, illegal drug or drug-related materials.
15. Unauthorized distribution or possession for purposes of distribution of any controlled substance, illegal drug or paraphernalia.
16. Engaging in disorderly conduct, public intoxication or lewd, indecent or obscene behavior either in any College on-campus facility or at a College-sponsored activity located at non-College owned property.
17. Violation of the Weapons Policy. Unauthorized use, possession or storage of any weapon on College premises or at College-sponsored activities.
18. Intentionally or recklessly misusing, disabling, tampering with or damaging College re safety equipment, doors and signs.
19. Unauthorized use or possession of reworks and/or other incendiary materials on College premises or at College-sponsored activities.
20. Unauthorized use, forgery or unauthorized alteration of any College document or instrument of identification.
21. Unauthorized presence in or use of College premises, facilities or property.
22. Violation of the Appropriate Use Policy for Information Technology. Any behavior that disrupts or causes disruption of College computer services; damages, alters or destroys College data or records; or adversely affects College computer software, programs, systems or networks. This may include the intentional introduction of any computer contaminant into the College's computer system.
23. The use of College data, computer systems or networks to devise or execute any scheme to defraud, deceive, or extort or wrongfully obtain money, property or data. Unauthorized use of College computer files or unauthorized access to College restricted network systems or computer files.
24. Excessive or repeated traffic and/or parking violations. Reckless driving of a four- or two-wheel vehicle on campus or on non-College owned property, or the abuse of campus parking rules and regulations.
25. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

### **Student Conduct Meetings**

The purpose of student conduct meetings is to review allegations and evidence of Student Code of Conduct violations and, accordingly, for College-designated officials to make a decision as to whether it was more than likely that the violation occurred. Meetings are required to ensure that students are offered due process in the review of the case

1. The Assistant Dean of Students has been designated as the College's Student Conduct Officer to hear all matters relating to allegations that a student has engaged in prohibited conduct. If the Assistant Dean of Students is not available, the Associate Provost for Student Affairs/Dean of Students may appoint an alternate individual to review any such matters. Such alternate shall have all the powers and responsibilities of the Student Conduct Officer. The primary role of the Student Conduct Officer is to adjudicate evidence of a Student Code of Conduct violation that has been presented. When necessary, the Officer may seek out additional evidence if, as a result of the adjudication, it is made clear that such evidence exists and it can be made readily available.
2. The Assistant Dean of Students may conduct an investigation to determine if there is sufficient evidence to support the allegations. If there is sufficient evidence to support charging the student with a violation of the Student Code of Conduct, the student will be notified in writing. Most cases will be resolved through a student conduct meeting held between the student and the Assistant Dean of Students. The Assistant Dean of Students shall, at his or her sole discretion, determine whether there was sufficient evidence that the student engaged in prohibited conduct as outlined in this Code and what sanctions should be applied. Such disposition shall be final and there shall be no subsequent proceedings.

## Procedures for Cases Brought Before a Hearing Board

There may be circumstances in which the Assistant Dean of Students may ask for a case to be heard through the Hearing Board. A Hearing Board may be asked to review a case if it is determined, at the sole discretion of Assistant Dean of Students, that the complexity or significance of the allegations or evidence requires the adjudication by multiple individuals to ensure a fair outcome.

1. The student shall be notified in writing (which may be delivered by email) of the allegations and the date, time and location of the hearing, and composition of the Hearing Board.
2. The Hearing Board shall comprise at least two faculty or staff members (not including the Assistant Dean of Students) and one student and shall be convened by the Assistant Dean of Students. Quorum must be met for the hearing to take place. Quorum shall be defined as at least one faculty or staff member and one student.
3. The responding party shall have the right to challenge any member of the Hearing Board on the basis of bias by delivering such challenge to the Assistant Dean of Students in writing, setting forth with specificity the nature of the alleged bias within one business day after receipt of the notice of the time and date when the Hearing Board will consider the case. The Assistant Dean of Students may appoint a replacement member after reviewing the written challenge.
4. The Assistant Dean of Students may appoint at their sole discretion a replacement member for a member who becomes unavailable.
5. Students who do not respond to the request for a student conduct meeting with the Assistant Dean of Students or by the Hearing Board shall have their cases determined in absentia. Failure to appear will not constitute grounds for appeal; evidence introduced after a decision on the case has already been made will not constitute new information merely because the charged student was absent.
6. At the hearing, the Assistant Dean of Students shall specify the nature of the alleged misconduct, including the time, date and place where such conduct is alleged to have occurred. A student shall have the opportunity to respond to the evidence against him or her. The Assistant Dean of Students shall preside over the hearing.
7. Hearings are private. However, the responding party and any student who has alleged the prohibited conduct shall each be entitled to bring an advisor to the hearing to help support and guide the student during the hearing. In cases where the alleged violation may also be violations of the law, the student may request to bring an attorney as their advisor. However, the advisor's role is not to represent the student or to question any witnesses in the hearing. The responding party and any student who has alleged the prohibited conduct are responsible for presenting their own information, and therefore advisors are not permitted to speak or to participate directly in any hearing, unless otherwise determined by the Assistant Dean of Students.
8. The responding party and any student who has alleged the prohibited conduct shall each be entitled to bring witnesses to present pertinent information to the Hearing Board. The Hearing Board shall call such additional witnesses as it deems appropriate. Witnesses shall be asked to affirm that their testimony is truthful. Witnesses and prospective witnesses, other than the responding party, may, at the discretion of the Assistant Dean of Students and upon the advisement of the Hearing Board, be excluded from the hearing at any time except when they are providing testimony. Witnesses will provide information to and answer questions from the Hearing Board. Questions may be suggested to the Hearing Board by the responding party and any student who has alleged the prohibited conduct, but shall not be asked by them of the witnesses directly. The Assistant Dean of Students may, at his or her sole discretion and upon the advisement of the Hearing Board, determine to adjourn the meeting and reconvene should the Hearing Board believe that witnesses not present should be heard.



9. The Assistant Dean of Students shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. Any person, including an advisor, a responding party or a student who has alleged the prohibited conduct, who disrupts a hearing or who fails to adhere to the rulings of the Assistant Dean of Students may be excluded from the proceedings.
10. The Hearing Board may accommodate concerns for the personal safety, well-being and/or fears of confrontation by a responding party, any student who has alleged the prohibited conduct, and/ or any witness, by permitting participation in the hearing by telephone, video call, videotape, audio tape, written statement or other means, which are determined, at the sole discretion of the Assistant Dean of Students and upon advisement of the Hearing Board, to be appropriate.
11. After the hearing, the Hearing Board shall make a determination of whether it is more likely than not that the responding party has engaged in prohibited conduct and, if so, the sanctions to be imposed, and shall advise the responding party in writing of the determination and any sanctions. Such sanctions may not be modified except in writing by the Associate Provost for Student Affairs/ Dean of Students, after a successful appeal or by the Hearing Board in the event of discovering an error in testimony or evidence. When warranted and agreed upon by the Hearing Board, cases may be re-opened to hear new testimony or evidence.

## Appeals

A student may appeal a determination by the Assistant Dean of Students or Hearing Board based upon any of the following:

1. The sanction is grossly disproportionate to the offense.
2. The procedures provided for in this Code were not followed, directly resulting in significant prejudice to the student.
3. New relevant evidence is available which, in the exercise of reasonable diligence, could not have been produced at the time of the hearing.
4. The decision is not supported by evidence.

All requests for appeals must be in writing, setting forth with specificity the basis on which the appeal is made. Appeals must be delivered to the Associate Provost for Student Affairs/Dean of Students, with a copy to the Assistant Dean of Students, within five business days of the date the student receives the written determination of the sanction from the Assistant Dean of Students.

The Associate Provost for Student Affairs/Dean of Students will review the Assistant Dean of Student's summary of the testimony, findings of fact, decision and the recommended sanction, the student's disciplinary history and the written statement of the student.

The Associate Provost for Student Affairs/Dean of Students may request either the Assistant Dean of Students or the student to submit, in writing, additional information. He or she may also ask the student and/or the Assistant Dean of Students to clarify testimony from the hearing.

The Associate Provost for Student Affairs/Dean of Students will affirm, reduce or increase the sanctions and notify the student in writing.

## Interim Suspensions

In certain circumstances, the Assistant Dean of Students or Associate Provost for Student Affairs/Dean of Students may impose a suspension prior to a hearing.

Such an interim suspension may be imposed only:

1. To ensure the safety and well-being of members of the ArtCenter community or the preservation of ArtCenter property;
2. To ensure the student's own physical or emotional safety; or
3. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

During the interim suspension, the student may be denied access to the campus (including classes) and/or other activities and privileges for which the student might otherwise be eligible, as the Assistant Dean of Students may determine to be necessary or appropriate. The interim suspension does not replace the regular process, which shall proceed expeditiously.

### **Burden of Proof**

A determination by the Assistant Dean of Students, the Hearing Board and the Associate Provost for Student Affairs/Dean of Students (in the case of an appeal) shall be made on the basis of whether it is more likely than not that the student engaged in prohibited behavior.

### **Focus of the Proceedings**

The focus of the inquiry in disciplinary proceedings shall be to determine if the individual is responsible or not responsible for violation of the disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding.

### **Formal Notice**

The College will communicate to all students in writing via U.S. mail and/or Inside Mail. It is the student's responsibility to ensure that the College has the most current and accurate contact information for the student. Students will be held accountable for retrieving their mail and/or email in a timely manner. Failure to do so is not an acceptable excuse for delaying the judicial process. Formal notice may also be delivered in person by College staff.

### **Inherent Authority**

ArtCenter reserves the right to take necessary and appropriate action to protect the safety and wellbeing of the campus community. The College also reserves the right to take necessary and appropriate action as a result of student incidents off campus that may adversely affect the well-being of the ArtCenter community and/or the mission of the College.

### **Interpretations of Regulations**

Disciplinary regulations at ArtCenter are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

### **Student Groups and Organizations**

Student groups and organizations may be charged with the violation of any section of the Code or violation of any policies and procedures included in the Student Handbook. A student group or organization and its officers may be held collectively or individually responsible for violations of this Code when those associated with the group or organization have received the tacit or overt consent or encouragement of the group or organization, or of its leaders, officers or spokespersons. The officers, leaders or any identifiable spokesperson(s) for a student group or organization may be directed by the Assistant Dean of Students or a designee to take appropriate action designed to prevent or end violations of this Code by the group or organization. Sanctions for group or organization misconduct may include, among other things, revocation or denial of registration.

## Violations of Law and Disciplinary Regulations

Students may be accountable to both criminal and civil authorities and to ArtCenter for acts that constitute violations of law and of this Code. Disciplinary action at the College will normally proceed despite any pending criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

## Sanctions

One or more of the following sanctions may be imposed for violations of disciplinary regulations. Violations in the Prohibited Conduct section of this Code may result in dismissal or suspension from the College, unless specific and significant mitigating factors are present. Factors to be considered in mitigation shall be: severity of the violation; the present demeanor and past disciplinary record of the offender; the nature of the offense; and the severity of any damage, injury or harm resulting from such offense.

1. **Dismissal from The College**  
Permanent separation of the student from the College. Notification will appear in the student's permanent file. The student may also be permanently barred from College premises.
2. **Suspension from The College**  
The student may be prohibited from participating in any College-sponsored activity and may be barred from College premises for the period of suspension.
3. **Disciplinary Probation**  
The student may be restricted from participating in future student and College activities. This includes, but is not limited to, involvement in student organizations and employment on campus. Additionally, the student is given written and verbal notice that any further infractions of College policies may result in possible suspension or dismissal from the College.
4. **Ineligibility for Graduation**  
A graduating student involved with policy violations prior to graduation may be prevented from graduating, participating in graduation activities and ceremonies, or receiving a diploma until the case has been adjudicated and sanctions completed.
5. **Restitution**  
The student is required to make payment to the College or to other persons, groups or organizations for damages incurred as a result of a violation of this Code. Restitution must be made within 30 days, unless otherwise negotiated with the Student Conduct Officer, and can be applied to the student's account.
6. **Community Service/Educational Project**  
Community work, work on campus, research projects or other appropriate learning experiences may also be assigned. Such assignments must be approved by the Assistant Dean of Students.
7. **Restriction**  
The student may be restricted from specific areas of campus.
8. **Disciplinary Warning**  
The student is given verbal or written warning that future misconduct may result in more severe disciplinary action.
9. **Other Sanctions**  
The Assistant Dean of Students and/or the Associate Provost for Student Affairs/Dean of Students retains the right to impose additional sanctions after review of the proceedings of the hearing and supporting evidence.

## Disciplinary Files and Records

1. Case referrals may result in the development of a disciplinary file in the name of the student. These files are maintained by the Assistant Dean of Students.
2. These records are covered by the Family Educational Records Privacy Act (FERPA). When students sign a release offered by prospective employers, graduate schools or other parties, this release provides these parties access to student disciplinary files.

# GRIEVANCE PROCEDURE FOR STUDENTS

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ArtCenter strives to be in compliance with College policies and all applicable federal, state and local laws. If any student or applicant believes that the College or members of its community may have acted in violation of its policies or may have failed to comply with applicable legal requirements, he or she is encouraged to file a grievance with the College. It is the goal of the College to handle all grievances in a lawful, fair, consistent and confidential manner via informal resolution. However, provisions for formal resolution are also available, if necessary. The grievance procedures outlined here are not intended for use by students to challenge grades issued for courses; these issues should be addressed through the Department Chair of the class in question. Unless otherwise specified, grievances will be handled as described below.

## Civil Rights and Other Violations

Sexual harassment (including sexual violence) should be reported to the Title IX Coordinator (626 396-2340) and undergo special reporting and investigation procedures. All other civil rights violations, College policy violations, and Student Code of Conduct violations should be reported to the Associate Dean of Students (626 396-2323).

## Unfair Treatment

Students who believe they have been mistreated or treated unfairly by other students, staff or faculty may file a grievance with the Associate Dean of Students.

## Non-Retaliation for reporting Misconduct

No student or employee will be discriminated against or retaliated against for reporting what he or she, in good faith, believes to constitute a violation of any College policy or legal requirements.

## Reporting Procedure

Students must file the grievance in writing. Include what allegedly happened, when and where it occurred, name the parties involved (if known), and what policy or regulation was violated (if any).

Grievances should be submitted within 90 days from when the alleged incident occurred, or within 90 days after the complainant may have known about the alleged incident or violation. If there is reasonable cause, the Associate Dean of Students may extend the time limitation for up

to 365 days from the alleged incident. Civil rights violations may be reported within the time limitation imposed by statute.

### **Informal Grievance Procedure**

1. Upon receiving a complaint or grievance, the Associate Dean of Students will serve as conciliator. If the grievance is against the Associate Dean of Students, the Associate Provost for Student Affairs/ Dean of Students will appoint an alternate conciliator. The conciliator will assist the student in resolving the problem informally.
2. The conciliator shall refer the student to the appropriate person(s) at ArtCenter to try to work out the problem in an informal way. If appropriate, the conciliator will also initiate contact with any other party involved to try to resolve the grievance. The conciliator will keep the student informed of developments during these preliminary stages. If involvement to resolve the grievance is requested from other departments or individuals at ArtCenter, the conciliator will request written updates or responses from those parties within 21 business days of when the grievance was filed by the student. These reports will be shared with the student.
3. If the student is satisfied with the results of the informal efforts at resolution, the conciliator will close the case. If the student is not satisfied with the results, he or she has the option to file a formal, written request to be heard by the Grievance Committee. The request must be filed no later than seven business days after the student has received the written outcome of informal mediation.

### **Formal Grievance Procedure**

If the result of the informal grievance process is not satisfactory to the student or appropriate due to the nature of the grievance, he or she may request that the case be heard by the Grievance Committee through filing a written notice of appeal to the conciliator. This request must be made within seven business days of receiving the conciliator's written report on the outcome of the informal resolution. The conciliator will promptly submit the student's request and all other relevant written documents to the Chair of the Committee.

1. The Chair of the Committee (Chair) shall distribute copies to each member of the Committee.
2. A hearing before the Grievance Committee is required in all circumstances where the grievance is not resolved informally. Testimonial and/or documentary evidence is required to be taken at the hearing. The determination of facts is vested solely with the Grievance Committee.
3. A student's waiver or failure to take advantage of any important right (such as the right to be present and participate in a hearing) under the grievance procedures shall be documented.
4. The Committee will hold a hearing at a time agreeable to the student in a timely manner, but no later than 10 business days after the Committee receives the notice of appeal.
5. The Committee shall hear testimonial and/or documentary evidence. The determination of facts is vested solely with the Grievance Committee.
6. The student is permitted to present information and relevant documents to the Committee. The Chair shall rule on the method and length of the presentation.
7. The student may request the presence of a fellow student or College faculty or staff member (who is not an attorney or an officer of the College) to assist the student in the presentation of the grievance.
8. The Chair may request to hear testimony from other individuals who may have relevant information to provide to the student's case or may have been named in the

- grievance by the student. The student shall be notified in writing of any such individuals who have been invited to testify.
9. The student filing the grievance has the right to hear all information presented verbally to the Committee and to receive a copy of all relevant documents considered by the Committee.
  10. The student may request that the Chair call other persons to present information or call for other relevant papers and documents. Such requests will be granted if the Chair believes that the presentation of additional witnesses or documents will not unnecessarily prolong the hearing or pose an undue burden.
  11. The student is encouraged to submit written questions to the Committee on information presented by others who have testified and on documents considered by the Committee. The student may also ask questions verbally, when authorized by the Chair. The Chair will control the extent and manner of questioning.
  12. The student is entitled to submit a written statement or report on the Committee proceedings for inclusion in the case file.
  13. The Committee shall make a determination based on a review of the evidence presented, and the testimony of the student and others who were called before the Committee during the proceedings.
  14. The Chair shall communicate findings to the student within five business days of the conclusion of the hearing, unless otherwise specified in writing. This determination is final and may not be appealed.

### **Grievance Committee Membership and Responsibilities**

Depending on the circumstances of the grievance, the Grievance Committee may consist of the Provost, the Associate Provost for Faculty Affairs, the Associate Provost for Student Affairs/Dean of Students and a student appointed by the ArtCenter Student Government President. The Vice President of Human Resources shall serve as a non-voting advisory member.

No member may serve on a case in which he or she was in any way personally involved. Members shall excuse themselves if there is a conflict of interest between themselves and either of the parties.

The student is entitled to challenge one or more members of the Committee with respect to impartiality. The Chair will rule on such challenges.

Members who are removed, disqualified or unable to serve will be replaced by a member of the staff or faculty, as appointed by the Chair. No member of the Committee shall be removed or replaced once Committee proceedings have begun, except under unusual circumstances. The Chair will rule in such matters.

All proceedings of the Committee shall be conducted in private and kept confidential. State and federal laws govern the privacy rights of students and employees. Any questions about the disclosure of information shall be directed to the Committee in writing. Committee members, and all involved, will be required to sign a confidentiality statement.

Unless the Committee decides otherwise, no tape recordings or detailed transcripts will be made of Committee meetings. However, a brief summary will be made for the record, and all documents provided during the hearing will be kept by the Chair.

## California State Reporting Option

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at:

2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: 916 431-6924  
Fax: 916 263-1897  
Website: [bppe.ca.gov](http://bppe.ca.gov)

# EQUAL OPPORTUNITY

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## Nondiscrimination Policy

ArtCenter College of Design is committed to equal opportunity and does not discriminate against currently enrolled students, applicants and employees on the basis of race, color, ancestry, national origin, citizenship, religious creed, age, physical or mental disability, medical condition, genetic characteristic, pregnancy, marital status, veteran status, sex, sexual orientation, gender identity, transgender identity or any other characteristic protected by applicable state or federal law. Any such discrimination is unlawful and violates Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

- Incidents of discrimination, harassment and retaliation (DHR), other than sex and gender, involving staff should be reported to Lisa Sanchez, the vice president of Human Resources, at [vphr@artcenter.edu](mailto:vphr@artcenter.edu).
- Students with DHR complaints, other than sex and gender, about other students should make a report to Jessica Krause, our associate director for student equity and deputy Title IX coordinator in the Center for the Student Experience, at [jessica.krause@artcenter.edu](mailto:jessica.krause@artcenter.edu).
- Incidents of DHR, other than sex and gender, involving faculty should be reported to Ted Young, the dean of Faculty Affairs, at [ted.young@artcenter.edu](mailto:ted.young@artcenter.edu).
- For incidents involving sex and/or gender, see reporting information under Sexual Misconduct and Title IX and contact Director of Title IX Compliance and Programs Brittany Raygoza, [Brittany.raygoza@artcenter.edu](mailto:Brittany.raygoza@artcenter.edu) or 626-396-2340.

## Access for the Physically Challenged

ArtCenter complies with all state and federal laws regarding access for persons with disabilities. Ramps and elevators are provided as necessary throughout campus. Any disabled student who encounters difficulty accessing any facility on campus should notify the Student Disability Services Coordinator in the Center for the Student Experience at 626 396-2396. The Student Disability Services Coordinator and the Director of Facilities will work together to ensure that no student is denied access to any ArtCenter facility because of the student's disability.

## Sexual Misconduct and Title IX

ArtCenter does not discriminate on the basis of sex in its education programs and activities as required by Title IX, including in its admission and employment practices. Inquiries about the

application of Title IX at ArtCenter may be referred to ArtCenter's Title IX Coordinator and/or to the Assistant Secretary for Civil Rights at the U.S. Department of Education.

Any person may report sex discrimination, sexual harassment, or other sexual misconduct to ArtCenter's Title IX Coordinator, regardless of whether or not the person is the recipient of the alleged behavior. Such reports may be made at any time, including outside of business hours, using the following contact information:

Brittany Raygoza  
Director of Title IX Compliance and Programs  
[Brittany.raygoza@artcenter.edu](mailto:Brittany.raygoza@artcenter.edu)  
626-396-2340

ArtCenter has adopted and published grievance procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX. Detailed information about the College's grievance procedures, including how to report or file a complaint of sex-based discrimination or harassment and how the College will respond, can be found in the College's Sexual Misconduct Policy at [artcenter.edu/title-ix](http://artcenter.edu/title-ix).

# ACADEMIC AND CREATIVE INTEGRITY POLICY

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Academic and creative integrity is essential to personal and educational growth of students, which all members of the ArtCenter community are expected to uphold. This value maintains the standards of excellence of the College and creates a meaningful learning environment. Academic misconduct is a violation of the Policy that creates an unfair or unearned academic advantage to a student. This Policy is intended to assist students in understanding the academic and creative expectations of the ArtCenter community and what would constitute a violation of the Student Code of Conduct.

## **A. Matters Constituting Academic Misconduct**

The following constitutes academic misconduct:

### **Plagiarism**

Using another person's language or idea without proper acknowledgment. When using the exact words of another in the presentation of written material, those words must be placed in quotation marks, with attribution to the original source, including proper citation of the source. Referencing or appropriating ideas may be part of an assignment, but it is always the student's responsibility to properly acknowledge the source of the original material.

### **Creative dishonesty**

Using another person's words, ideas, or images, borrowed or stolen, in whole or in part, without appropriate permission and acknowledgment. Artists and designers commonly draw on others' works, such as for reference or inspiration or a conceptual use of an appropriated image. This type of exploration is encouraged and expected; however there is an important distinction between drawing inspiration from a piece and copying it, which may vary by discipline. Within



individual departments and classes, while students are ultimately responsible for the creative integrity of their work, chairs and faculty should make efforts to clarify what practices do and do not constitute creative dishonesty.

#### **Submission of the same work**

Submission of the same work in two courses without explicit permission. Presenting all or part of work done from one course or independent study to another ArtCenter course requires permission of the instructor in the current course.

#### **Unauthorized collaboration**

In many course activities collaboration is permitted and encouraged. Course syllabi and in-class instructions will usually identify situations where collaboration on assignments is allowed. The student shares responsibility for ascertaining whether collaboration is approved by seeking clarification from the instructor.

#### **Cheating**

This is a very broad category encompassing a variety of forms of misrepresentation and fraud. Cheating includes accepting or giving aid to another during a written exam or for a written report unless authorized by the instructor, or accepting or giving aid to another for an individual studio project unless authorized by the instructor.

#### **Misrepresentation of experience or ability**

This includes providing false information concerning academic and creative achievement or background. For example: falsely reporting the substance of an internship or omitting transcripts or other academic information on the application for admission.

#### **Falsification of records**

This includes any attempt to change grades or written records pertaining to assessment of a student's academic and creative achievement; influencing, or attempting to influence, any College official, faculty member or employee responsible for processing grades, evaluating students or maintaining academic records through the use of bribery, threats, or any other means of coercion in order to affect a student's grade or evaluation; and alteration or misuse of College documents pertaining to academic records by means of computer resources or other equipment.

#### **Sabotage**

Destruction or deliberate inhibition of progress of another student's work related to a course is prohibited. This includes the destruction of shared resources such as library materials, lab materials, and computer software or hardware.

#### **Complicity**

Complicity concerning any of the above. Any act that assists academic or creative dishonesty is itself a violation of the Academic and Creative Integrity Policy.

### **B. Statement of Academic and Creative Integrity Policy**

A statement on academic and creative integrity is outlined in each course syllabus. This statement identifies the responsibility of students to demonstrate integrity in all academic endeavors used in the work submitted for grading in each course. This statement is a contract that the student enters into by enrolling in the course.

### **C. Academic and Creative Integrity Review Committee**

The Academic and Creative Integrity Review Committee (“Committee”) should be notified of all suspected violations of the Policy. The Committee will consist of the College designated conduct officer, faculty representatives from Humanities and Sciences and the studio departments, and a student representative. The Committee will appoint a member to chair the Committee each year. The Committee will review all cases to make recommendations of the academic sanctions to the reporting faculty member and department chair, determine disciplinary sanctions and provide guidance for consistent policy implementation.

### **D. Procedures for Processing a Policy Violation**

The procedures for processing a violation of the Policy shall be as follows:

1. The faculty member should notify the student of the alleged violation of the Policy and determine if the student is responsible. The faculty member will provide the student with documentation of the alleged dishonesty and when applicable, the faculty should provide the source of the original work to the student.
  - a. In the case that a faculty member is uncertain if a violation has occurred, the faculty member can consult with their Department Chair, the Committee, the Associate Provost for Faculty Affairs or the Associate Provost for Student Affairs/Dean of Students prior to bringing the suspected violation forward to the student. The Committee will periodically review the cases that were consulted on to ensure consistency of policy communication.
2. Following notification of the student, the faculty should report the incident by submitting an Academic and Creative Violation Form (“Report”), which can be found at <https://cm.maxient.com/reportingform> within 10 days of the identified violation. Any supporting materials should be submitted to the Committee along with the Report. Faculty should provide the recommended academic sanction on the Report for the Committee’s review (e.g. no credit in the course, no credit on assignment, resubmit assignment or exam, reduced credit on final grade).
  - a. If someone other than a faculty member suspects a violation (such as a staff member or student) the violation should be brought to the attention of either the faculty of the course that the specific violation took place, the chair of the department the student in question is enrolled, or submit a Report to the Committee for further investigation.
3. The Committee will review all materials and request in writing that the student appear before the Committee to represent their case and answer questions of the Committee. The student is permitted to bring an advisor to the committee hearing as outlined in the Student Conduct Hearing Board Procedures. The faculty member may also be asked to appear before the Committee to supply additional information if needed. Should the violation occur in a studio course, the Committee will request the corresponding department chair address the standards of appropriation in the discipline.
4. Initiating a recommendation for an academic sanction is the responsibility of the faculty member. However, the Committee may support and/or make additional recommendations to ensure consistent interpretation of the policy and appropriate sanctions. The Committee will decide upon any disciplinary sanctions (such as probation or suspension from the college) based on the severity of violation and any past academic misconduct violations.
5. Students awaiting action on a case of academic or creative integrity violation are not permitted to drop the course in question.
6. The Committee’s recommendations for academic sanctions and disciplinary action will be communicated to the reporting faculty and the chair of the department in which the student is enrolled in. The student will receive written notification of the

outcome of the Committee's review. The academic and disciplinary sanctions will be recorded in the student's conduct record. The student is allowed 5 business days following the notification of sanctions to appeal the decision.

## INSTITUTIONAL POLICIES

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The following policies are set forth on our website under Policies and Disclosures:

**Alcohol and Illegal Drugs Policy**  
**Campus Security Policies**  
**Equal Opportunity**  
**Family Education Rights and Privacy Act (FERPA)**  
**Freedom of Expression Policy**  
**Intellectual Property Policy**  
**Photographing students and student work**  
**Misrepresentation Policy**  
**Rights of Pregnant and Parenting Students**  
**Social Media Policy**  
**Sexual Misconduct and Title IX (external website)**  
**Tobacco and Smoke Free Campus Policy**  
**Vaccination Policy**

## OTHER POLICIES

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### **Photographs of students**

Photographs of students and/or their work, individually or in groups, are often taken at the College by photographers working under the direction of Marketing and Communications or other administrative departments. The College reserves the right to make use of these photographs in whatever manner it finds appropriate, including promoting the College.

### **College Use Rights—works created by students**

Pursuant to the College's Intellectual Property Policy, ArtCenter will have, without compensation to the student, College Use Rights in works created by students in the course of their studies at ArtCenter.

See the Intellectual Property Policy for definitions and details regarding the College's use rights.

## Copyright and Peer-to-Peer File Sharing Policy

In accordance with the Higher Education Opportunity Act (HEOA) of 2008, ArtCenter has adopted a policy on illegal sharing of intellectual property that prohibits students from engaging in copyright infringement. Any unauthorized distribution of copyrighted works is copyright infringement, pure and simple. While some peer-to-peer file sharing is perfectly legal if the work being shared is not copyrighted or is shared with the authorization of the copyright owner, all other unauthorized distribution of copyrighted material violates federal copyright laws.

The College currently employs network monitoring technology to manage network traffic and to ensure that the College's network use is the result of legal purposes only. As such, you are expected to comply with requests from Information Technology (IT), if contacted, to ensure that the College's network is utilized only for legal purposes.

Penalties for copyright infringement can include expulsion from the College and both civil and criminal penalties; anyone found liable for infringement may be ordered to pay either actual damages or statutory damages. For "willful" infringement, penalties increase substantially.

There are many legal alternatives to downloading music and video. Please see a current list of popular sites at [educause.edu/legalcontent](http://educause.edu/legalcontent).

*Additional information is available to deposited and current students on our intranet, Inside ArtCenter. If you have questions that are not answered either here or on our website, please contact the Admissions Office 626 396-2373 or [admissions@artcenter.edu](mailto:admissions@artcenter.edu)*