ArtCenter
2015–16
Student Rights and Responsibilities

The ArtCenter College of Design Student Handbook assists undergraduate and graduate students in understanding their rights and responsibilities during their enrollment at ArtCenter. 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, all ArtCenter students are expected to comply with local, state and federal laws while on campus.

ArtCenter reserves the right to add, modify or remove a policy at any time. Students are responsible for familiarizing themselves with all updated policies and procedures. This information can be accessed online at Inside ArtCenter (inside.artcenter.edu), the College’s primary resource for all campus information.

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

Statement of Institutional Commitment to Diversity and Inclusion

(Adopted as part of the 2011–2016 ArtCenter Strategic Plan)

We view diversity of human enterprise, experience and identity as essential elements of great learning. Fully realizing this educational potential in preparing artists and designers for a life of contribution in a pluralistic society requires resources, policies, practices and pedagogical development in support of this belief. We therefore commit to supporting, building and monitoring all that is necessary to build the institution’s capacity to see this become reality.

We understand that we draw strength from connecting individuals and communities, disciplines and practices, professional and critical discourse, history and theory, craft and science, technology and culture, industry and education. Therefore we commit to convening new dialogues as they are central to the curriculum, the structures needed to support the community we desire to form, the outreach we desire to generate, the environment we desire to sustain, the access we desire to ensure for all students, and the individuals we desire to recruit as professionals and volunteers.

We recognize that open, trusting and inclusive conversation must inform our identity as a deeply engaged pluralistic community based on respect and collegiality, communication and transparency, and sustainability and stewardship. Therefore we commit to fostering a campus community that gives voice to all of its members, seeks to eliminate the marginalization of individuals and communities, creates an environment teaching respect and tolerance, accepts human differences as an asset, and honors diversity in all of its forms.
Dear ArtCenter student,

Throughout your time at ArtCenter, you will be challenged and supported to learn and grow as an artist and designer. Your own development will require many partnerships: with your classmates, with your faculty, with workplace supervisors, with staff members at the College, and even with your own family and friends. All of those relationships might inspire you or push you to think differently, consider yourself more deeply, evaluate your choices and decisions differently, define yourself more thoughtfully, and create more imaginatively.

This Student Handbook serves as another partner in your education. It describes ArtCenter’s expectations of you as a member of this unique learning community, highlights valuable resources that can assist you with your work, and provides information to help you manage the many demands in your life for your time and energy. You should read through this Student Handbook carefully and acquaint yourself with its contents so that you will be a responsible partner with ArtCenter to shape and contribute to your own education.

No matter what your future professional, personal and academic goals may be, your ArtCenter education will be a time of exploration and excitement. You will engage the full diversity of our entire community to ask questions, learn new things, practice new skills, and apply those lessons to help you be the person you want to be in the world. The fullness of your experience here is something you help fashion—by taking on a peer leadership role, joining a club or organization, working in an on-campus job, participating in campus events, or working with ArtCenter Student Government or the Student Activities Board, so use this Student Handbook to help you discover all of those learning opportunities.

The Center for the Student Experience (CSE) advocates for your success through its programs, activities and services. I encourage you to ask the CSE for assistance when you need it, give us suggestions for improving life at ArtCenter, and offer your leadership to make your ArtCenter experience rewarding and fulfilling.

We are excited to witness what you will create.

Sincerely,

Ray Quirolgico, Ed.D.
Associate Provost for Student Affairs/Dean of Students

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**Fall 2015 Important Dates**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DAY</th>
<th>DATE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break Week 3</td>
<td>Tue–Fri</td>
<td>Sep 1–4</td>
<td>New Student Orientation</td>
</tr>
<tr>
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<td>Fri</td>
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<td>Last day to submit an LOA form for Fall 2015 without financial obligation to ArtCenter</td>
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<tr>
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<td>Sat</td>
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<td>Fall 2015 classes begin</td>
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<td>Week 1</td>
<td>Mon</td>
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<td>Tue–Fri</td>
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<tr>
<td>Week 2</td>
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<td>Sep 14</td>
<td>Add/Drop closes at 6 p.m.</td>
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<td>Last day to submit an LOA form for Fall 2015</td>
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<tr>
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<td>Mon–Fri</td>
<td>Sep 21–25</td>
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<td>Mon–Fri</td>
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<td>Mon–Fri</td>
<td>Oct 5–9</td>
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<td>Mon–Fri</td>
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<td>Week 11</td>
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<td>Fri</td>
<td>Nov 20</td>
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<td>Week 12</td>
<td>Mon</td>
<td>Nov 23</td>
<td>First day of online registration for Spring 2016</td>
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<td>Tue</td>
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<td>Advisement Fair/Registration Workshop</td>
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<td>Nov 25</td>
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<td>Commencement and Reception</td>
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<td>Dec 14</td>
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<td>Wed</td>
<td>Dec 16</td>
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<td>Break Week 2</td>
<td>Sun</td>
<td>Dec 20</td>
<td>Academic Standing determined</td>
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Holidays subject to change
**Spring 2016 Important Dates**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DAY</th>
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<th>Event</th>
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<tr>
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<td>Tue–Fri</td>
<td>Jan 12–15</td>
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<td>Week 1</td>
<td>Mon</td>
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<td>Jan 25</td>
<td>Add/Drop closes at 6 p.m.</td>
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<td>Last day to submit an LOA form for Spring 2016</td>
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<td>80% Tuition Forgiveness Period</td>
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<td></td>
<td>60% Tuition Forgiveness Period</td>
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<td>Mon–Fri</td>
<td>Feb 1–5</td>
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<td>Mon–Fri</td>
<td>Feb 15–19</td>
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<td>Mar 26</td>
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<td></td>
<td>Fri</td>
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<td>First day of online registration for Summer 2016</td>
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<td></td>
<td>Advisement Fair/Registration Workshop</td>
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<td>Fri</td>
<td>Apr 15</td>
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<td>Fri</td>
<td>Apr 22</td>
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<td>Sat</td>
<td>Apr 23</td>
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<td>Last day of Spring 2016 classes Commencement and Reception</td>
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<td>Break Week 2</td>
<td>Sun</td>
<td>May 1</td>
<td>Academic Standing determined</td>
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Holidays subject to change

**Summer 2015 Important Dates**

<table>
<thead>
<tr>
<th>WEEK</th>
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<th>Event</th>
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<tr>
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<td>May 10–13</td>
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<td>Sat</td>
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<td></td>
<td>Summer 2016 classes begin</td>
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<td>Week 1</td>
<td>Mon–Fri</td>
<td>May 16–20</td>
<td>100% Tuition Forgiveness with a $500 Late Withdrawal Fee Add/Drop Opens</td>
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<td>Last day to request an ArtCenter Lite for Summer 2016</td>
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<td>Last day to submit an LOA form for Summer 2016</td>
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<td>80% Tuition Forgiveness Period</td>
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<td>Jun 13–17</td>
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<td>Mon–Fri</td>
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<td>Mon</td>
<td>Jul 4</td>
<td>Independence Day Holiday</td>
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<td>Fri</td>
<td>Jul 15</td>
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<tr>
<td>Week 11</td>
<td>Sat</td>
<td>Jul 23</td>
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<td></td>
<td>Last day to submit the Application for Graduation for Fall 2016</td>
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<tr>
<td>Week 12</td>
<td>Mon</td>
<td>Aug 1</td>
<td>First day of online registration for Fall 2016</td>
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<tr>
<td></td>
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<td></td>
<td>Advisement Fair/Registration Workshop</td>
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<td>Week 13</td>
<td>Fri</td>
<td>Aug 12</td>
<td>Last day to submit the Application for an Independent Study for the Fall 2016 term</td>
</tr>
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<td>Week 14</td>
<td>Fri</td>
<td>Aug 19</td>
<td>Last day to submit course work for Spring 2016 incompleteds to faculty</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Last day of Summer 2016 classes Commencement and Reception</td>
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<tr>
<td>Break Week 1</td>
<td>Mon</td>
<td>Aug 22</td>
<td>Summer 2016 grades are due from faculty</td>
</tr>
<tr>
<td>Wed</td>
<td>Aug 24</td>
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<tr>
<td>Break Week 2</td>
<td>Sun</td>
<td>Aug 28</td>
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Holidays subject to change
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- Academic Conditions
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- Graduation
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Academic Policies and Procedures

This chapter describes policies and procedures that relate to enrollment, registration and academic course work at ArtCenter. Failure to abide by these policies, deadlines or restrictions may affect your student status, such as being placed on a Leave of Absence, being prohibited from enrolling in additional courses, or being placed on academic suspension.

ADD/DROP AND COURSE WITHDRAWAL

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.

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.

COURSE SCHEDULES

Student course schedules can be viewed at Inside ArtCenter (inside.artcenter.edu). 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 the 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.

CREDIT HOUR DEFINITION

Studio or Laboratory 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.
Students should contact the Enrollment Services office if they need a replacement card. There is a $15 fee for a replacement card.

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.

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.

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.

DEADLINES
See the Academic Calendar posted on inside.artcenter.edu and on the Enrollment Services office bulletin boards for the current schedule of deadlines. Students are responsible for adhering to all College deadlines.

ENROLLMENT
Students are required to be enrolled full-time and must maintain a minimum of 12 units. On Friday of Week 1, students not enrolled in at least 12 units will be placed on an ArtCenter Lite term, which will count towards one of the two ArtCenter Lite (ACL) terms granted to students. Students who have exhausted their two ACL terms will not be placed on an ACL term and will be charged full-time tuition. See ArtCenter Lite for details on being enrolled less than full-time.

Students who do not preregister or add their classes by Friday of Week 1 will not be enrolled for that term. Students are solely responsible for ensuring the accuracy of their schedules and will be held accountable for all classes on their schedules. Students will be billed for classes that are on their schedules even if they do not attend them, and a grade of N may result due to non-attendance.

Classes dropped between Saturday of Week 2 and Friday of Week 9 will receive a grade of W (for withdrawn) on the student’s official transcript. Failure to drop a class by Friday of Week 9 may result in a grade of F or N for the class. For more information, please see Leaves and Withdrawals later in this chapter.

ID CARDS
Students are issued identification cards during New Student Orientation. All students are required to have their student ID card with them whenever they are on campus. Students should be prepared to present their ID card to any ArtCenter staff member who requests identification. Failure to do so may result in disciplinary action by the College and/or removal from College premises. Students who do not receive a permanent ID card at registration should contact the Enrollment Services office to have one issued.

Students should contact the Enrollment Services office if they need a replacement card. There is a $15 fee for a replacement card.

INDEPENDENT STUDY
An Independent Study is a course of 3 credits that is initiated by a student to complete a project-based curriculum that is not covered in any other curriculum. The course plan (including timetables and deliverables) for the Independent Study is developed and agreed upon by the student and the supervising instructor in advance. Generally, Independent Study courses include 30 minutes of one-on-one student-faculty contact per week, or 60 minutes of one-on-one student-faculty contact every other week during the term. A student is restricted from enrolling in more than one Independent Study/Guided Study per term (with the exception of an 8th or graduating term undergraduate student, or a graduate student).

Independent Study Qualifications:
In order to be eligible to initiate and register for an Independent Study:
1. The student must be a master’s degree-seeking student, or a 5th term or higher undergraduate student.
2. The student must be in good academic standing.
3. Independent Study syllabus or work may not be included in any regularly scheduled studio classes.
4. The student may study with an instructor of their choice upon approval by the Department Chair.

Independent Study Requirements and Procedures:
1. The student must propose the Independent Study well in advance of the end of the term preceding the desired Independent Study term (i.e., students are advised to start the proposal process no later than Week 10), in order for the faculty and Department Chair to review the proposed curriculum. The independent study proposal must not replace an existing class or course that already exists in the curriculum, and the student’s proposal must articulate the educational opportunity’s distinction from anything else that is available in any other offered class.
2. The instructor must deem the student responsible and proficient to successfully engage in an Independent Study. Due to the nature of the course, students engaged in an Independent Study will generally meet less frequently than one hour per week with the instructor; hours and structure of the course are arranged with the instructor and approved by the Department Chair.
3. The instructor must agree and be eligible to take on an Independent Study course.
4. The student and the instructor must develop a clear project outline and deadline schedule, including proposed dates, length of meetings, project deliverables and total instructional hours necessary before the Independent Study is approved.
5. The student and the instructor must complete an assessment of the Independent Study and submit to the Department Chair for review.
6. The student will be expected to present documentation of the Independent Study project to the Department Chair.
7. The proposed Independent Study course must be approved by the Provost/Academic Affairs, following a recommendation from the Department Chair.
8. The deadline for all Independent Study proposals to be reviewed and approved is the Friday of Week 13 in the term prior to the term of the desired Independent Study. The student will be solely responsible for proposing an Independent Study course early enough for all reviews to be thoroughly completed. (An academic department may submit an Independent Study proposal for a graduate student past this deadline.)

Required Forms and Additional Details: Studio Independent Study
See the Studio Independent Study form for specific limits for each major. Studio Independent Study forms are available in the Enrollment Services office.
1. Undergraduate and graduate students must be in good academic standing.

2. Permission for a Guided Study must be obtained in advance from the Department Chair and the prospective Guided Study faculty member.

**Guided Study Requirements and Procedures:**

1. The student must propose the Guided Study well in advance of the end of the term preceding the desired Independent Study term (i.e., students are advised to start the proposal process no later than Week 10), in order for the faculty and Department Chair to review the proposed curriculum.

2. The instructor must deem the student responsible and proficient to successfully engage in a Guided Study. Due to the nature of the course, students engaged in a Guided Study will generally meet for approximately one hour per week with the instructor; hours and structure of the course are arranged with the instructor and approved by the Department Chair.

3. The instructor must agree and be eligible to take on a Guided Study course.

4. The student and the instructor must develop a clear project outline and deadline schedule, including proposed dates, length of meetings, project deliverables and total instructional hours necessary before the Guided Study is approved.

5. The student and the instructor must complete an assessment of the Guided Study and submit to the Department Chair for review.

6. The student will be expected to present documentation of the Guided Study project to the Department Chair.

7. The proposed Guided Study course must be approved by the Provost/Academic Affairs, following a recommendation from the Department Chair.

8. The deadline for all Guided Study proposals to be reviewed and approved is the Friday of Week 13 in the term prior to the term of the desired Guided Study. The student will be solely responsible for proposing a Guided Study course early enough in the preceding term for all reviews to be thoroughly completed. (An academic department may submit a Guided Study proposal for a graduate student past this deadline.)

**Required Forms and Additional Details: Guided Study**

Application forms for Guided Study are available in the Enrollment Services office.

**DIRECTED STUDY**

A Directed Study is a course that is initiated by the department (only). A Directed Study course is a particular adaptation of a pre-existing course that has been modified by the department’s faculty to offer the course only when circumstances require it (e.g., low enrollment, potential course cancellation, irregular scheduling, or change to sequential course offerings). A Directed Study course will cover the same material as the same course without the modified section code. Because the Directed Study course format is selected by the academic department (and not by a student), the academic department and/or Enrollment Services will notify students of any Directed Study course designation.

**REGISTRATION**

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.

**SATISFACTORY ACADEMIC PROGRESS**

In accordance with federal regulations, ArtCenter enforces a Satisfactory Academic Progress (SAP) policy, which applies to all students receiving financial aid. 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 3.00 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.

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. For more information about the SAP policy, please contact the Financial Aid office at 626 396-2215.
TRANSFER CREDIT

Undergraduate Students:
A maximum of 60 units of studio and Humanities and Sciences credit may be transferred from other accredited institutions for undergraduate degree programs. ArtCenter recognizes two types of transfer credit: credit for studio art classes, and credit for Humanities and Sciences classes. Receipt 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 studio art credit. Transfer credit will 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), North Central (NCASC), Northwest (NASAC), Southern (SASAC) and Western (WSCUC/WASC)— or by the National Association of Schools of Art and Design (NASAD). Transfer credit from colleges and universities outside the United States will be evaluated on an individual basis. Advanced Placement (AP) credit is awarded only for Humanities and Sciences classes based on an official score of 4 or 5 from Educational Testing Services (ETS). ArtCenter does not offer studio art credit for AP classes.

All studio and Humanities and Sciences transfer credit must be finalized by the end of the student’s first term at ArtCenter. No transfer credit will be accepted for course work done after the student has enrolled in the degree program. It is the student’s responsibility to provide final official transcripts from all colleges attended. Credit will not be awarded based on unofficial transcripts or transcripts from colleges not previously disclosed on the application for admission. Degree-seeking students may not use ArtCenter at Night (ACN) courses to meet their degree requirements by taking ACN courses after matriculating.

Graduate Students:
Transfer credit for graduate classes is limited in nature and is offered at the discretion of the individual graduate program. Studio transfer credit is evaluated based on portfolio equivalency to ArtCenter classes and a transcript demonstrating eligible classes. Only graduate-level classes with a “B” grade or better are eligible for consideration. Any prospective transfer credits must be from colleges or universities that are accredited by one of the six regional associations of schools and colleges — Middle States (MASAC), New England (NEASC), North Central (NCASC), Northwest (NASAC), Southern (SASAC) and Western (WSCUC/WASC)—or by the National Association of Schools of Art and Design (NASAD) in order to be considered. These must be presented on an official transcript from the issuing institution. International transcripts will be evaluated on an individual basis. It is the student’s responsibility to provide final official transcripts from all colleges attended. Credit will not be awarded based on unofficial transcripts.

A maximum of 15 credits total may be transferred. Transfer credit for prospective or incoming students is evaluated by the Graduate Admissions Committee, which includes the Department Chair, faculty and admissions staff. Notification of any pre-matriculation transfer credit will be provided at the time of admission. Students interested in taking graduate course work at another institution after matriculating must obtain the written approval of their Department Chair in advance.

WAIVER AND SUBSTITUTION OF CLASSES
ArtCenter expects all students to complete the requirements outlined for their major. In special cases, however, the Department Chair holds the authority to waive or substitute a required class. Any substituted class must be replaced with an elective course of similar type, which then becomes a required course. Substitutions may take place at any point in a student’s course of study when approved by the Department Chair. The Course Waiver form must be submitted to the Enrollment Services office.

Academic Requirements

DIGITAL MEDIA COURSES
All Entertainment Design, Film/Editing and Product Design students are required to take Digital Design 1 before taking any other computer course at ArtCenter. This course provides an introduction to the Macintosh computer and basic familiarity with word processing, imaging, illustration and page layout applications. For students with substantial prior experience, it is possible to waive or substitute this course by passing a proficiency test. If you pass the proficiency test administered at New Student Orientation and have a grade of B or better in an approved computer course at a previous institution, transfer credit may be awarded. If you pass the test and do not have previous credit, you will be permitted to waive Digital Design 1 by submitting an elective computer course with your Department Chair’s written approval.

HUMANITIES AND SCIENCES REQUIREMENTS
Undergraduate students must complete 45 units of Humanities and 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. 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.

Enrollment Status

FULL-TIME STATUS
Undergraduates must be enrolled in a minimum of 12 units or a maximum of 19 units each term. Graduate 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 on a 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.
**INTERNERSHIP 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 term. Students may enroll in an Internship Term for up to two (2) terms 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 term.

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.

**Special Programs**

**CROSS-ENROLLMENT PROGRAM**

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 PROGRAM**

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 those 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.

**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.

**ATTENDANCE**

To complete a course successfully, students must attend all class sessions (unless they are engaged in research or location assignments that have been authorized in advance by the class instructor of the missed class). The instructor takes attendance at the beginning of each class, and at the discretion of the instructor, three or more absences may result in a grade of F. Students who miss a class due to illness should discuss the absence with the instructor at the next class meeting. Students who are ill for a week or longer should inform their Department Chair’s office of their absence.

**AUDITING CLASSES**

ArtCenter does not permit students to audit classes.

**PROVOST’S LIST**

The Provost’s List represents all undergraduate students enrolled for 12 or more units during the term who earn a term GPA of 3.80 or higher. Students receiving an Incomplete grade are not eligible for the Provost’s List in the term they receive the Incomplete grade.

**DISMISSAL**

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

**GRADES AND GRADE POINTS**

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:

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<th>Grade</th>
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**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.

**MINIMUM GPA FOR GRADUATION**

Undergraduate students must have a minimum cumulative GPA of 2.50 to graduate. Graduate students must have a minimum cumulative GPA of 3.00 to graduate.

**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 non-attendance 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.
RE-ENTRY AND READMISSION
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 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 ArtCenter 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 course work taken elsewhere demonstrating strong academic performance, and supplementary statements and supporting documents from any part-time or full-time employment. Consult the re-entry form for more information.

Students must clear all holds/restrictions on their account before returning to ArtCenter. Students 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 are considered on an as-space-is-available basis. Students wishing to return for either a regular term or an ArtCenter Lite term must submit all re-entry materials by Friday of Week 14 of the term prior to their desired enrollment.

Contact Enrollment Services at 626 396-2315 with questions about the re-entry process.

International students must contact the International Student Advisor in the Center for the Student Experience and request an I-20 to re-enter the U.S. once their re-entry requests are approved by Enrollment Services.

Readmission
Students not enrolled at ArtCenter for two or more years, for any reason, must seek readmission through the Admissions office.

Students interested in seeking readmission to ArtCenter should submit the Application for Readmission (available by emailing 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 must 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 from returning to the program. Consult the readmission form for additional information.

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 are considered on an as-space-is-available basis. Students wishing to return for an ArtCenter Lite term must submit all readmission materials by the Friday before classes begin for the term prior to their desired enrollment, and those wishing to return for a regular term should also meet this priority deadline.

If a student is readmitted, a $300 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 guaranteed a space unless they have received written confirmation that the deposit has been received and a space is being held.

Contact the Admissions office at 626 396-2373 with 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’s department for appropriate advisement and guidance on suitable courses for the upcoming term. Returning to ArtCenter does not guarantee a place 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 is filed by Friday of Week 1.

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.

Leaves and Withdrawals

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) 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 Student 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. Please see the Tuition Forgiveness Schedule in Chapter 5.

Student Academic Policy Appeals Process

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 filed in the student file 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 file with ArtCenter. A copy of the response letter will be kept in the Committee records and the student file. 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.

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 confined 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.

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 on a case-by-case basis, including academic adjustment and auxiliary aids where appropriate, to ensure access to the College’s overall educational program. Decisions on accommodations are made upon consideration of the student’s functional limitations but without compromising the College’s academic standards. Individual students shall receive reasonable 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 accommodations. Faculty cannot provide accommodations without a written request from the Disability Services Coordinator. The Student Disability Services Coordinator in the Center for the Student Experience at the start of each new term or as soon as a disability becomes known. Students are responsible for making their needs known in a timely fashion and for providing current medical 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 as early 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, resources 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 accommodations 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 visual impairments), the student should feel free to simply make a direct 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 in the Center for the Student Experience.

To schedule an appointment with the Disability Services Coordinator, please contact the Center for the Student Experience at 626 396-2323.

2. 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.

1. 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.

2. 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 in the Center for the Student Experience to begin the accommodation process. Students are encouraged to meet with the Coordinator during the term prior to enrollment.

RESPONSIBILITIES OF STUDENTS

1. Identifying the Need for Accommodations

Students with disabilities requiring accommodations must make those needs known to the Student Disability Services Coordinator in the Center for the Student Experience at the start of each new term or as soon as a disability becomes known. Students are responsible for making their needs known in a timely fashion and for providing current medical 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 as early 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, resources and deadline information.

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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 direct 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 in the Center for the Student Experience.

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In appropriate cases, evaluations may also need to be provided. It is in the student’s best interest to make these arrangements as early 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, resources 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 accommodations 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 direct 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 in the Center for the Student Experience.

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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.

3. 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 and must provide data supporting 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.

4. 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:

a) 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.

b) 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.

c) Reflect the individual’s present level of academic functioning.

d) Reflect the individual’s present level of functioning in the areas of aptitude and processing skills.

The documentation must provide data supporting 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.

5. 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 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.

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, and not with the student’s academic records. Documentation is used to evaluate requests for accommodations, including auxiliary aids. The evaluation process includes a review of the documentation itself, in the context of 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) 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.

b) 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.
c) 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.

d) 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.

e) 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.

f) 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.

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 accommodations, including 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.

ACADEMIC DISMISSAL AND READMISSION
Academically dismissed students sometimes identify disability as the basis for the academic difficulty. As a matter of policy, determinations on accommodations for disabilities are not provided retroactively. 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 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.

GRIEVANCES
Students who request disability-related accommodations from faculty or staff members — after having been granted such accommodations by the Student Disability 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 procedure. Please refer to the Grievance Procedures section in Chapter 3 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.

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

PHYSICAL AND MOBILITY ACCESS
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 in the Center for the Student Experience 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.

SERVICE AND SUPPORT ANIMALS
Pets and other animals are restricted on ArtCenter’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 ArtCenter’s facilities or activities.

A. 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.

**B. 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 animals. Types of support animals might include emotional support animals or seizure response animals. Support animals will only be allowed on ArtCenter’s campus on a case-by-case basis, determined by 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 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 the student and opinion regarding the need for a service/support animal. The cost of obtaining the professional documentation shall be borne by the student.**
- **Current documentation of the 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 wellbeing of a service/support animal are the sole responsibility of the owner at all times. Service/support animals on campus must:

1. 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.
2. 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/support animal, for example, exhibits unacceptable behavior, the owner is expected to employ appropriate training techniques to correct the situation.
3. Adhere to clean-up 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.

**D. Areas off limits to service and support animals**

The College must allow a service/support 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.

**E. 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.

**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.

**GRADUATION REQUIREMENTS**

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.

To graduate, students must complete all studio and Humanities and Sciences (academic) course requirements within their department, including a minimum number of units by subject area. Current course requirements are listed online at Inside ArtCenter (inside.artcenter.edu) under “Degree Audit.” Undergraduate students must maintain a minimum cumulative GPA of 2.50. Students are expected to assume responsibility for their progress toward graduation. All course work must be completed prior to the date of graduation.
Participating 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. Actual graduation will occur only after all courses and the thesis have been completed. The degree will be awarded and will carry the date of the commencement following the completion of the thesis and all requirements.

Graduation Check and Ceremony

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.

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.

Degrees and Honors

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

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.

All course work, including thesis, must be completed prior to the date of graduation. Students are ineligible for graduation until all course work requirements are complete, all account restrictions are cleared and all money due for tuition, fees, fines or supplies is paid. Students must be enrolled at ArtCenter during the term in which they graduate.

Graduate Students entering Spring 2002 or later

BFA programs must complete 135 total units (90 studio units and 45 Humanities and Sciences units).

BS programs must complete 144 total units (99 studio units and 45 Humanities and Sciences units).

Undergraduate students entering Fall 2014 or later

BFA programs must complete 120–132 total units (75–87 studio units and 45 Humanities and Sciences units).

BS programs must complete 144 total units (99 studio units and 45 Humanities and Sciences units).

Graduate Students entering Spring 2002 or later

Each major in the BFA program is represented by a number of units, with specific research activities that are considered to be of merit.

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, the deposit will be forfeited. All grades received in the Graduate Fellows Program are calculated separately from the student’s undergraduate 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.

Graduate Students entering Fall 2014 or later

BFA programs must complete 135 total units (90 studio units and 45 Humanities and Sciences units).

BS programs must complete 144 total units (99 studio units and 45 Humanities and Sciences units).

Graduate Students entering Spring 2002 or later

BFA programs must complete 120–132 total units (75–87 studio units and 45 Humanities and Sciences units).

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BFA programs must complete 120–132 total units (75–87 studio units and 45 Humanities and Sciences units).

BS programs must complete 144 total units (99 studio units and 45 Humanities and Sciences units).

Graduate Students entering Spring 2002 or later

Each major in the BFA program is represented by a number of units, with specific research activities that are considered to be of merit.
CHAPTER 2

International Student Policies and Procedures

This chapter describes policies and procedures that affect all international students (i.e., students who are not citizens or permanent residents of the United States). Failure to abide by these rules and regulations may affect not only international student status at ArtCenter, but also immigration status within the United States. International students are advised to attend to all information provided by the Center for the Student Experience in handbooks, email announcements and all other forms of communication. This chapter also includes resources that international students can refer to throughout their ArtCenter experience.

New International Students

To legally enter the U.S., you will need the following documents when you arrive at the port of entry:

• A passport that is valid for at least six (6) months upon entry
• A student visa stamped on your passport
• A SEVIS I-20

STUDENT VISA

Most international students admitted to ArtCenter obtain F-1 visas. Unless you will be entering the U.S. as a dependent of your parents (such as E-2 or H-4 to study) you should obtain an F-1 student visa
(travel.state.gov/content/visas/english.html).

Do not enter the U.S. with a B-1/B-2 tourist visa, as you will not be permitted to begin school with this visa.

To apply for a student visa, you must take the SEVIS I-20 (see below), a passport valid for at least six months into the future, and certification of finances to a U.S. embassy (or consulate) that is located outside the U.S. Be advised that visa applicants are required to appear for an in-person interview. Each embassy (or consulate) sets its own interview policies and procedures regarding visas. Consult the local U.S. embassy or consulate website (usembassy.gov) for specific application instructions, as well as required application documentation.

Plan ahead so that you can avoid making repeat visits to the embassy. Allow enough time to overcome any unforeseen problems that might arise. Students are encouraged to apply for their visas several weeks before they plan to travel.

SEVIS I-20

To receive the SEVIS I-20 Certificate of Eligibility, you must return the completed Certification of Finances form and tuition deposit to:

ArtCenter College of Design
Attn: Admissions Office
1700 Lida Street
Pasadena, CA 91103
The Admissions Office will send you the SEVIS I-20 only when it has received the certification of finances and tuition deposit. As soon as you receive your SEVIS I-20 from ArtCenter, sign on line 11 and read page 2, which describes your benefits and responsibilities. It is important to be aware of your responsibilities as an international student.

International Transfer Students

An international transfer student is someone who is currently studying at another U.S. institution on a valid non-immigrant visa and wishes to transfer to ArtCenter. In order to transfer, you must meet certain requirements to maintain legal status. The international transfer process varies depending on whether you leave the U.S. before you come to ArtCenter.

If you are currently studying at another school in the U.S. but will be leaving the U.S. prior to coming to ArtCenter, simply present the ArtCenter SEVIS I-20 upon re-entry to the U.S. If your visa expires while you are outside the U.S., you will need to apply for a new visa.

If you will not be leaving the U.S., the Transfer Eligibility form must be completed and returned to the Admissions office. This form would have been included in your acceptance packet. Notify your current school that you will be transferring to ArtCenter. Have the international student advisor at your current school complete the Transfer Eligibility form and return the completed form to the ArtCenter Admissions office before orientation. This form and the tuition deposit must be received before the Admissions office can issue your new SEVIS I-20. Students who will not be leaving the U.S. must begin their studies at ArtCenter within five months of transferring out of their current school. Failure to do so will cause you to fall out of status.

You will not be allowed to register for classes until we have verified your status and issued your SEVIS I-20. We cannot guarantee that the process will be completed by registration day unless we are given adequate processing time.

If you are transferring from a U.S. school at which you have not pursued a full-time course of study, you may be out of status. This will require you to apply for reinstatement through USCIS. Notify ArtCenter immediately if you need to apply for reinstatement.

Students with visa status other than F-1, such as E-2 or H-4, may attend ArtCenter, but we strongly recommend you change to F-1 visa status. We will assist you with the change of status upon your arrival at ArtCenter. You must still complete the Transfer Eligibility form and submit it to the Admissions office. Additionally, you will not be allowed to register for classes until we have verified your status.

Travel to the U.S.

Once you have your visa, you are now ready to enter the United States to begin your studies.

DATE OF ARRIVAL

The first step is to determine your date of arrival in the U.S. We recommend you arrive three weeks before the beginning of the term to find housing, get a driver’s license and get accustomed to Pasadena. New U.S. regulations state that students entering on an F-1 student visa will be permitted to enter the U.S. no earlier than 30 days prior to the program start date indicated on your SEVIS I-20.

PREPARATION FOR DEPARTURE

Make sure you have all your proper immigration documentation before leaving. You will need to have a valid F-1 visa stamp in your passport, a passport valid for at least six months into the future, and ArtCenter’s SEVIS I-20.

TRAVELING WITH CURRENCY

We recommend that you arrive with traveler’s checks. In addition, have some U.S. currency—around $200—or in small denominations ($5, $10, $20) to carry you through the first few days in the U.S. before you can cash your traveler’s checks and/or set up your bank account.

ARRIVAL IN THE U.S.

When you arrive in the U.S., you will pass through the immigration stations first. Give the Customs and Border Protection (CBP) officer your passport, SEVIS I-20 and I-901 (SEVIS Fee Payment Receipt). The CBP officer will also stamp your passport and indicate a date of admission, class of admission and “admitted until” date. The digital I-94 is the official record of admission into and permission to remain in the U.S. If you are entering with an F-1 student visa, the CBP official will stamp your passport with “F-1, D/S.” If you do not receive a “D/S” (duration of status) stamp, contact the Center for the Student Experience (626 396-2370) immediately.

Next, you will retrieve your baggage and pass through Customs. Present the CBP officer with your passport and customs declaration form, which would have been handed to you by the airline or sailing vessel crew.

TRANSPORTATION FROM LOS ANGELES INTERNATIONAL AIRPORT (LAX)

If you do not have anyone to pick you up, we suggest you rent a car or take a shuttle bus to a Pasadena hotel. There are a number of shuttle services, taxis and rental car companies available at LAX. If you are renting a car, you might ask your travel agent to book a car in advance for you. Enterprise Rent-A-Car is one of the only agencies that will rent to drivers under 25 years of age. See the Access Guide (artcenter.edu/accd/files/Access_Guide.pdf) for a listing of transportation services. Contact the Center for the Student Experience (626 396-2370) for more assistance prior to your departure.

TEMPORARY HOUSING

The Fuller Guest and Conference Center
700 E. Locust Street
Pasadena, CA 91101
fuller.edu/guestcenter/

Located about 10 minutes by car from ArtCenter, this is a pleasant, low-cost housing option at a local college, Fuller Theological Seminary. The Guest Center offers single rooms and one- and two-bedroom apartments. These can be rented by the day, week or month. Call 800 235-2222 x5545 or 626 204-1100 for more information or to make a reservation. To receive our reduced rate, say that you are from ArtCenter when you call.

Hotels and Motels

Many of the hotels and motels in the Pasadena area provide special discounts to our students. See the Access Guide for names and phone numbers. If you call hotels listed in the Access Guide, tell them you are with ArtCenter to receive special rates.

Getting Settled

HOUSING

There is no on-campus housing at ArtCenter. To find a place to live, you can start at the Center for the Student Experience (CSE) in Room 2008 (626 396-2323). The CSE has a physical bulletin board outside the office, where people post availability of an entire house or apartment, a room, or someone needing a roommate. The CSE also provides access to a website (ffcampushousing.artcenter.edu) with local housing and roommate options from residents around ArtCenter. Ask the CSE coordinator for the Housing Information flyer. It provides tips for tenants, updated pricing and local resources.

In addition, Universal Student Housing Services offers affordable housing, specifically to international students, in the homes of approved local families and individuals. Visit ushstudent.com for more information.
Before buying a car, apply for a driver’s license. You cannot purchase auto insurance or drive a car without it. Sooner or later, you will need to visit the California Department of Motor Vehicles (DMV). Before you visit the DMV, first read about Social Security Numbers below.

SOCIAL SECURITY NUMBER
The Social Security number (SSN) was created in 1936 for the sole purpose of tracking the earnings histories of U.S. workers. Since then, use of the SSN has expanded substantially. It is routinely requested by the Department of Motor Vehicles, banks, cell phone companies and landlords. However, the SSN is assigned ONLY to individuals who have been offered employment in the U.S., and international students typically do not have an SSN.

If you have questions, visit the Social Security Administration website [socialsecurity.gov](http://socialsecurity.gov) or call 800-772-1213. The nearest Social Security Administration (SSA) office is located at:

Social Security Administration–Pasadena
104 N. Mentor Avenue
Pasadena, CA 91106
Hours: Monday to Friday, 9 a.m.–4:30 p.m.

Applying for an SSN
If you are offered employment, whether on campus (any job) or off campus (with Curricular Practical Training or Optional Practical Training—OPT/CPT—authorization only), it is necessary to apply for an SSN. You can download the application form (SS-5) and instructions from the [socialsecurity.gov](http://socialsecurity.gov) website.

Take the following to the nearest SSA office:

- Completed application
- Valid passport, I-94 (visit [cbp.gov/travel/international-visitors/i-94-instructions](http://cbp.gov/I94) to print your electronic I-94) and I-20
- Verification Letters from the International Student Advisor and ArtCenter hiring department (for on-campus jobs) OR offer letter from the hiring company (for CPT/OPT)

STATE I.D., DRIVER’S LICENSE AND CAR REGISTRATION
All of the above documents can be obtained from the Department of Motor Vehicles (DMV). DMV offices can be confusing and/or have long waits. Be prepared for the wait. For faster service, make an appointment ahead of time through the website [dmv.ca.gov/portal/dmv](http://dmv.ca.gov) or call 800-777-0133. The Pasadena DMV office is at 49 S. Rosemead Boulevard, one block south of Colorado Boulevard.

Applying for a California State Identification Card
If you do not want a driver’s license but want the convenience of having an I.D. card that is lighter than a passport, you might consider applying for a state I.D. card. It looks like a driver’s license and is a government-issued I.D.

- Before you go: make an appointment if you wish.
- Take with you: valid passport, I-94 (visit [cbp.gov/travel/international-visitors/i-94-instructions](http://cbp.gov/I94) to print your electronic I-94), SEVIS I-20 and $26 (cash, check, money order, ATM/debit card accepted).
- When you get there:
  - Complete application form DL 44. Submit an original DL 44 form; copies obtained by photocopy, fax or other methods will not be accepted.
  - Provide a thumb print.
  - Have your picture taken.
  - Verify your birth date by showing your passport and I-20.
  - Pay the application fee of $26 (as of April 2012, subject to change).

Additional sites that can be useful to your housing search are also available:

- [losangeles.craigslist.org](http://losangeles.craigslist.org)
- [beverlyandbrock.com](http://beverlyandbrock.com) (a property management company in the San Gabriel Valley)
- [pasadenastarnews.com](http://pasadenastarnews.com)
- [latimes.com](http://latimes.com)
- [westsiderentalsons.com](http://westsiderentalsons.com)

Remember, ArtCenter does not investigate the quality or safety of the housing options provided on any of the above websites, so exercise caution. Ask around for safe areas and try to bring a friend when checking out housing.

UTILITIES
After finding a place to live, you will need to contact the utility companies to begin service in your name. The local companies that serve the Pasadena area are:

- Pasadena Water & Power
  [ci.pasadena.ca.us/waterandpower/](http://ci.pasadena.ca.us/waterandpower/)
- Southern California Gas Company
  [socalgas.com](http://socalgas.com)
- AT&T phone service (land line)
  [att.com](http://att.com)
- Internet: AT&T provides cell phone, TV and Internet (DSL). Charter Communications also provides Internet (cable), TV and home phone services.

If you live with others, someone in the home may already have utility services. You simply share the cost, depending on your arrangements with the owners or roommates.

TRANSPORTATION
Travel to ArtCenter from within the greater Los Angeles area is possible without a car. Here are some resources:

- MTA Metro Bus and Rail System
  [metro.net](http://metro.net)
- Foothill Transit Authority
  [foothilltransit.org](http://foothilltransit.org)
- Pasadena Area Rapid Transit Service (ARTS)
  [ci.pasadena.ca.us/Transportation/Public_Transit_Options/](http://ci.pasadena.ca.us/Transportation/Public_Transit_Options/)

All of the above documents can be obtained from the Department of Motor Vehicles (DMV). DMV offices can be confusing and/or have long waits. Be prepared for the wait. For faster service, make an appointment ahead of time through the website [dmv.ca.gov/portal/dmv](http://dmv.ca.gov) or call 800-777-0133. The Pasadena DMV office is at 49 S. Rosemead Boulevard, one block south of Colorado Boulevard.

Applying for a California State Identification Card
If you do not want a driver’s license but want the convenience of having an I.D. card that is lighter than a passport, you might consider applying for a state I.D. card. It looks like a driver’s license and is a government-issued I.D.

- Before you go: make an appointment if you wish.
- Take with you: valid passport, I-94 (visit [cbp.gov/travel/international-visitors/i-94-instructions](http://cbp.gov/I94) to print your electronic I-94), SEVIS I-20 and $26 (cash, check, money order, ATM/debit card accepted).
- When you get there:
  - Complete application form DL 44. Submit an original DL 44 form; copies obtained by photocopy, fax or other methods will not be accepted.
  - Provide a thumb print.
  - Have your picture taken.
  - Verify your birth date by showing your passport and I-20.
  - Pay the application fee of $26 (as of April 2012, subject to change).
Applying for a California Driver’s License (DL)
- Before you go: study the California Driver Handbook (search DMV website); make an appointment if you wish.
- Take with you: valid passport, I-94 (visit cbp.gov/I94 to print your electronic I-94), SEVIS I-20, home country or another U.S. state driver’s license (if available), and $31 (cash, check, money order, ATM/debit card accepted).
- When you get there:
  - Complete application form DL 44. Submit an original DL 44 form; copies obtained by photocopy, fax or other methods will NOT be accepted.
  - Provide Social Security number; if you are ineligible for an SSN, let officer know you are an international student and show your passport and I-20.
  - Verify your birth date and legal presence (passport, I-94, I-20)
  - Provide your true full name; if your name does not match the one on your passport, you must provide additional acceptable document such as marriage certificate, adoption or name change document.
  - Pass a traffic laws and traffic signs test (sample questions on DMV site).
  - Pass a vision exam and provide a thumb print.
  - Have your picture taken.
  - Pay the application fee of $31 (as of April 2012, subject to change).
- If you have a driver’s license from another state, the DMV may waive the driving test and immediately issue you an interim license (valid for 90 days) until you receive your official photo license in the mail.
- If you have a license from another country or have an international driving license, you will be required to take a driving test. You will have to make a driving test appointment for another day via phone or website. You will need to provide proof of insurance and financial responsibility at that time.
- If you have not been licensed before, you will be issued a learner’s permit and sent home. You are to practice driving until you feel ready to take the driving test. When you practice driving, you must be accompanied by an adult who is age 25 or older and holds a valid California license. This person must sit close enough to you to take control of the vehicle if necessary. It is illegal for you to drive alone. When ready, set up an appointment to take the driving test.
You have three chances to pass the driving test. If you fail, you may practice for a while, and then make another appointment. There is no waiting period, but you must make an appointment. You must pay a $6 fee for each additional driving test that is administered under one application for an original or renewal driver’s license.
After you pass your driving test you will be issued an interim license valid for 90 days until you receive your new photo license in the mail. Double-check your name and address before you leave the DMV and tell the DMV representative if you have moved or if anything is incorrect. If you have not received your license after 60 days, call 800 777-0133. Have your interim license with you to provide information when requested.

Driving While Under the Influence (of Alcohol or Drugs, a.k.a., “DUI”)
A DUI is a serious offense. If you have been drinking, do not drive. It’s really as simple as that. A DUI conviction can have serious implications for student visa renewals abroad or an application for a visa in a new category (such as H-1B).

Registering Your Car
Information needed to register your car is available at this website: dmv.ca.gov/portal/dmv/detail/vr/vr
Because the circumstances of ownership are different for each person, it is not practical to provide detailed information here. Instead, download forms that apply to you from the website (dmv.ca.gov/forms/reg/reg343.pdf).
However, here is important information you should know when you register a car:
- For faster service, make an appointment via the DMV website in advance.
- You must have proof of financial responsibility, such as a document from your auto insurance company or a cash deposit of $35,000 with the DMV.
- You must enter a dollar amount for the value of the car on the registration application form. Typically, this amount is what you paid for the car.

BANKING
As a student, you are responsible for paying for expenses such as rent, utilities and tuition. In general, it is unwise to keep large amounts of cash on your person or in your home. It is relatively safer to open a bank account and pay for expenses by personal check or debit card. Besides, your check can be used as a receipt/proof of payment. When you open an account, you will need to deposit money into it. You can deposit cash or traveler’s checks or arrange for a wire transfer from your home country’s bank. Consult the Access Guide for a list of banks in the Pasadena area.
If you want to wire funds from your home country to pay your tuition, you may use the following information on ArtCenter’s bank:
Wells Fargo Bank
1000 Lakes Drive, Suite 250
West Covina, CA 91790
Account # 400-0022293
ABA # 121-000-248
Make sure that your name (not your parents’ names) is on the transfer information. If you have questions or encounter any problems, contact ArtCenter’s Accounting office (Cashier) at 626 396-2332.

CELL PHONE
You may need to purchase a new cell phone for use in the U.S. You can purchase a cell phone and usage plan at large retailers such as Target, Best Buy or Staples. You can also visit cell phone retailers such as Apple, T-Mobile or AT&T. Many consumers incorrectly believe that signing up for a contract plan is the only option. Pay-as-you-go cell phone service has come a long way since it first became available. T-Mobile, Verizon and AT&T (and others) now provide limited or unlimited monthly service without a two-year contract, and at affordable prices. This option, which does not require a Social Security number, may be something to consider.
Otherwise, cell phone companies will request an SSN in order to enter into a contract. If customers cannot provide an SSN, they are typically asked to provide a $500 security deposit. This is necessary to ensure payment of any outstanding bills in the event someone chooses to leave the country without paying.

Orientation, Registration and Academic Policies
Once you are settled into your new environment, the next step is to begin your studies.

WRITING PLACEMENT TEST
The purpose of this test is to place you in the correct level of ArtCenter’s required writing class. All undergraduate students must take the placement test with the following exceptions:
1. You have completed a college-level English Composition class from a regionally accredited U.S. college or university with a grade of "B" or better; OR
2. You have taken an Advanced Placement (AP) test in English Composition or English Literature with a score of 4 or 5.

Those who have already fulfilled the class requirement as described above will receive transfer credit for the class, and are, therefore, exempt from the writing placement test.

Students are responsible for providing an official college transcript or official AP score report in order to receive transfer credit. Classes taken at non-U.S. colleges, where the language of instruction is English, will be evaluated on an individual basis. Exchange students are exempt from all testing requirements. Any other exception to the testing policy will be made on a case-by-case basis by the Chair of Humanities and Sciences or her/his designee.

OPTIONAL DIGITAL DESIGN WAIVER TESTS
The Digital Design Waiver Test is not required. However, it is intended for students who feel they already have significant experience in a particular digital design class.

Undergraduate students in majors listed below can take a waiver test to be exempted from the designated digital design class.
1. Digital Design I test: for students in Advertising, Illustration, Product Design and Transportation Design
2. Digital Design II test: for students in Graphic Design
3. Imaging I test: for students in Photography & Imaging

ORIENTATION WEEK
All new students are required to attend four days of orientation before the first day of classes each term. At these meetings you will receive important information regarding ArtCenter policies, procedures and resources. You will also meet members of the ArtCenter community who are here to assist you during your studies.

International Student Orientation
As part of Orientation Week, a special orientation session is held for international students. This usually occurs on Wednesday, but pay attention to the email(s) from the International Student Advisor.

International students will be required to present a valid passport (stamped with a valid U.S. visa), I-94 (visit cbp.gov/I94 to print your electronic I-94), and SEVIS I-20. It is critical that all new international students attend this special orientation. At this session, you will meet fellow international students, learn about maintaining your visa status, and gather some tips on adjusting to American life and ArtCenter. You will also meet representatives from the Center for the Student Experience (CSE), who will be available to assist you with nonacademic concerns, including visa status and immigration.

REGISTRATION
Registration for new students takes place on the Friday morning of Orientation Week. Prior to registration, the CSE will need to validate your immigration documents and verify that you are in status and eligible to enroll in school as a full-time student. It is for this reason that your immigration documents are collected at International Student Orientation. Be sure to bring them with you. If it is determined that you are not in status, you will not be permitted to register for the term. If you have any concerns regarding your immigration status, contact the International Student Advisor at 626 396-2370 well in advance of registration to resolve any issues. Failure to do so in a timely manner may result in registration delays or denial of attendance.

ACADEMIC POLICIES

Student Handbook
The ArtCenter Student Handbook is presented to all students at orientation in a USB format. It serves as your guide to ArtCenter’s policies, services and facilities. While the International Student Handbook focuses more on the concerns you will have as an international student, it is not a substitute for the ArtCenter Student Handbook. You are responsible for the material in both publications. Take time to read both handbooks and keep them handy as a reference. If something seems confusing or contents in the two handbooks are not consistent, ask for clarification. If you are not sure how something will affect you as an international student, please ask the CSE.

Full-Time Studies
As an international student, you must be enrolled “full-time” at least two terms of each year, making normal progress toward degree requirements. Full-time status, for both graduate and undergraduate students, means being enrolled in a minimum of 12 units each term. This minimum is enforced, regardless of whether you are taking only studio or only Humanities and Sciences courses. You may drop below the 12-unit minimum only during your final term at ArtCenter or if you are experiencing medical issues. However, you must discuss this with the International Student Advisor before enrolling in fewer than 12 units. Failure to do so will cause you to fall out of status.

Academic Year, Term Off, and Lite Term
At ArtCenter, two consecutive terms of study constitute one full academic year. ArtCenter Lite (ACL) is a term during which students may enroll in less than 12 units. Each student is eligible for a maximum of two (2) ACL terms while pursuing a degree program. The policy and procedure is slightly different for international students.

International students are permitted to take one term off or ACL, only after having completed one full academic year. You must notify the International Student Advisor that you intend to take a term off or ACL. In addition, you must obtain approval from the International Student Advisor prior to submitting a Leave of Absence (LOA) form to Enrollment Services. If there is no LOA form on file and you fail to register for the term, you will be considered out of status.

After taking a term off, you must enroll as a full-time student during the following term. You must complete two consecutive terms before being eligible to take another term off. International students may not take two consecutive terms off. Doing so will cause you to fall out of status.

International students may not withdraw from school during the term without prior authorization from the International Student Advisor. Withdrawing without prior permission will cause you to fall out of status, and you must leave the U.S. immediately.

Students who withdraw with prior authorization are given a 15-day grace period to prepare for departure from the U.S.

Scholarships
International students are eligible to apply for ArtCenter scholarships. Scholarship eligibility is determined by grades, portfolio and financial need. You should attend the scholarship information meeting held at the beginning of each term to learn about the application process. Check the academic calendar in the Student Handbook for the exact meeting date. Scholarship applications are always submitted for the next term (i.e., you apply for a scholarship during your first term to receive a scholarship at the beginning of your second term). For new international students interested in scholarships, contact the Admissions office when you apply for admission to ArtCenter.
Internships
Students in their fifth term or above, with a minimum GPA of 2.5, may be eligible to apply for internships. International students should attend the internship eligibility meeting held at the beginning of each term to learn about the process. Important information regarding employment authorization through curricular practical training (CPT) is presented at the meeting. You may not begin your internship until you have applied and been approved for CPT.

YOUR RESPONSIBILITY TO STAY INFORMED
It is especially important for all international students to meet with the International Student Advisor upon arrival to review immigration matters. The International Student Advisor will provide regular updates concerning maintaining your status. It is imperative that all international students stay up to date with the latest immigration regulations. Failure to do so can cause you to fall out of status. The CSE provides workshops throughout the year regarding visa status and immigration to facilitate these updates. The following section of this handbook outlines your basic immigration responsibilities.

Be sure to check your ArtCenter email regularly. Look for fliers, read the weekly CSE newsletter and international student listserve email announcements, and ArtCenter bulletins. The International Student Advisor is available to help you with your concerns and invites you to stop by the office regularly. However, staying informed is your responsibility. The CSE and ArtCenter will not assume responsibility for any changes to your student or visa status that may result from a student’s failure to stay apprised of important information.

Immigration Regulations
Like all nations, the United States has laws governing people residing temporarily within its borders. The following information highlights some of the rules and regulations set forth by the United States Citizenship and Immigration Services (USCIS). If you understand and follow these rules and regulations, you will be able to maintain your legal student status in the U.S. However, please be aware that the federal immigration regulations can and do change. Therefore, if you are uncertain how an event will affect your immigration status or have any additional questions about these regulations, stop by the CSE for clarification. A major role of the International Student Advisor is to provide advice about these regulations and to assist students in obtaining the benefits that are legally permitted.

This section provides a general summary of the basic terminology and regulations that all international students should know while studying in the U.S. This material should not be used as a legal reference. Because immigration law is subject to change often, and because each student has a unique set of circumstances, you should always consult the International Student Advisor for the latest information. For additional information on these and other immigration-related topics, please stop by the CSE.

IMMIGRATION DOCUMENTS
Passport
This document is issued by the government of your country. Your passport must be valid at all times during your stay in the U.S. Any time you need to interact with USCIS or re-enter the U.S., your passport must be valid for at least six months into the future. If your passport is nearing its expiration date, you may be able to renew it from within the US. Contact your nearest consulate or your embassy in Washington, D.C., for renewal procedures and applications.

U.S. Visa Stamp
The visa stamp in your passport issued by a U.S. consulate or embassy allows you to enter the U.S. and must be valid any time you wish to enter the country. Some visas are issued for “multiple entry” and others for “single entry” to the U.S. If you have a “multiple entry” visa, you can use it to re-enter the U.S. any number of times during the period of validity. Once you have entered the U.S., your visa can expire. If you plan on traveling outside of the U.S. and your visa has expired, you need to apply for a new visa stamp at one of the U.S. consulates abroad.

Immigration/Visa Status
This refers to the type of visa you hold, such as F-1, J-1, E-2, H-4, etc.

I-94 Form and Duration of Status (D/S)
Each person who entered the U.S. before May 2013 received a Form I-94 (Arrival/Departure Record). Those who enter after May 2013 will have a digital Arrival/Departure record in the Customs and Border Protection (CBP) data base. To get a paper copy of this digital record, visit cbp.gov/I94 after entering the U.S.

In addition, the CBP officer will stamp your passport with the following information: date and place of entry, visa status, and date until which you are permitted to stay. Instead of an actual date to which you are permitted to stay, most students should have the notation “D/S” on their I-94. This notation signifies that you may stay in the U.S. for “Duration of Status.” Therefore, as long as you maintain your student status (see the information below about maintaining F-1 status), you can stay in the U.S. until the completion of your studies or the end of your post-completion Optional Practical Training (OPT).

SEVIS I-20
The SEVIS I-20 is also known as the Certificate of Eligibility for Non-Immigrant (F-1) Student Status. Issued to you by ArtCenter, it is the primary record of your F-1 student status in the U.S. You must ensure that this document is valid at all times. Therefore, if you change your degree program or major, you must contact the International Student Advisor for a new SEVIS I-20. Page 3 of the SEVIS I-20 documents various student transactions, such as school transfer, curricular and Optional Practical Training authorizations, and travel validation required for re-entry to the U.S.

MAINTAINING F-1 STATUS
Passport
Keep your passport valid at all times.

Duration of Status
F-1 students are allowed to stay in the U.S. for the duration of status (D/S), which includes:

- The time during which the student is pursuing a full course of study and making normal progress toward completing that course;
- The time the student may be working in authorized Optional Practical Training (OPT) after completion of studies; and
- A 60-day period after completion of an academic program or post-completion Optional Practical Training.

USCIS grants duration of status to F-1 students by entering the notation “D/S” on both the passport and I-94 digital record.

Limitations on Duration of Status
The “complete studies by” date in item #5 on your SEVIS I-20 is the date by which USCIS expects you to complete the requirements for your academic program. If you will be graduating before the date listed on your SEVIS I-20, the International Student Advisor will change the date to reflect the earlier expected date of graduation.

Full Course of Study
You must register and attend school as a full-time student two terms of each year, making progress in degree requirements. If you are eligible to take a term off for your annual vacation or for an internship, you must notify ArtCenter of your intent to do so before the beginning of the term you plan to take off. Not showing up for registration without prior notification is a failure to maintain a full course of study. Withdrawing from school during the term is also a failure to maintain a full course of study.
You must be enrolled for a minimum of 12 units in every term, regardless of whether you are taking only studio or only Humanities and Sciences courses. The only exceptions to the 12-unit minimum requirement are medical issues or your final term at ArtCenter. However, you must discuss this with the International Student Advisor before enrolling in fewer than 12 units. Failure to do so will cause you to fall out of status.

Working
Do not work without employment authorization from the International Student Advisor or USCIS, as required by law. Working without authorization is a serious violation of F-1 student regulations. Consult the section on employment authorization for approved work opportunities.

Change of Address
Report a change of address to update your SEVIS information within ten days of moving. Stop by the CSE and fill out a change of address form right away.

OUT OF STATUS/REINSTATEMENT
You may be "out of status" if:

- The date for completion of studies on your SEVIS I-20 has expired
- You have not maintained your F-1 status as defined above
- You have taken two consecutive terms off
- You have worked without proper employment authorization

In this situation, you should contact the International Student Advisor immediately to seek advice about the possibility of reinstating your status with USCIS.

TRAVEL ABROAD AND RE-ENTRY
If you are planning to take a trip outside the U.S., you must have page 3 of your SEVIS I-20 endorsed (signed) by the International Student Advisor. In endorsing the SEVIS I-20, the International Student Advisor verifies that you are maintaining F-1 status and are eligible to continue as a student at ArtCenter upon your return to the U.S. This signature is required even for short trips (e.g., Mexico or Canada) outside the U.S.

Any time you plan to leave the country, it is always a good idea to stop by the CSE to let the International Student Advisor know. Then we can provide you with the latest travel update and ensure that your immigration paperwork is current and valid for re-entry to the U.S. Plan ahead and get the travel endorsement at least one week in advance of your departure.

EMPLOYMENT
Employment, as defined by USCIS, is any type of work performed or services provided on either a part-time or full-time basis in exchange for money or other compensation (including but not limited to tuition, fees, books, supplies, lodging, food or any other benefit). All employment requires authorization from the International Student Advisor or directly from USCIS. Working without proper authorization is a serious violation of student status regulations. Students should therefore consult with the International Student Advisor before taking up any employment.

On-Campus Employment
F-1 students in lawful status are permitted to work on campus provided that such employment does not exceed 20 hours per week during the academic term. During term breaks, students may work more than 20 hours per week. You may obtain authorization from the International Student Advisor prior to working.

Off-Campus Employment Based on Severe Economic Hardship
After being in F-1 status for at least one full academic year, an F-1 student may be eligible to apply for employment based on economic necessity. The requirements for this category of employment are quite stringent, and USCIS requires significant evidence of economic hardship. The student must have documentation verifying that an unforeseen change in financial circumstances has arisen since acquiring F-1 status. The application for employment authorization must be filed directly with USCIS.

Practical Training
Students are not permitted to engage in off-campus employment unless it is for practical training.

Curricular Practical Training (CPT)
F-1 international students in their fifth, sixth or seventh term may apply for CPT authorization if 1) they have been enrolled full-time for at least one full academic year, and 2) they have not taken two consecutive terms off prior to applying.

CPT work or internship must be directly related to the major area of study and also be integral to the major. CPT is not meant to be a convenient employment opportunity, but must have a valid purpose in the student’s program of study. Students may apply for CPT authorization with the International Student Advisor. For additional information about internships, attend the meeting held at the beginning of each term by the Office of Career Development.

Optional Practical Training (OPT)
OPT is an opportunity to apply knowledge gained in the classroom to practical work experience off campus. A student may hold a job that is directly related to the student’s major field of study for up to one year while in F-1 status. OPT may occur before or after the completion of studies. The cumulative number of months available for OPT is 12 months. Any time used for pre-completion OPT is deducted from the cumulative total. For example, if you use three months of pre-completion OPT, then you only have nine months remaining to use for post-completion OPT.

When engaging in pre-completion OPT during the school term, the work schedule is limited to 20 hours per week. During breaks between terms and during a term off, it is permissible to work full-time.

Post-completion OPT authorization is for full-time use only. Students who have been lawfully enrolled on a full-time basis for at least one full academic year (minimum two terms) and have not taken two consecutive terms off may apply for OPT employment authorization directly with USCIS. The work must be directly related to the major field of study. Because authorization can take up to 90 days to obtain, students are encouraged to apply well in advance of the desired employment dates. Stop by the CSE or attend the OPT information session held at the beginning of each term for more information.

EXTENSION OF STAY
If your SEVIS I-20 is about to expire and you need additional time to complete your degree program, you must request an extension of your stay from the International Student Advisor. This extension must be requested 30 days prior to the expiration date found on item #5 of your SEVIS I-20. ArtCenter grants undergraduate students 48 months and graduate students 36 months to complete their programs of study. Students easily complete their studies within the time given, and therefore extensions of stay are rarely necessary.
CHANGE OF STATUS
Students who enroll at ArtCenter with a visa other than F-1 (e.g., E-2, H-4) are encouraged to change their status to F-1 to enjoy the various F-1 benefits, such as on-campus employment and practical training. All students must change to F-1 status prior to their 21st birthday. If you will be turning 21 soon, stop by the CSE to initiate your change of status. Individuals in B-1/B-2 or F-2 status are not permitted to enroll as full-time students at ArtCenter. B-1/B-2 individuals must apply for F-1 status with USCIS and be approved prior to starting school. F-2 individuals may start school after an application for change of status (to F-1) has been submitted to USCIS. However, this should be done with caution, as a change in status denial may also result in a violation of F-2 status.

Students who have graduated and are interested in changing to another visa status (e.g., H-1B work visa) are encouraged to consult with an immigration attorney regarding application procedures.

TRANSfers of school/program
If you wish to leave ArtCenter to continue your academic program at another school in the U.S., you must follow the transfer procedures established by USCIS for F-1 students. Please see the International Student Advisor for more information about transferring.

It is the responsibility of the student to comply with immigration regulations and to know and understand how immigration regulations affect a given situation. If the student fails to fulfill these responsibilities, then the student may not be eligible to continue to receive (or to apply for) benefits provided to F-1 students. For example, the student may not be eligible to continue any type of employment (even on-campus employment) or to apply for school transfer, practical training or other F-1 benefits. In some situations, the student may even be subject to deportation.

This information is always subject to change, so please make sure to read all announcements, letters and email from the CSE. For additional immigration information, consult the USCIS website at irs.gov.

Taxes
Each year, everyone, regardless of immigration status, is responsible for submitting a complete and accurate income tax statement to the U.S. Internal Revenue Service (IRS).

Even if you did not receive any income from U.S. sources, you must still file Form 8843 with the IRS. If you fail to file a tax return, you could be subject to substantial monetary fines or even, in extreme cases involving fraud, loss of your immigration status.

Sources of U.S. income include earnings from on-campus employment or practical training, scholarships and investments. Depending on your income, you may also be required to file a California tax return (ftb.ca.gov).

The U.S. tax code is complicated, and your tax responsibilities may be affected by various tax treaties between the U.S. and other countries. The University of Texas–Austin publishes information online (http://world.utexas.edu/iss/tax/) that may help you understand your tax obligations.

The CSE staff is neither trained nor qualified to assist you with your taxes or to offer any tax advice. In order to ensure that you are submitting the correct and necessary forms, you may choose to consult with a tax professional. You can also visit the IRS website (irs.gov) or the eduPASS website (edupass.org/financial/taxp.html) for additional information.

The tax filing deadline is usually April 15 of each year. You should start thinking about filing your tax return as early as January. Do not wait until the last minute. If you plan to use a tax professional, set up a meeting well in advance of April 15. Appointments may be difficult to secure as the deadline approaches.

Staying Healthy
Adjusting to a new country and a new college environment like ArtCenter means excitement and challenge. Your classes, projects and studies will keep you busy beyond your expectations, but staying healthy should still be a priority and personal responsibility. Your diet, exercise and time management practices will enable you to maintain a good level of physical and emotional balance.

Disability Services
ArtCenter provides accommodations for students who have a documented physical or learning disability. If you need classroom accommodations, please visit the Disability Coordinator in the CSE before the term begins, or as soon as the disability is diagnosed.

Health Insurance
You will automatically receive medical insurance as an ArtCenter student. This insurance policy is included in your tuition. FAQ handouts and claim forms are available from the CSE and will be provided at orientation. This insurance policy is mandatory and cannot be waived through coverage by other plans. Coverage begins on the first Saturday of each academic term and continues through each official school break. Students on a Leave of Absence may purchase the insurance plan for ONE term per plan year. This is strongly recommended to avoid medical bills and pre-existing condition limitations during your term off.

It is important that ArtCenter is informed of your most current address because the health insurance card is mailed to the address that is in effect during enrollment/payment of fees. For additional information, visit aetnastudenthealth.com.

Health and wellness resources
The CSE sponsors health, wellness and safety workshops throughout the year and carries educational literature on various health-related topics.

Personal Counseling
Staff members in the CSE are available to discuss any problem, big or small, with ensured confidentiality. In addition, confidential brief counseling services by professional therapists are available to our students for one–five sessions per term. Also, referrals are made to off-campus resources based on the individual’s needs.

Smoking Policy
Smoking is not allowed in any enclosed portion of the campus or any stairs leading to a building entrance or on the Hillside Campus Bridge. California state law prohibits smoking within 20 feet of any building.

Where to Get Help at School
ArtCenter staff and department contact information is available at inside.artcenter.edu, and additional campus resources can be found in Chapter 11 of the Student Handbook.

Center for the student experience (CSE)
The Center for the Student Experience is your first stop when seeking information, advice and assistance related to your nonacademic needs. Staff members are generally available Monday through Friday from 8:30 a.m. to 4:30 p.m. to assist you. Most of the time, your questions can be easily answered with an information handout. Other times, short questions can be handled during walk-in hours. For more involved matters, call ahead to schedule an appointment at 626 396-2323.

For international student advising, contact Jeonghan Ryu
626 396-2370
Jeonghan.Ryu@artcenter.edu
For student support services, contact Kendra Stanifer
626 396-2396
Kendra.Stanifer@artcenter.edu

For student development programs, contact Celeste Guarnieri
626 396-2473
Celeste.Guarnieri@artcenter.edu

For counseling services, contact Darshana Lele
626 396-2357
Darshana.Lele@artcenter.edu

Associate Provost of Student Affairs/Dean of Students
The Dean of Students is available for students who want to discuss a problem or receive general advice. The Dean is your advocate.
Contact Ray Quirolgico
626 396-2325
Ray.Quirolgico@artcenter.edu

CASHIER (ACCOUNTING OFFICE)
Tuition and fees payment information is sent via your ArtCenter email. For questions about payment plans, payment by mail or in person, contact 626 396-2332.

CAMPUS SECURITY
The Campus Security department provides security and emergency response services for the College at the Hillside and South campuses 24 hours a day, seven days a week. A safety escort program is available to students when walking across campus after dark. Contact a Campus Security officer or the receptionist in the Student Gallery or at a reception desk any hour of the day or night. Program this number into your cell phone: 626 396-2299.

CAREER AND PROFESSIONAL DEVELOPMENT
The Career and Professional Development office provides general career counseling and specific information on available jobs and internships: 626 396-2320 (International students need to stop by the CSE to discuss regulations and eligibility for employment in the U.S.)

DEPARTMENT CHAIRS OFFICE (DCO)
The Department Chairs office is your first point of contact for academic advising and any academic questions: 626 396-2343.

EMERGENCY
If you feel that your personal safety is threatened at any time, do not hesitate to call this number. It works everywhere in the U.S. and should be programmed into your cell phone: 911.

ENROLLMENT SERVICES
The Enrollment Services staff can assist you with class selection and class schedule changes: 626 396-2314.

EXCHANGE AND STUDY AWAY
If you will be participating in a Study Away program or want to find out more about what study away opportunities exist and how to apply, visit the Exchange and Study Away website at artcenter.edu/exchangeor contact the office, located in the DCO: 626 396-4215.

FINANCIAL AID
The Financial Aid office can help you find on-campus employment and answer scholarship questions: 626 396-2215. (International students must first stop by the CSE to obtain on-campus employment authorization.)

STUDENT STORE
Books, art/school supplies, computers/accessories and ArtCenter logo merchandise are available at the Student Store, across from the cafeteria: 626 396-2227.

WRITING CENTER
The Writing Center provides individualized assistance for all students, from first term to graduate level. Besides writing assignments, the Writing Center can also help with reading and research: Hillside Campus, Room 202A.

Social Life at ArtCenter
A good social life is important to a student’s success. Recreation, diversion and friends contribute to a balanced life.

DEGREES OF FRIENDSHIP
Just as it probably does in your own culture, it takes time for friendships and close relationships to develop among Americans. You may hear Americans refer to acquaintances, such as persons who happen to sit together in class, as “friends.” There are, however, degrees of friendship.

Greeting people is the first step toward building a relationship. Common greetings in the U.S. include, “Hi, how are you?” or “How are you doing?” These are polite phrases—not necessarily questions—and you will find that the person asking may not always wait for a response. This does not mean the person greeting you is being rude; it is merely a reflection of the social customs in the U.S.

As an international student, try to make an effort to meet people so that friendships can develop. Talk to people, even if your English is not strong. ArtCenter is a very international community. Take this opportunity to get to know people from different cultural backgrounds. Because crossing borders to study is a unique and powerful experience, some students initially find that they have more in common with other international students than they do with Americans. However, do not let this keep you from making American friends. You will develop a better understanding of American culture and values if you also make the effort to seek out Americans.

CAFETERIA
The primary student social center on campus is the cafeteria. Students can have most of their meals here, as it is open Mondays–Thursdays 7:30 a.m.–8 p.m.; Fridays 7:30 a.m.–6 p.m.; and Saturdays 8:30 a.m.–2 p.m. Daily menus and updated hours are available from a link at Inside ArtCenter.

STUDENT ORGANIZATIONS
Participating in student life outside the classroom is a great way to make friends. There are many student organizations at ArtCenter representing many student interests. You will find cultural and religious organizations, sports clubs, student government and social groups.

If you want to enhance your leadership skills, you will find a number of opportunities on campus. You can choose to run for ArtCenter Student Government (ACSG) office or lead an international student club or other campus organization. You can also organize activities with the CSE or volunteer with many community programs. These are all opportunities to meet and work with others on issues that matter to you. Being involved is one of the best ways to develop new connections outside of classes at ArtCenter.

Current information, schedules of meetings and special cultural events are announced in the weekly CSE e-mail.

OUTSIDE ARTCENTER
Pasadena and Los Angeles offer a wide variety of restaurants, theaters and cultural activities. You can buy maps, guides and newspapers at local bookstores and newsstands. Visit the official City of Pasadena (ci.pasadena.ca.us) and Los Angeles (lacity.org) websites for more resources. A “Guide to Life in Pasadena” is also included in the International Student Handbook.
Resources and References
The following information is provided for your convenience and reference. ArtCenter and the Center for Student Experience do not endorse any of the following websites or companies and are not responsible for the information they provide.

MEASUREMENT CONVERSIONS
convert-me.com/en/

WORLD TIME
timeanddate.com/worldclock/

CURRENCY EXCHANGE
x-rates.com

GOVERNMENT SITES
U.S. Department of State – state.gov/index.htm
U.S. Citizenship and Immigration Services – uscis.gov
U.S. Internal Revenue Service – irs.gov
U.S. Postal Service – usps.com
State of California – ca.gov
City of Pasadena – cit.pasadena.ca.us
City of Los Angeles – lacity.org

ENTERTAINMENT AND NEWS
cnn.com
imdb.com
latimes.com
nbcnews.com
moviefone.com
netflix.com
ticketmaster.com

ART AND MUSIC
getty.edu
huntington.org
lacma.org
moca.org
musiccenter.org
nortonSimon.org
nhm.org
pacificasiamuseum.org
caamuseum.org

HOUSING AND MOVING RESOURCES
offcampushousing.artcenter.edu
apartments.com
move.com
losangeles.craigslist.org
dfa.ca.gov/publications/landlordbook/tenant.pdf

TRAVEL
cheaptickets.com
expedia.com
priceline.com
travelocity.com

SEARCH ENGINES
google.com
yellowpages.com

Directions to ArtCenter
For automated phone directions to the campus, call 626 396-2246.

FROM DOWNTOWN LOS ANGELES
North on 110 Freeway, approximately 3 miles past Dodger Stadium to Orange Grove Boulevard exit (L), go 2 miles to Holly Street signal (L), to Linda Vista (R) (you will be entering a residential area); continue for 2 miles to Lida Street signal (L).*

FROM LAX AREA
North on 405 Freeway, East on 10 Freeway, to North 110 Freeway, then follow directions above, “From Downtown Los Angeles.”

FROM SANTA MONICA AREA
East on 10 Freeway to North 110 Freeway, then follow directions above, “From Downtown Los Angeles.”

FROM NORTH SAN FERNANDO VALLEY AREA
East on 210 Freeway, exit Berkshire (L), at first signal (R); follow “Rose Bowl” signs, curve to the (R), follow Linda Vista (L), to Lida Street signal (R).*

FROM BURBANK/SOUTH SAN FERNANDO VALLEY AREA
East on 134 Freeway (passing Glendale, before 210 Freeway), exit on Linda Vista, follow signs posted (R, L, R) and continue for 2 miles to Lida Street signal (L).*

FROM ORANGE COUNTY AREA
North on 605 Freeway, to West 210 Freeway, to West 134 Freeway (transfer in Pasadena area), exit Orange Grove; go directly to the next signal, Linda Vista (R) (you will be entering a residential area); follow for 2 miles to Lida Street signal (L).*

*Continue on Lida Street to the top of the hill; you will see the ArtCenter sign on your left. Follow the drive; the student parking lot is located at the top of MacMinn Drive, past the main building.

International Student Policies and Procedures
Questions, comments, corrections and suggestions about the information contained in this chapter should be directed to Enrollment Services and/or the Center for the Student Experience.
CHAPTER 3

Collegewide Policies and Procedures

This chapter describes policies and procedures that apply to all ArtCenter students. The rules, regulations and codes in this chapter address prohibited behaviors and outline the College’s expectations for the community. Failure to abide by these policies or follow these procedures may result in disciplinary action that could also affect a student’s status at ArtCenter.

Academic and Creative Integrity Policy

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.

The following constitutes academic misconduct:

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

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.

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.

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.

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 on inside.artcenter 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).
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. The appeal process is outlined in the Student Code of Conduct section of the Student Handbook.

Alcohol and Illegal Drugs Policy
ArtCenter is committed to providing its students, faculty and staff with an environment that promotes safe and responsible social interaction.

ArtCenter’s concern over the illicit use and the abuse of alcohol and drugs stems from the serious health hazards caused by substance abuse; the potential legal penalties for those convicted of unlawful use, possession or distribution of these substances; and the ways in which alcohol and drugs adversely affect our campus environment. All members of the ArtCenter community should be familiar with and should adhere to ArtCenter’s Policy on Alcohol and Illegal Drugs. Individuals are expected to take responsibility for their own conduct and to comply with state and federal laws, as well as with ArtCenter’s policies.

FEDERAL AND STATE LAW
ArtCenter abides by federal and state laws regarding the use of alcohol and illegal drugs. For example, it generally is a criminal offense:

1. To use, possess, cultivate, manufacture, sell or transfer illegal drugs, or to illegally use other drugs or prescriptions.
2. For any person under the age of 21 to consume, purchase or possess alcohol.
3. To provide any alcoholic beverage to a person under the age of 21.
4. To provide any alcoholic beverage to an obviously intoxicated person.
5. To be under the influence of alcohol in a public place and unable to exercise care for one’s own safety or that of others.
6. To operate equipment or vehicles after consuming alcohol or drugs.
7. To use false evidence of age and identity to purchase alcohol, or to have such false evidence in one’s possession.

A student’s eligibility for federal financial aid may be suspended if the student is convicted, under federal or state law, of an offense involving the possession or sale of illegal drugs. For more information review the document posted at www.whitehouse.gov/sites/default/files/ondcp/recovery/fafsa.pdf

CONTROLLED SUBSTANCES AND ALCOHOL
ArtCenter maintains a drug-free workplace and campus. Members of the ArtCenter community are expected to act lawfully with respect to the possession and consumption of alcoholic beverages. All members of the ArtCenter community, including students, are prohibited from working in a shop after having consumed alcohol. Consumption of alcoholic beverages on ArtCenter’s premises is not permitted, regardless of the drinker’s age, unless the event is approved by the Director of Environmental Health and Safety or the Director’s designee. Project and event authorization forms must be completed to receive approval.

PLANNING STUDENT EVENTS
ArtCenter recognizes that student parties and activities are an important part of campus life. The information provided here is intended to help you minimize the risks associated with sponsoring a party and to help individuals and organizations plan and execute a safe, healthy, fun and problem-free event.

Event planners must consult with the Center for the Student Experience and the Chief of Campus Security prior to the event so that the appropriate office can work with planners in arranging and approving the event.

Event Requirements
All student events at which alcohol will be served (including official College functions, registered events and private parties) must adhere to the following guidelines:

1. In order to use ArtCenter funds (including student organization funding) for an event where alcohol is served, prior authorization must be received from the Center for the Student Experience.
2. Events where alcohol is served may be open only to members of the ArtCenter community and their invited guests unless otherwise approved.
3. Events should not promote underage drinking or the inappropriate or excessive use of alcohol.
4. One student must fill out the Event Registration form as the event host on behalf of the sponsoring organization.
5. Professional bartenders employed by a third party apart from ArtCenter are required at any event where alcohol is served and those under legal drinking age are present. A current driver’s license with a photo, a state-issued identification card or a passport are the acceptable means of legal drinking age identification.
6. A bartender may not serve alcohol to any individual who is under 21 years of age or to anyone who is intoxicated. Attendees must have a government-issued photo ID available at all times while attending the event. A bartender may not serve more than one drink to one person at any given time.
7. An adequate supply of quality non-alcoholic beverages must be provided throughout the party. Alcohol may not be served if non-alcoholic beverages run out. Food must also be available throughout the event.
8. Campus Security must be present at any registered event where alcohol is served unless the Center for the Student Experience, in consultation with the Director of Environmental Health and Safety, grants an exception.
9. All events must conclude by 2 a.m. The bar must be closed by 1:30 a.m. and Security will be present to assist in this process. This may include the removal of remaining alcohol to a designated secure location.
10. Accessible, shared supplies of alcohol are not allowed anywhere on campus. This includes, but is not limited to, kegs, trashcan punches and beer fridges.

11. Drinking games or any other activities that promote the rapid and/or excessive consumption of alcoholic beverages are prohibited.

LIABILITY
While the law regarding civil liability is complex, it is important to know that, under some circumstances, event sponsors, bartenders or others might be held legally liable for the consequences of serving alcohol to underage drinkers or to obviously intoxicated persons. You could be sued and found personally liable for damages to any injured party or parties.

POLICY VIOLATIONS
Violations of this policy constitute a violation of the Student Code of Conduct. ArtCenter will impose sanctions on individuals and organizations that violate this policy. These sanctions and penalties will depend on the severity of the offense. Penalties can include expulsion from ArtCenter and referral to civil authorities for prosecution for violations of the law. Any student found to be selling or providing illegal drugs, either on or off campus, may be suspended or expelled from ArtCenter, even for a first offense.

In addition to suspension or expulsion, other sanctions may include the following:

1. Verbal and written warnings
2. Organizing an educational program for peers
3. Community service
4. The completion of an appropriate rehabilitation program
5. Social probation for an individual or a group

Student organizations that violate the policy will have restrictions placed on parties, events and/or other social activities and may have their charter revoked. An event can be closed immediately or other measures taken to correct the violation. Disciplinary action can be invoked entirely apart from any civil or criminal penalties that the student might incur.

Students should understand that inebriation is never an excuse for misconduct. A student’s careless or willful reduction, through the use of alcohol or other intoxicants, of his or her own ability to think clearly, exercise good judgment and respond to rational intervention may incur more stringent penalties than otherwise might be levied.

Recent legislation allows institutions of higher education to contact appropriate family members when students violate a school’s alcohol or drug policy. If students’ behavior with respect to alcohol and/or drugs presents a danger to themselves and/or others, ArtCenter may inform family members. This will be deemed necessary by the Assistant Dean of Students, in consultation with other offices as necessary.

ALCOHOL SAFETY
When planning an event where alcohol will be served, it is important to be aware of the need to implement a plan to promote the health and safety of all guests. ArtCenter’s alcohol policy and programs are intended to encourage its community members to make responsible decisions about the use of alcoholic beverages and to promote safe, legal and healthy patterns of social interaction.

As an event host or as a participant, it is important to be educated regarding signs of intoxication, signs and symptoms of alcohol poisoning, and managing high-risk guests.

To manage high-risk guests, the following is a list of suggested Do’s and Don’ts:

Do:
1. Be friendly but firm.
2. Be assertive and nonjudgmental.
3. Make sure you have others close by for support.
4. Use the guest’s friends as your allies.

5. Offer guests an alternative to drinking; this will allow the guest to “save face” and feel in control.
6. Be aware of possible aggression; try to get the person away from the crowd and distract them from possible sources of anger.

Don’t:
1. Be angry or obnoxious.
2. Back down or change your mind.
3. Hesitate to contact Campus Security.
4. Take statements personally or get into a shouting match.
5. Touch anyone without good reason; if a person attacks you, only use enough force to restrain them.
6. Embarrass the guest; others observing the situation may feel a need to intervene and/or retaliate.

In addition, the ability to differentiate between the symptoms of alcohol intoxication and an alcohol emergency is critical. Signs of intoxication include alternating between very loud and very soft speech, rambling or irrational speech, acting aggressively or belligerently, spilling drinks, and a decrease in hand-eye coordination.

In contrast, the signs and symptoms of alcohol poisoning are more severe and dangerous. There is no way to make a person sober quickly. It takes about as many hours to become sober as the number of drinks consumed. If the individual exhibits unconsciousness or semi-consciousness; slow breathing (eight breaths or less a minute); cold, clammy, pale or bluish skin; or does not respond to sounds, pinching, prodding or poking, it is highly possible that he or she has alcohol poisoning. In cases of alcohol poisoning (even suspected instances), you should immediately contact Campus Security at 626 396-2211 (Hillside Campus) or 626 396-4311 (South Campus), or dial 911, and then stay with the person until help arrives. Prevent choking by rolling the person onto his or her side, and continue to observe the person’s vital signs (e.g., level of consciousness, breathing rate and blood flow to skin).

In cases of intoxication and/or alcohol poisoning, the primary concern is for the health and safety of the individuals involved. Individuals are strongly encouraged to call for medical assistance for themselves or for a person who is dangerously intoxicated. No student seeking medical treatment for an alcohol or drug-related overdose will be subject to discipline for the sole violation of using or possessing alcohol or drugs. A staff member may follow up with the student after the incident to assess his or her health and welfare.

Communications Policy
ArtCenter will use a variety of means to communicate with students, including Inside ArtCenter (inside.artcenter.edu), phone, postal mail, email and the College’s website. For this reason, each student must have a local address and functioning phone number on file with Enrollment Services. Students are responsible for updating this information online at inside.artcenter.edu. Students will be held responsible for information mailed to the address on file even if that address has not been updated by the student.

ArtCenter uses email as an official form of communication with students. Every registered ArtCenter student is provided an Inside Mail account with an address in the form: username@inside.artcenter.edu. It is the student’s responsibility to check Inside Mail messages several times per week to ensure that these official communications are received. Important information such as policy changes, schedules and deadlines are sent to Inside Mail. In addition, faculty may choose to send information regarding courses and assignments to students’ Inside Mail addresses. Students choosing to check their Inside Mail by means other than through inside.artcenter.edu do so at their own risk. If students set up IMAP or POP for Inside Mail and for some reason they do not receive their email, they are still responsible for the information. ArtCenter requires that students use the Inside Mail account for their ArtCenter official business to ensure that they receive all messages.

In keeping with safe security practices to protect your Inside ArtCenter student account, you are required to change your assigned default password given at orientation or registration by visiting ArtCenter’s identity management site (ADD) at artcenter.edu/changepassword. There you can change
and manage your password any time you choose using a self-service model; all you need to do is choose at least two security questions. Changing your password only takes a minute. Remember, it is not just a good practice but a necessity to keep your information private. Additionally, you should never use a predictable password and never share your password with anyone.

Your Inside ArtCenter student account provides access to various technology resources around the campus, such as access to the computer labs and multiple services through Inside ArtCenter, including email, dotEd Learning Management System, personalized financial statements and more. Given the ability to access multiple services with a single password, it is all the more important to keep your account protected.

**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).

**Equal Opportunity**

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.

**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.

**POLICY AGAINST HARASSMENT**

The College aims to provide an educational environment that is free of any kind of harassment. Harassment by any employee, student or any third parties, such as contractors, visitors, students from other schools, or vendors is strictly prohibited as a rule, but especially on the basis of the various characteristics listed in the above paragraph.

Examples of prohibited conduct include verbal harassment, physical harassment or visual harassment. Verbal harassment may include, but is not limited to, epithets and derogatory comments or slurs. Physical harassment may include, but is not limited to, assaulting, impeding or blocking movement, or physically interfering with the normal work or movement of another. Visual harassment may include, but is not limited to, the display or possession of posters, cartoons, computer images or drawings that are deemed to be derogatory or offensive to those with the characteristics listed above.

**Sexual Misconduct**

**DEFINITIONS OF SEXUAL MISCONDUCT**

Sexual misconduct encompasses a range of behaviors used to obtain sexual gratification against another’s will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed.

Sexual misconduct includes, but is not limited to, these prohibited offenses:

- Non-consensual sexual intercourse: Defined as any sexual intercourse by any person upon another without consent. It includes oral, anal and vaginal penetration, to any degree, with any object. It is referred to as “sexual assault” in this policy.
- Non-consensual sexual contact: Defined as any sexual touching with any object, by any person upon another, without consent. Sexual touching is contact of a sexual nature, however slight.
- Other forms of sexual misconduct include, but are not limited to:
  - Sexual harassment;
  - Sexual exhibitionism;
  - Sex-based cyber-harassment;
  - Prostitution or the solicitation of a prostitute;
  - Peeping or other voyeurism;
  - Going beyond the boundaries of consent, e.g., by allowing others to view consensual sex or the non-consensual video or audio taping of sexual activity.

**STATEMENT PROHIBITING ALL SEXUAL MISCONDUCT**

Sexual misconduct of any kind is inconsistent with ArtCenter’s values and incompatible with the safe, healthy environment that the ArtCenter community expects. All members of this community share responsibility for creating and maintaining an environment that promotes the safety and dignity of each individual. The most egregious form of sexual misconduct is sexual assault, which is an affront to justice that will not be tolerated at ArtCenter. Federal law views sexual misconduct and sexual assault as forms of sexual harassment prohibited under Title IX of the United States Education Amendments of 1972. Sexual assault also violates state law as well as ArtCenter policy. Students found responsible for sexual misconduct or sexual assault will ordinarily face disciplinary sanctions up to and including dismissal from the College.

ArtCenter believes that no person should bear the effects of sexual assault alone. When a sexual assault occurs, the College’s paramount concern is for the safety, health and well-being of those impacted. To support and assist students, the College provides a wide range of services and resources.

**BASIC PROCEDURES FOR REPORTING AND RESPONDING TO INCIDENTS OF SEXUAL MISCONDUCT**

Investigation and adjudication of allegations of sexual misconduct that involve students shall follow these procedures:

1. The reporting party and the responding party each have the opportunity to attend a hearing before a properly trained hearing board;
2. The reporting party and the responding party each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;

3. A student conduct decision is based on the preponderance of evidence standard; i.e., “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the responding party violated ArtCenter’s Student Conduct Code?”

4. The reporting party and the responding party will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and

5. The reporting party and the responding party each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing of the final outcome after the appeal is resolved.

• A student may appeal a determination by the Assistant Dean of Students or Hearing Board based upon any of the following:
  a) The sanction is grossly disproportionate to the offense.
  b) The procedures provided for in this Code were not followed, directly resulting in significant prejudice to the student.
  c) New relevant evidence is available which, in the exercise of reasonable diligence, could not have been produced at the time of the hearing.
  d) 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 Student Conduct Officer, within five business days of the date the student receives the written determination of the sanction from the Student Conduct Officer.

• 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.

A person alleging sexual assault, domestic violence, dating violence or stalking may utilize the complaint and investigatory procedures set forth in ArtCenter’s Policy Against Sexual Harassment in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the Center for the Student Experience. All reports of sexual misconduct that involve employees will be referred to Human Resources for investigation and adjudication.

("Hostile Environment" is the term used by Title VII employment law as it relates to action taken against a person in retaliation to a complaint of sexual harassment or for cooperating with a sexual harassment investigation. Under Title IX, the term used is “retaliation.”)

When the complaint/reporting party does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, ArtCenter’s ability to respond to the complaint is limited.

**DEFINITION OF CONSENT**

Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct.

Intoxication is not an excuse for failure to obtain consent. A person incapacitated by alcohol or drug consumption, or who is unconscious or asleep or otherwise impaired, is incapable of giving consent.

**ADDITIONAL STEPS IN RESPONDING TO COMPLAINTS OF SEXUAL MISCONDUCT**

1. Assignment of a Sexual Assault Resource Coordinator

Whenever the College receives a report of sexual misconduct or sexual assault, the complainant will be referred to the Center for the Student Experience which will serve as a resource coordinator to the complainant to identify, explain and navigate the complainant’s reporting options and the available support services. This can include referrals to counseling, educational support, pastoral care and medical treatment; and information about College and legal processes. The Center for the Student Experience can also provide assistance in rearranging class schedules, extracurricular activities and housing and on-campus dining arrangements; to the extent that a student’s requests are reasonable and can be accommodated, every effort will be made to do so. Where appropriate, the goal of any adjustment will be to minimize the burden on the complainant’s educational program. Similarly, a responding party will also be assigned a resource person, to provide him or her with support, information and assistance.

2. No Contact Orders Issued to the Complainant and the Accused

Upon receipt of a report of alleged sexual misconduct in which the accused is a current ArtCenter student, the Center for the Student Experience shall issue “no contact” orders to the complainant and accused.

**REPORTING SEXUAL MISCONDUCT AND SEXUAL ASSAULT COMPLAINTS**

ArtCenter has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between the complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Students should contact the Center for the Student Experience (626 396-2323), and ask to speak with the Title IX Coordinator and/or a counselor.

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at San Gabriel Valley Medical Center (Sexual Assault Response Team) at 626 943-3678, 438 W. Las Tunas Drive, San Gabriel. The center is open 24 hours a day, 365 days a year. The Sexual Assault Forensic nurse should be contacted prior to arrival at 877 209-3049.

In California, evidence may be collected even if you choose not to make a report with law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred in the past 96 hours, so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take the steps to address concerns of pregnancy and/or sexually transmitted diseases. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages and other communications, and
keeping pictures, logs or other copies of documents, if they have any, that would be useful to ArtCenter investigating/adjudicating officials, investigators or police. Although ArtCenter strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. ArtCenter’s Center for the Student Experience, Counseling Center or Campus Security will assist any victim in notifying the police. Pasadena Police may also be reached directly by calling Schulyer Sandeen at 626 744-7099 or Dispatch at 626 744-4501, or in person at 207 N. Garfield Ave., Pasadena, CA 91101.

ArtCenter’s student conduct disciplinary process will include a prompt, fair and impartial investigation and resolution process. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The policy provides that:

• The reporting party and the responding party each have an opportunity to attend a hearing before a properly trained hearing board;

• The reporting party and the responding party each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;

• A student conduct decision is based on the preponderance of evidence standard, i.e., “more likely than not to have occurred” standard. In other words, the conduct process asks: “Is it more likely than not that the responding party violated ArtCenter’s Student Conduct Code?”

• The reporting party and the responding party will be notified simultaneously in writing of the outcome of any disciplinary proceedings, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and

• The reporting party and the responding party each have the right to appeal the outcome of the hearing, and will be notified of the outcomes of any appeals.

What to Do if You Have Been a Victim Of Sexual Assault, Dating Violence, Domestic Violence or Stalking

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at San Gabriel Valley Medical Center (Sexual Assault Forensic Nurse), 438 W. Las Tunas Drive, San Gabriel, CA, 877 209-3049.

The victim should not:

• Bathe or shower
• Use the restroom
• Change clothes
• Comb hair
• Clean up the crime scene
• Move anything the offender may have touched

Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

A forensic medical exam may be performed at a hospital or other healthcare facility, by a sexual assault nurse examiner (SANE), sexual assault forensic examiner (SAFE), or another medical professional. This exam is complex and, on average, takes three to four hours. While this may seem lengthy, medical and forensic exams are comprehensive because the victim deserves and needs special attention to ensure that they are medically safe and protected. In addition, it is important to collect evidence so that if the victim chooses to report the crime to the police, they can access the stored evidence.

• To start, the medical professional will write down the victim’s detailed history.

• This sets a clear picture of existing health status, including medications being taken and preexisting conditions unrelated to the assault.

• Next there is a head-to-toe, detailed examination and assessment of the entire body (including an internal examination).

• This may include collection of blood, urine, hair and other body secretion samples; photo documentation of injuries (such as bruises, cuts and scraped skin); and collection of clothing (especially undergarments).

• Finally, the medical professional will speak about treatment for sexually transmitted infections (STIs) that may have been exposed during the assault.

• Depending on the hospital and state, the victim may receive prophylaxis as well as referrals for follow-up counseling, community resources and medical care.

• NOTE: The victim has the right to accept or decline any or all parts of the exam. However, it is important to remember that critical evidence may be missed if not collected or analyzed.

• After the forensic medical exam is performed and the evidence is collected and stored in the kit, the victim will be able to take a shower, brush her or his teeth, etc.—all while knowing that the evidence has been preserved to aid in a criminal prosecution if so desired.

The sexual assault forensic exam kit (commonly referred to as a "rape kit") is the collection of DNA and other forensic evidence, which is then kept by the SANE or medical provider until picked up by law enforcement or the crime lab. It is then stored until the victim determines whether or not to pursue a case. The kit itself is generally a large envelope or cardboard box, which can safely store evidence collected from your body or clothing. While the contents of a sexual assault forensic exam may vary by state and jurisdiction, it may include items such as: instructions, bags and sheets for evidence collection, swabs, comb, envelopes for hair and fibers, blood collection devices, and documentation forms.

Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, states may not: “Require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”

Under this law, a state must ensure that victims have access to an exam free of charge or with a full reimbursement, even if the victim decides not to cooperate with law enforcement investigators. Essentially, this law allows victims time to decide whether to pursue their case. A sexual assault is a traumatic event and some victims are unable to decide in the immediate aftermath. Because forensic evidence can be lost as time progresses, a “Jane Doe Rape Kit” enables a victim to have forensic evidence collected without revealing identifying information.

Each state has determined different time frames for the storage of a kit. The victim should be informed at the time of the exam as to the length of time the kit will be retained, as well as the disposition of the kit. A local crisis center can help explain all of the options moving forward (centers.rainn.org). Processing the evidence collected may take only a few weeks, but many areas of the country have significant backlogs. So the wait to have your evidence tested could range from a few weeks to a few months, or even longer. In California, evidence may be collected even if you choose not to make a report to law enforcement. Evidence should be collected within 72 hours.

CONFIDENTIALITY

ArtCenter will protect the identity of the persons who report having been victims of sexual assault, domestic violence, dating violence or stalking to the fullest extent of the law.
SANCTIONS AND PROTECTIVE MEASURES

In all sexual misconduct cases, investigations that result in a finding of more likely than not that a violation of the policy occurred will lead to the initiation of disciplinary procedures against the accused individual. ArtCenter’s sanctions may be imposed upon the person determined to have violated this policy. ArtCenter may implement protective interim measures following the report of domestic violence, dating violence, sexual assault and stalking. The Title IX Coordinator will determine whether interim interventions and protective measures should be implemented and, if so, take the steps to implement those protective measures as soon as possible. Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary, pending the results of the investigation, or may become permanent as determined by ArtCenter.

DISCIPLINARY ACTIONS

For students, all forms of sexual misconduct (including, but not limited to, sexual assault, domestic violence, dating violence and/or stalking) are violations of the Student Code of Conduct. Students found responsible for violations of the Student Code of Conduct are subject to sanctions that can include suspension or expulsion.

Employees who violate the policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence and stalking are criminal acts which also subject the perpetrator to potential criminal and civil penalties under federal and state law.

REPORTING OPTIONS

A student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a complaint through ArtCenter’s disciplinary process, or to pursue both processes simultaneously. Regardless of the option chosen, ArtCenter reserves the option to initiate an administrative investigation under Title IX. (If an employee experiences, witnesses or learns of any job-related discrimination, harassment or retaliation, the employee must promptly report the incident to Human Resources, which will undertake an investigation.)

Option 1: Criminal Complaint

ArtCenter encourages students to report all incidents of sexual misconduct or sexual assault to the police. If the incident occurred on ArtCenter property, Campus Security is the appropriate department with which to file a report. Off-campus incidents will likely fall in the jurisdiction of local law enforcement. Campus Security can assist with contacting the appropriate agency.

Incidents of sexual misconduct involving students that are reported to Campus Security will also be referred to the Center for the Student Experience for follow-up and administrative investigation. Similarly, the Associate Provost for Student Affairs/Dean of Students will follow up where appropriate in those instances where the College has a report of an incident of sexual misconduct or sexual assault that has been reported to another police agency.

The administrative investigation conducted by the Center for the Student Experience is distinct from the criminal investigation and flows from ArtCenter’s obligation under Title IX to ensure that it is providing a safe environment for all students. If a complainant wishes to pursue a criminal complaint exclusively, the complainant may choose to temporarily defer the administrative investigation or disciplinary process by making a formal written request to the Associate Provost for Student Affairs/Dean of Students, which may delay the administrative investigation and ArtCenter’s ability to respond. ArtCenter may continue its administrative investigation where it has reason to believe that the accused may be an imminent threat to the safety of the complainant and/or other students. At any time, the complainant may choose to rescind the deferral by making a formal written request to the Associate Provost for Student Affairs/Dean of Students, electing to resume the administrative investigation and/or disciplinary process. ArtCenter will maintain documentation of the date of deferral. Information obtained through the criminal investigation may be used by ArtCenter for the disciplinary process.

If a student pursues a criminal complaint, a member of the Center for the Student Experience will request that local law enforcement or the local prosecutor’s office keep the College informed and immediately advised of its decision whether to prosecute the complaint. ArtCenter will maintain documentation of the date of the request to the prosecutor’s office. In cases where the prosecutor’s office declines prosecution, a member of the prosecutor’s office and the Center for the Student Experience will provide written notice to the complainant of the prosecutor’s decision.

Option 2: College Disciplinary Process

Sexual misconduct involving students, including sexual assaults whether or not they have been reported to a police agency, should also be reported to ArtCenter for investigation and resolution through the College process.

If a student reports an incident of sexual misconduct to the College, the Title IX Coordinator in the Center for the Student Experience will conduct an administrative investigation. Ordinarily, an administrative investigation will include a review of statements obtained from either party, interviews with both parties, interviews with witnesses as appropriate and review of relevant documentary evidence. Once the investigation is complete, the Title IX Coordinator will make a determination about whether the case should be referred to the Associate Provost for Student Affairs/Dean of Students for resolution. Information obtained through the administrative investigation may be used by the Center for the Student Experience or the Associate Provost for Student Affairs/Dean of Students for consideration in the College disciplinary process, with or without the cooperation of the complainant.

Option 3: Simultaneous Processes

A student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the College’s disciplinary process, or to pursue both avenues simultaneously.

PRIOR SEXUAL HISTORY

The prior sexual history of the complainant shall not be considered relevant to the investigation.

PATTERN OF BEHAVIOR

The College may consider the accused’s pattern of behavior in determining actual or threat of harm.

WRITTEN NOTICE OF REPORTING OPTIONS

Students who report alleged sexual misconduct or sexual assault will be provided with written notice of the above-referenced reporting options. The College, through the Title IX Coordinator in the Center for the Student Experience, must also obtain written acknowledgment from the student of her/his decision regarding which options, if any, the student wishes to pursue.

NON-CONSIDERATION OF OTHER POTENTIAL POLICY VIOLATIONS

At times, students are hesitant to report the occurrence of a sexual assault to College officials because they are concerned that they themselves, or witnesses to the misconduct, may be charged with other policy violations; e.g., alcohol violations. These behaviors are not condoned by the College, but the importance of dealing with alleged sexual misconduct or sexual assault outweighs the College’s interest in addressing other violations. Accordingly, in these cases, the College will not pursue disciplinary action against a student who makes a complaint of sexual misconduct or sexual assault in connection with the reporting of that incident, or against students named as witnesses to the incident.

RESOURCES FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

National Sexual Assault Hotline
(800) 656-HOPE or (800) 656-4673
Domestic Violence Hotline
(800) 578-3600
CAMPUS SEX CRIMES PREVENTION ACT
The Federal Campus Sex Crimes Prevention Act was enacted in 2000. This law requires ArtCenter to inform the College community that in California, convicted sex offenders must register with their local law enforcement agencies. Commonly called "Megan’s Law," this state law allows the public access to the registry at local law enforcement offices. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in or frequent the community.

Information about the sex offender registry is maintained by the State of California and may be accessed online at: http://mganslaw.ca.gov

Sex Offender Registry information shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise, for the protection of the public in general and children in particular. Unlawful use of the information in the Sex Offender Registry for the purposes of intimidating or harassing another in prohibited and willful violation of these terms may be punishable by law.

COMPLIANCE WITH VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (2013)
ArtCenter does not discriminate on the basis of sex or gender in its educational programs, and sexual harassment and sexual violence are types of sexual discrimination. Other acts can also be forms of gender-based discrimination, and are also prohibited whether or not sexual activity is involved, and include dating violence, domestic violence, and stalking. As a result, ArtCenter College of Design, issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct that includes sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to an ArtCenter official. In this context, ArtCenter prohibits the offenses of domestic violence, dating violence, sexual assault and stalking, and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the ArtCenter community.

Non-retaliation for Reporting Misconduct
ArtCenter encourages each student or employee to report any violations of federal, state or local laws, regulations or rules of which he or she becomes aware. No student or employee will be discriminated against or retaliated against for reporting what he or she, in good faith, believes to constitute such a violation, or for reporting such information during his or her former enrollment or employment. Any student or employee who believes that a violation of any laws, regulations or rules has occurred, or who has been, or is being, directed to participate in any such activity or for reporting such information during his or her former enrollment or employment. Any student or employee who believes that he or she has been, or is being, directed to participate in any such activity, or for reporting what he or she, in good faith, believes to constitute such a violation, or for reporting such information during his or her former enrollment or employment, must contact the Associate Provost for Student Affairs/Dean of Students, the Provost, or Human Resources immediately.

No student or employee should ever be directed to participate in any activity that would result in a violation of, or non-compliance with, a federal, state or local law, rule or regulation. Any student or employee who believes that he or she has been, or is being, directed to participate in any such activity must contact the Associate Provost for Student Affairs/Dean of Students, the Provost, or Human Resources immediately. No student or employee will suffer any adverse enrollment, employment or other academic action for refusing to participate in such an activity or for reporting such a direction.

Grievance Procedure for Students
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 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 (626 396-4237) 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 Assistant Dean of Students (626 396-2396).

UNFAIR TREATMENT
Students who believe they have been mistreated or treated unfairly by other students, staff or faculty may file a grievance with the Assistant 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 Assistant 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 Assistant Dean of Students will serve as conciliator. If the grievance is against the Assistant 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 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. In special cases, such as hearings about sexual harassment (including sexual violence), the Title IX coordinator or designee may sit on the Committee as well as an 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

Information Technology Use and Privacy Rights

INFORMATION TECHNOLOGY POLICY
This policy governs all students’ use of any of ArtCenter’s network, systems, files, data, hardware and software, including, but not limited to, onsite- or remote-accessed email, voicemail and other communication systems, as well as Web, intranet and Internet access (the “Systems”). This policy may be updated by the College from time to time without notice. Students can review the most current version of this policy at any time on Inside ArtCenter (inside.artcenter.edu). In addition, use of any particular Systems will be subject to any guidelines or rules applicable to such Systems, which may be posted from time to time.

NON-EXPECTATION OF PRIVACY
Students should not expect that use of the Systems will be confidential or private. ArtCenter may access, monitor, view, tag, index, copy, delete or block any of its students’ files or communications on the Systems at any time, with or without notice, at its sole and absolute discretion, subject to applicable state and federal laws.
GUIDELINES AND POLICIES

Students must use the Systems in a responsible manner and consistent with ArtCenter’s Student Code of Conduct, the Academic and Creative Integrity Policy, Policy Against Harassment, and other policies and guidelines that may be adopted from time to time and posted on inside.artcenter.edu. Any failure to comply with any such policy or guideline in connection with the Systems will be reviewed in the same manner as for any other communications, and any such policies and guidelines will be enforced in the same manner as they are for any non-System uses.

Social networking media (such as Facebook, LinkedIn and Twitter) may be used in furtherance of ArtCenter’s goals and in compliance with all of ArtCenter’s policies and guidelines respecting the use of such social networks, as adopted by ArtCenter at its sole discretion, including, but not limited to, any authorization or approval requirements that may be adopted from time to time.

The following guidelines apply to any actions students take using any System:

1. Respect the privacy of other users, and do not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users without permission.
2. Do not engage in “spoofing,” “phishing” or any other method of deception, redirection or impersonation of any person’s identity, headers, identifiers, email address, server address, Internet server provider, email provider or host.
3. Do not publish, post, email or otherwise transmit any content that you do not have a right to transmit under any law or under contractual or fiduciary relationships (such as inside information or proprietary and confidential information learned or disclosed as part of employment relationships or under nondisclosure agreements).
4. Do not email or otherwise transmit any unsolicited or unauthorized advertising, promotional materials, “junk mail,” “spam,” “chain letters,” “pyramid schemes” or any other form of solicitation.
5. Do not upload, post, email or otherwise transmit any material that contains software viruses or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer software or hardware or telecommunications equipment.
6. Do not interfere with or disrupt sites, services or servers, or disobey any requirements, procedures, policies or regulations of networks connected to the Systems. The following are some examples of interference or disruption: inappropriate use of mail relay, wide-scale distribution of messages to inappropriate forums or mailing lists, propagation of computer worms or viruses, and use of the network to make unauthorized entry to other devices or resources. This includes unauthorized security probing activities or other attempts to evaluate the security integrity of a network or host system without permission.
7. Do not collect or store personal data about other users or harvest or otherwise collect information about others, including email addresses, without their consent.

OTHER MISCONDUCT

Students who submit information to obtain access to the Systems agree to: (a) provide true, accurate, current and complete information about themselves and (b) maintain and promptly update their information to keep it true, accurate, current and complete. If a student provides any information that is untrue, inaccurate, not current or incomplete — or ArtCenter has reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete — ArtCenter has the right to suspend or terminate the student’s account and refuse any and all current or future use of the Systems (or any portion thereof).

Each person who accesses or uses the Systems is responsible for complying with all applicable laws. Students are prohibited from engaging in copyright or trademark infringement or misappropriation of trade secrets. Students are further prohibited from any unauthorized downloading of software from the Internet.

Students may not: copy, download, post or transmit across the Systems any computer virus or sexually explicit material; copy, transmit, distribute or download copyrighted musical recordings, lyrics, movies, videos or images; and/or make available to any third parties any access to any System.

Students may not attempt to disable any of ArtCenter’s backup, monitoring, logging, recording, inventory or virus scanning software.

Students must identify themselves by name, password or both when using the Systems.

Students may not disrupt, impair or cause harm to the activities of others (e.g., propagating electronic chain mail; sending forged or falsified email; or tampering with others’ files, storage media, passwords or accounts).

Students may not use the Systems to conduct any non-ArtCenter-related commercial activity (including activity published from personally owned computers or websites that use the Systems), which includes, but is not limited to, soliciting sales, conducting business and creating websites to advertise or sell a service or product.

Students agree to abide by established password policies and are prohibited from the unauthorized use of the passwords of other students or ArtCenter employees to gain access to others’ voice mail, email, network system or instant messaging ("IM") accounts.

Students may not send email messages legally defined as “spam.”

POLICY VIOLATIONS

Students may file an incident report of alleged misconduct with the Vice President of Information Technology or the Assistant Dean of Students. Violations of this policy by students may result in disciplinary procedures and sanctions covered by the Student Code of Conduct and may result in the referral of alleged criminal acts to the proper authorities.

If ArtCenter becomes aware that a student is in violation of the law or policy, ArtCenter reserves the right to impose disciplinary action at its sole discretion. Our disciplinary action may include the expulsion of the student from ArtCenter. Evidence of criminal activities may be disclosed to law enforcement authorities. ArtCenter may at any time, at its sole discretion, terminate a student’s password, account (or any part thereof) or use of our Systems, with or without notice. ArtCenter will not be liable to you or any third party for any termination of your access to the Systems.

By using the Systems, students agree to indemnify and hold ArtCenter and its affiliates and employees harmless from any claim or demand, including reasonable attorneys’ fees, made by any third party due to or arising out of their violation of this policy, any law or any rights of another.
Voice Mail

The College uses a “voice mail” telephone message system for its convenience. Students should be aware that there is no confidentiality or privacy in any voice mail communication. This system and the communications are the property of ArtCenter. The use of passwords is meant to protect the system and its contents from third-party intrusion, not to indicate or imply privacy.

Intellectual Property Policy

ArtCenter has established this Intellectual Property Policy to promote a varied and rich educational experience by ensuring that ideas can be freely exchanged, but with an understanding that work product can have value. By attending, teaching or otherwise being employed by ArtCenter and participating in the educational process, all members of the ArtCenter community agree to abide by this Intellectual Property Policy.

DEFINITIONS

Student(s): Individuals are considered Students when they are enrolled in “for credit” or “not for credit” courses or classes at ArtCenter, whether full-time, part-time, matriculated or non-matriculated.

Faculty: Individuals are considered Faculty when employed or otherwise compensated to lecture, teach or develop materials related to “for credit” or “not for credit” courses, classes or curricula at ArtCenter. Faculty also includes Library faculty, visiting scholars/lecturers and individuals holding faculty rank and status at ArtCenter while engaged in research or other projects.

Staff: All individuals employed by the College full-time or part-time, including workers hired on a temporary basis, are considered Staff unless acting in the capacity of Student or Faculty. Students are considered Staff for works created as part of Work-Study or teaching assistantship assignments. Staff shall also include all volunteer contractors servicing the ArtCenter community, except for individuals acting within their capacity as members of the Board of Trustees.

Intellectual Property Rights: All legally protectable intellectual property rights, including copyright, patent, trademark, service mark and trade secret, excluding any Use Rights provided under this Intellectual Property Policy.

Works: All works of authorship, artistic works, inventions and other such work products to which Intellectual Property Rights may attach, including:

Scholarly and Artistic Works: Works created by faculty or students in the course of their individual scholarly, academic and artistic pursuits and in the scope of their respective employment or student status at the College, including instructional materials produced by faculty for use in the course of classroom and studio activities, works of art or scholarship produced by faculty or students in the course of classroom and studio activities, and the like.

Sponsored Works: Works created by faculty or students with the sponsorship or other special support of the College or an external entity, including works created in classes sponsored by external entities.

College-Commissioned Works: Works created by faculty or students at the specific request of the College and not in the course of their individual scholarly, academic and artistic pursuits, including materials created for use in or as special College publications and promotional materials, logos, graphic or other designs, commemorative items, and the like.

Administrative and Other Works: Works created by faculty in the course and scope of their employment other than Scholarly and Artistic, Sponsored, and College-Commissioned Works, including evaluations of student work; correspondence and memos; materials prepared in connection with work on College committees; materials created for use in routine College bulletins, brochures, catalogs and the like; and works created by staff (including student employees) in the course and scope of their employment.

Use Rights: The non-exclusive, royalty-free, perpetual and irrevocable rights of a specified party to make specified uses of specified Works, with appropriate attribution, in those cases in which the specified party does not exclusively hold the Intellectual Property Rights to those Works, including:

Faculty Use Rights: Use Rights of faculty to make, distribute, display, perform and otherwise use reproductions of, and make derivative works based on, their own Works for noncommercial educational and scholarly purposes, as examples of their own work, and for purposes of exhibition; to make photographic or similar representational reproductions of their students’ Works; and to distribute, display, perform and otherwise use those reproductions for noncommercial educational and scholarly purposes and as examples of their students’ work.

Student Use Rights: Use Rights of students to make, distribute, display, perform and otherwise use reproductions of, and make derivative works based on, their own Works for noncommercial educational and scholarly purposes, as examples of their own work and for purposes of exhibition.

College Use Rights: Use Rights of the College to make photographic or similar representational reproductions of faculty and student Works located at or made available to the College and to distribute, display, perform and otherwise use those reproductions for the purposes of education and scholarship, exhibition, accreditation, development, alumni relations, promotion and the like, as examples of faculty and student work, and for inclusion in its permanent collection and/or archives.

COMPUTER SOFTWARE

Computer software is defined as anything executable in a computer such as computer programs, source code, source code listings, design details, algorithms, processes, flow charts, formulae and related material that would enable the software to be reproduced, recreated or recompiled; computer databases; and documentation.

Computer software is covered separately in ArtCenter’s Information Technology Policy.

OWNERSHIP OF WORK

General Premise: Except as otherwise specified in this policy, faculty and students generally retain their rights to anything created while attending or employed by ArtCenter.

Group Works: If students create work as a group, the students jointly own the work. Each joint owner will have Student Use Rights. However, any commercialization must be agreed to by all members of the group, including submitting the work for any competitions or contests. No individual member of a group will arbitrarily or unreasonably hold back his or her approval of a license for commercialization or submission.

Input and Comment: Recognizing that learning is enhanced by the free exchange of ideas, mere advice, comment or input will not be considered as resulting in any ownership rights in another student’s or faculty member’s work. As a condition to participating in the academic environment, students and faculty agree that such advice, general ideas and input may be freely used by anyone for any purpose at any time without accounting to, or any obligation to compensate, any of the others as a result of such use.

Rights of ArtCenter in Student Work: ArtCenter will have, without compensation to the student, College Use Rights in works created by students in the course of their studies at ArtCenter.

Sponsored Works and Other Projects Involving Outside Partners: In order to provide unique educational opportunities, ArtCenter collaborates with outside partners to support a variety of activities including, but not limited to, sponsored projects, workshops and funded research. Partners participate in the educational process, either directly or indirectly, creating opportunities for the valuable exchange of ideas and perspectives. As a condition to participating in these projects, faculty and students grant certain rights to ArtCenter and such outside sponsors. Appropriate contractual documents will be deployed on a case-by-case basis. See the Office of Educational Partnerships for more information.
Faculty-Led Research Not Involving Outside Sponsors: Work created in faculty-led research projects not involving outside sponsors will be jointly owned by faculty members and student research assistants. ArtCenter will have, without compensation to the faculty or students, College Use Rights in the works created in faculty-led research projects.

Course Work: Faculty own the syllabi, lectures and teaching materials they create. ArtCenter will have, without additional compensation, College Use Rights to syllabi, whether or not additional compensation has been given to the faculty member for purposes of developing course or teaching materials. Faculty will not have any ownership rights in the student work or learning outcomes specified by the course description.

Lectures: Faculty and Visiting Lecturers own the contents of their lectures. All public lectures may be recorded, provided that a signed release is obtained. ArtCenter’s rights to use such lectures shall be governed by the terms of the signed release. Such a release will generally provide that ArtCenter will have, without the payment of compensation, the non-exclusive, royalty-free, perpetual and irrevocable right to (i) use the recordings and transcripts of the recordings, in whole or in part, for teaching and research purposes and (ii) use, reproduce, display and exhibit such lectures, in whole or in part, on its website and other promotional or educational collateral.

College-Commissioned Works: ArtCenter shall own all College-Commissioned Works. Faculty shall not have Faculty Use Rights and students shall not have Student Use Rights in College-Commissioned Works.

Administrative and Other Works: ArtCenter shall own all Administrative and Other Works. Faculty shall not have Faculty Use Rights and students shall not have Student Use Rights in Administrative and Other Works.

Modification by Agreement With Respect to Particular Works: It is anticipated that the relevant parties may on occasion wish to modify the allocation of ownership and usage rights provided by the general rules with respect to specific Works, particularly in cases involving Sponsored Works. The relevant parties may do so if the party whose normal rights under the applicable general rule would be restricted agrees to the desired modification. If the relevant parties are unable to reach agreement, the allocation of ownership and usage rights provided by the relevant general rule will remain in effect.

BRANDS AND LOGOS
Removal of Brands: ArtCenter may remove brands from any photographs or other reproductions of branded works that ArtCenter displays, reproduces and/or exhibits in publications about ArtCenter, on its website or otherwise.

ONLINE COURSES
Except as otherwise provided by any other policy or in a written agreement signed by ArtCenter and the participating faculty members, faculty retain ownership of materials prepared for ArtCenter Online Courses. ArtCenter may negotiate ownership when significant use will be or has been made of the College’s resources. If ArtCenter places student course work on the ArtCenter Online Courses site based on its College Use Rights, then copyright in the work remains with the student, with a perpetual, non-revocable, worldwide license granted to ArtCenter. Faculty and students shall disclose to ArtCenter whether any of the materials they create are based on the works of others and require licenses to make the material openly available on the Web. ArtCenter will promptly remove any material that is determined to be infringing on the rights of others.

USE OF COPYRIGHTED MATERIALS
In order to teach, members of the ArtCenter faculty often find it necessary to make available to their students copyrighted material other than textbooks. Frequently the best way to do that is to copy such material and distribute it to the students. Additionally, students may need to use copyrighted material to prepare course work or other projects to complete assigned tasks. The Copyright Act of 1976, 17 U. S. C. § 1 et seq. (effective January 1, 1978), provides for duplication of copyrighted materials of others where the copying is considered a “fair use” of the material.

To facilitate legitimate copying by ArtCenter faculty, staff and students within the purview of the Copyright Act while carrying out educational, research, creative and scholarly pursuits, ArtCenter is publishing this copyright policy statement. This statement presents ArtCenter’s criteria for copying copyrighted materials.

Policy Statement and Regulatory Compliance
1. It is the policy of ArtCenter College of Design that all members of the ArtCenter community must comply with United States copyright law.
2. Copyrighted materials may be copied freely by the owner of the copyright on the materials.
3. **Fair Use Standards:** Faculty, staff and students are permitted to use and duplicate copyrighted materials of other parties for educational and classroom uses, provided such activities are within the fair use standard, 17 U. S. C. § 107. The fair use standard requires consideration and balancing by ArtCenter faculty, staff and students of the following factors to determine if duplication or use by a third party constitutes a fair use:
   a) The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes. Nonprofit educational purposes, such as duplication for classroom purposes rather than commercial purposes, often support a finding of fair use.
   b) Nature of the copyrighted work. Is the work published or unpublished, fact or fiction? Published factual works, such as from books, dictionaries or other factual works, by their nature more readily support a finding of fair use than do unpublished works or non-factual, fictional or creative works.
   c) Amount and substantiality of the portion used in relation to the copyrighted work as a whole. If the portion of the work copied or used in relation to the entire work is qualitatively and quantitatively insignificant, that supports a finding of fair use. No specific number of words or percentage copied of the work is set as being permissible. However, see the “safe harbor” guidelines discussed below. Copying of a minor portion of a work may be found to be other than a fair use if the portion constitutes the essence or a critical part of the copied or used work.
   d) The effect of the use upon the potential market for or value of the copyrighted work. This factor is considered the most important element to be considered under the fair use analysis. Duplication or use of a copyrighted work that is not detrimental to and does not diminish the potential market for the work will support a finding of fair use.
   e) The copyright holder explicitly releases the published materials from strict observance of the law. Frequently publishers, particularly association and scholarly publishers, will exempt educational uses of their materials from strict observance of the copyright law. Exemptions must be stated within the published materials. In such cases, it is permissible to copy the materials without permission or recompense, up to and including the limits set by the publishers, even when they exceed fair use requirements. On the other hand, a publisher may not claim rights in published materials that exceed those established under law. Though such claims may be made, faculty, staff and students are under no legal obligation to follow them.
   f) The faculty, staff or student has obtained the right to use the materials in writing from the copyright holder, who has explicitly released them for stated classroom or research purposes. Notwithstanding the limitations of the law, publishers generally have established copyright clearance offices and standard practices to allow for educational uses in excess of legal limitations. Frequently, publishers will not ask for payment and all that is required is a written request for permission to use materials for classroom purposes.
4. The following duplication activity generally will not per se constitute fair use and should not be engaged in by ArtCenter faculty, staff or students without permission from the copyright owner:
   a) Duplication of materials for profit.
   b) Duplication of material from published textbooks.
   c) Duplication of unpublished materials.
   d) Duplication of computer software for multiple use.
   e) Duplication of the same materials for classroom use term after term.

5. “Safe Harbor” Guidelines: Fair use analysis is, in many circumstances, a complex and difficult analysis. As an alternative, private organizations representing educational institutions, authors and publishers have developed an Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals; representatives of music publishers and music teachers have developed Guidelines for the Educational Uses of Music; and representatives of educational institutions, copyright proprietors and creative guilds have developed Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes. These three guidelines provide a “safe harbor” with regard to fair use, in that any copying or use within these guidelines should be well within the limits of fair use, although other broader activities may also be within the fair use doctrine. These three established guidelines are available at ArtCenter’s James Lemont Fogg Memorial Library and on ArtCenter’s website.

ArtCenter faculty and staff desiring to use copyrighted materials are responsible for ensuring compliance with applicable copyright law, including making an initial good faith determination as to whether or not the desired use falls within the fair use exemption. In the event of genuine doubt regarding the application of copyright law, ArtCenter faculty and staff should consult with the Office of the Provost regarding such matters. ArtCenter does not assume legal responsibility for any independent application of copyright principles made by ArtCenter faculty or staff that is not in good faith or that does not otherwise comply with this policy or the guidance provided by or determinations made by the Office of the Provost. Permissions must be obtained in all instances where ArtCenter faculty or staff determines in good faith that the desired use exceeds fair use or other applicable limitations on the rights of copyright owners.

If any ArtCenter faculty or staff member has reason to believe that the copyright owner will contend that the proposed use exceeds fair use, then prior to such use or promptly upon learning of the owner’s contention, the ArtCenter faculty or staff will notify the Office of the Provost, and the Office of the Provost will make a determination regarding the proposed use. Faculty and staff will likewise notify the Office of the Provost if they have any reason to believe that there exists any dispute relating to the use or proposed use of copyrighted material, and the Office of the Provost will make a determination regarding the dispute. The Office of the Provost will promptly consider all disputed matters relating to use of copyrighted materials by ArtCenter faculty or staff and will make any determinations required within a reasonable time.

Students are expected to individually, within the context of the Student Code of Conduct and other applicable ArtCenter rules and regulations, act responsibly and ethically by applying fair use principles to the completion of their activities and projects. ArtCenter does not assume legal responsibility for violations of applicable copyright law by students who are not employees of ArtCenter. Students who are employees of ArtCenter and who are acting in their capacity as employees are subject to all provisions of this Policy relating to faculty and staff.

CREATING A COURSE READER
It is ArtCenter’s policy that all material contained in course readers must have prior permission from copyright owners. To create a course reader (more than 50 pages, multiple articles), a faculty member must submit to the department coordinator collated masters with a bibliography (Reader Worksheet) that contains the following information (if applicable): Author/Editor/Translator of source, ISBN#, Volume, Edition, Publisher and Year, Book/Journal Title, Chapter/Article Name, Author of Article, Starting and Ending Pages, and Total Number of Pages. Articles will then be sent for copyright approval, photocopied and bound. Obtaining such approval may take time, and a faculty member should submit the proposed course reader sufficiently in advance of the proposed use. Students will be able to purchase the readers in the student store.

DERIVATIVE WORKS
A “derivative work” is a work based upon one or more pre-existing works, such as a translation, musical arrangement, dramatization, fictionalization, motion picture version, sound recording, art reproduction, abridgment, condensation or any other form in which a work may be recast, transformed or adapted. A work consisting of editorial revisions, annotations, elaborations or other modifications which, as a whole, represent an original work of authorship, is a “derivative work.” Faculty and students acknowledge that work done while attending ArtCenter can be the basis for derivative works now and in the future. To that end, faculty and students grant to ArtCenter, future faculty and future students the right to prepare or create new versions of any work created while at ArtCenter for non-commercial purposes only under the Creative Commons Attribution Non-Commercial Share Alike 3.0 license. All applicable rights in these derivative works will be vested in the faculty and students that create the derivative work, with proper attribution to the original author.

The development of computer software is not covered under the general Intellectual Property Policy, but is separately addressed in ArtCenter’s Information Technology Policy.

ARTCENTER-OWNED INTELLECTUAL PROPERTY
The underlying premise and purpose of ArtCenter is not to own the intellectual property of faculty or students but, in some instances, ArtCenter does obtain rights to course materials and other intellectual property. On a case-by-case basis, ArtCenter may make such intellectual property freely and openly available to others for non-commercial educational purposes and grant the right to anyone to use the materials either “as is” or in a modified form under the Creative Commons Attribution Non-Commercial Share Alike 3.0 license (“ArtCenter Creative Commons Licensed Materials”). ArtCenter shall clearly identify materials it is making available as ArtCenter Creative Commons Licensed Materials, and in such an instance, there is no restriction on how a user can modify such materials for the user’s purpose. ArtCenter Creative Commons Licensed Materials may be edited, translated, combined with someone else’s materials, reformatted, or changed in any other way. However, there are three requirements that a third-party user must meet to use such materials:

Noncommercial Use of ArtCenter Creative Commons Licensed Materials: Use of ArtCenter Creative Commons Licensed Materials is open to all, except for persons or profit-making entities who charge a fee for access to educational materials. ArtCenter Creative Commons Licensed Materials may not be sold by any nonprofit entity except as permitted under the Creative Commons Attribution Non-Commercial Share Alike 3.0 license.

Attribution: Any and all use or reuse of the material, including use of derivative works (new materials that incorporate or draw on the original materials), must be attributed to ArtCenter and, if a faculty member’s or student’s name is associated with the material, to that person as well.

Share alike (aka “copyleft”): Any publication or distribution of original or derivative works, including production of electronic or printed class materials or placement of materials on a website, must offer the works freely and openly to others under the same terms that ArtCenter first made the works available to the user.

If you would like to use ArtCenter materials, please contact the Office of the Provost.
USE OF ARTCENTER COLLEGE OF DESIGN NAME

"ArtCenter College of Design" and its logos and seal are trademarks of ArtCenter College of Design. Except for purposes of attribution as required for materials made available under our Creative Commons license, no person or entity may use ArtCenter’s names or logos, or any variations thereof, without prior written consent of ArtCenter. ArtCenter prohibits the use of its name in any of its forms and of ArtCenter’s seals or logos for promotional purposes or in any way that deliberately or inadvertently claims, suggests, or in ArtCenter’s sole judgment gives the appearance or impression of a relationship with or endorsement by ArtCenter College of Design.

CITATION POLICY

If you reuse or repost ArtCenter materials you must give proper attribution to the original ArtCenter faculty or student author(s). Please utilize the following citation:

[Name], [Course Title], [Term]. (ArtCenter College of Design, Pasadena, California), [URL] (Accessed [Date]). License: Creative Commons BY-NC-SA

Example:

Jane Doe, Advanced Graphic Studio 1, Spring 2010. (ArtCenter College of Design), http://www.artcenter.edu/catalog/ (Accessed February 24, 2010). License: Creative Commons BY-NC-SA

PROCEDURES

This Intellectual Property Policy will be administered by the Office of the Provost. The Office of the Provost will establish reasonable procedures to be adopted by the College to ensure compliance with this policy, including a procedure for considering in a timely manner any questions, objections, complaints or other challenges arising from or relating to this policy. The Office of the Provost will also create and maintain a set of “Frequently Asked Questions” providing additional information about specific applications of this policy and about intellectual property law and rights generally.

This policy is current and complete and may be amended from time to time by ArtCenter in consultation with faculty and staff. This policy and all amendments will be published by and made available through the Office of the Provost.

Policy on Photographing Students and Their Work

Photographing of student work is prohibited anywhere on campus—including classrooms, gallery and showcase areas—without the express written permission of the student. Photographs of students, individually or in groups, are often taken at the College by photographers contracted by the Marketing and Communications department. The College reserves the right to photograph its students and to make use of these photographs in whatever manner it finds appropriate.

Project Authorization

The Project Authorization form is intended to reserve a space on campus for an installation/project related to an academic course. All requests must be pre-approved five days prior to the start date of the installation/project.

Some projects may also require additional forms: the Film Permit for South Campus, the Film Permit for Hillside Campus, the reservation form for the Sinclaire Pavilion, the Photo Permit and the Pasadena Student Film Info Sheet. This pertains to both graduate and undergraduate students.

Students requesting project authorization should consult first with their instructor or academic department.

The Project Authorization form requires approval from (in this order):

- Department Chair (student’s major)
- Director of Facilities/Facilities Supervisor
- Chief of Campus Security
- Associate Provost for Student Affairs/Dean of Students, or designee in the Center for the Student Experience

PROJECT AUTHORIZATION FORM GUIDELINES

1. These guidelines apply equally to all ArtCenter College of Design locations.

2. Required for any project displayed or installed in or outside of the building common, assigned rooms or shared spaces.

3. All project authorizations need to specify duration or length of project, location, and start and end dates, including specific times project will be displayed.

4. A description of the project is required that includes process, materials used, installation methods, use of safe products and proper safety procedures if required.

5. Any project that requires building alteration or modification must be approved two weeks (minimum) in advance from the Facilities department. You may not cut holes in walls, change ceilings, paint, remove flooring and attach structural elements to the building shell without prior permission. This also includes electrical and HVAC systems.

6. Hanging projects may not be suspended lower than 72” unless barricades are used.

7. Electrical systems may not be altered for projects unless a request is made to the Facilities department. This includes covering light fixtures with film or paper.

8. Projects that have altered the building shell, floors, walls, doors, ceilings, etc. need to be restored to original condition.

9. Murals may not be installed without prior permission in common or shared areas. If murals are installed, all walls need to be restored to original condition. Wall space is valuable at ArtCenter and must be shared equally.

10. If alcohol is involved then everyone must adhere to the College alcohol policy. If it is determined that it is necessary to hire a bartender then the company must be certified, licensed and insured. Sodexo (College contractor) has a list of bartenders who meet the qualifications and are used by many staff, faculty and students for events at ArtCenter. The event cannot allow self-service of alcohol.

11. The hiring of a security officer will be determined by the type of event, the location of the project or film shoot, the number of people and whether or not alcohol is being served.

12. For events involving food or beverage service, no outside vendor can be hired and brought onto campus without prior approval from Sodexo.

13. Projects may not adversely impact fire safety systems. Fire codes must be maintained at all times. This means that you may not suspend projects from fire sprinkler systems, cover or paint smoke detectors, cover or paint strobe lights, block fire extinguishers, block fire egress (aisles), use balloons in any of the high bay areas, use fog machines without prior notification of Campus Security, light fires or use smoke bombs. The fire department has final authority on any impacted fire safety systems and can fine accordingly. No open flames or candles are allowed.
14. Vehicles may not be brought into the buildings without prior notification of Campus Security and Facilities. This includes motorcycles, scooters and boats, both fuel powered and electrical. If permission is granted, all vehicles must be “dry”: no fuel, liquids or batteries. Vehicles must be manually pushed into the building and may not be operated inside the building.

15. Weapon props must be approved in advance by the Chief of Campus Security and/or the Facilities Director. Every effort needs to be made that a weapon prop is safe and incapable of causing injury or harm. No weapon prop may be in operable condition. Proper notification to the community needs to be made when using weapon props.

16. Any use of animals must have prior approval. No dead animals may be used at any time.

17. If you have questions, please feel free to call Security and Facilities.

**Student Code of Conduct**

Members of the ArtCenter community have a collective responsibility to maintain a productive educational 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. 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 behavior affects another member of the community 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.
4. Violation of the Policy Against Harassment and/or the Policy Against Sexual Violence.
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 and sexual 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.
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.

3. Should the case be an alleged violation of the Policy Against Sexual Harassment and/or Sexual Violence, the Title IX Coordinator will consult with the Assistant Dean of Students to ensure the investigation is in compliance with Title IX regulations.

PROCEDURES FOR CASES BROUGHT BEFORE A HEARING BOARD

1. 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.

2. 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.

3. 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. The composition of the Hearing Board will change only in hearings involving allegations of sexual assault or other cases where it is determined, at the discretion of the Assistant Dean of Students and the Title IX Coordinator, that there are legitimate issues of student safety and confidentiality that need to be safeguarded. In this case, students will not serve on the Hearing Board and three faculty or staff members shall serve.

4. 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.

5. The Assistant Dean of Students may appoint at their sole discretion a replacement member for a member who becomes unavailable.

6. 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.
7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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:

- a) The sanction is grossly disproportionate to the offense.
- b) The procedures provided for in this Code were not followed, directly resulting in significant prejudice to the student.
- c) New relevant evidence is available which, in the exercise of reasonable diligence, could not have been produced at the time of the hearing.
- d) 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:

- a) To ensure the safety and well-being of members of the ArtCenter community or the preservation of ArtCenter property;
- b) To ensure the student’s own physical or emotional safety; or
- c) 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.
INHERENT AUTHORITY
ArtCenter reserves the right to take necessary and appropriate action to protect the safety and well-being 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.

CARE TEAM
In support of the goals of the Student Code of Conduct, ArtCenter coordinates a group of staff and faculty to work as the campus CARE (Communicate, Assess, Refer & Educate) Team. The CARE team is dedicated to cultivating a culture of care in the ArtCenter community, in order to support student success. The team works with faculty and staff to identify and evaluate students demonstrating behaviors that may indicate challenges to health or academic achievement, connects those students with appropriate support services, and maintains records of continued concerns and progress. The core goals of the CARE team are:

- Create a culture of open and accessible Communication regarding students of concern in the community.
- Assess at-risk behaviors and facilitate/enact appropriate strategies for addressing the situation.
- Refer students to on-campus and off-campus support services, to improve their self-care and management of their health and success.
- Educate the community about identifying and supporting students of concern.
The purpose of the CARE Team is to provide a consistent point of contact for members of the ArtCenter community who have encountered student behavior or academic performance that is causing concern for a student’s ability to succeed here. The team will act promptly to follow up with the individual initiating the report, determine if there have been any additional warning signs or reasons for concern (such as Student Code of Conduct Violations or classroom incidents), and meet with the student to develop a plan. The intent of the CARE Team is to provide caring interventions that address the behaviors causing concern, and offer solution plans to students that they can commit to following to prevent continuing or worsening concerns, and achieve creative academic success.

Vendor Policy

In an effort to provide efficient services to students and other campus community members, ArtCenter has an established vendor policy for off-campus commercial, noncommercial and nonprofit vendors who do not have an ongoing relationship with the College. This policy is intended for vendors who are interested in coming to ArtCenter to directly sell/solicit to members of the ArtCenter community. For more information, please contact the Center for the Student Experience at cse@artcenter.edu or 626-396-2323.

Zero-Waste Initiative

To improve campus recycling, ArtCenter’s EcoCouncil conducted a Waste Stream Analysis (Waste Composition Analysis of Select Waste Streams at the ArtCenter College of Design, SCS Engineers, Sept. 21, 2007) to determine both the type and the amount of waste generated by the College. The study found that approximately 78 percent of the office and classroom waste, 64 percent of the shop waste, 69 percent of the food services waste and 71 percent of the night porter waste could potentially be recovered for recycling. This information was used to develop an ambitious waste disposal and recovery program. Called the Zero-Waste Initiative, the program began in Fall 2008 with the goal of achieving a 90-percent (or higher) diversion rate.

We are currently implementing and fine-tuning the Zero-Waste Initiative. It is based on three major efforts:

Source Reduction: Reducing and eliminating the amount of materials brought onto campus that can become waste.

Composting: Diverting organic material made up of food waste and biodegradable or paper food and beverage containers.

Recycling and Reuse: Increasing recycling and improving efficient use of materials.

The effectiveness of the Zero-Waste Initiative depends upon the actions of every student, faculty and staff member. To ensure the program’s success, we ask that you follow these simple guidelines:

1. Use Materials Wisely and Efficiently
   Materials should be completely used. If you have materials such as sketchpads and artist supplies that can still be used, offer them to other students or sell or trade them at EcoCouncil Trunk Sales, which are held every term.
   Print only what you need. Print on both sides of the paper, and match the weight and quality of the paper to the job. Use 100-percent recycled paper whenever possible.

2. Compost, Compost, Compost: The Green Bin
   All plates, bowls, cups, lids, utensils, straws and napkins used at ArtCenter are biodegradable—made of paper, corn-plastic and potato-starch plastic—and can be composted along with food waste.
   Biodegradable materials will only be composted if they go into the specially marked green composting bins. These bins are located in food service areas. If you take your food or drinks out of the cafeteria, be sure to find a composting bin when you are ready to throw it away.

3. Recyclables and Other Trash: The Blue Bin
   If it isn’t compostable, put trash into the specially marked blue recycling/other bins. Recyclable materials, such as water bottles and soda cans, will be removed from the trash for recycling by our waste hauler. Other trash is sent to a landfill or incinerated.

4. Take the Extra Step
   Bring your own water bottle and cup to the cafeteria, and receive a $0.25 discount on coffee and $0.50 discount on sodas.
   Before you buy new material for use in the shop, look through the leftover materials bins located there. If you have leftover shop materials, please put them in the reuse bins for other students to use.
   Bring your electronic waste, such as batteries and small electronics, to the Colors, Materials, Trends Exploration (CMTEL) Lab in Room 222 for recycling.
   Choose materials that can be composted or recycled. This means avoiding foam core and vinyl.

College-wide Policies and Procedures

Questions, comments, corrections and suggestions about the information contained in this chapter should be directed to the Center for the Student Experience.
Financial Aid

This chapter includes information about the resources that can help finance your ArtCenter education.

Financial Aid Awards

APPLYING FOR AID
Students who want to apply for any form of financial assistance, including ArtCenter scholarships or any type of student employment on campus, must file a Free Application for Federal Student Aid (FAFSA) at fafsa.gov. To continue receiving aid, students must complete a new FAFSA each award year in January or February. A financial aid award year normally includes the following Fall, Spring and Summer terms or may be awarded for the Summer, Fall and Spring terms, depending on the student’s attendance pattern. Students seeking only a private loan should first complete a FAFSA to determine possible eligibility for aid, such as Work-Study or lower cost loans.

In general, students who are under the age of 24 and are not married are considered dependent for financial aid purposes and must list parents’ income and assets in addition to their own when applying for financial aid.

FINANCIAL AID AWARD LETTERS
Every U.S. student who applies and is determined to be eligible for financial aid, and who enrolls in a degree program at ArtCenter, will receive an award letter detailing the financial aid awards offered. The Financial Aid office determines award eligibility based on the documented financial information submitted by the student on the FAFSA. Continuing students will not receive an award letter until after requested documents have been submitted.

The Financial Aid office reserves the right to change a student’s award for any reason, including human or system errors, changes in funds available and receipt of outside scholarships.

A student’s original award letter is subject to revision. The Financial Aid office revises award letters when students take a term off, change to an ArtCenter Lite (ACL) term, change unit load or receive an increase in scholarship funds. Please note that revisions might also be required upon receipt of tax forms, verification worksheets or any additional data that affects a student’s financial need.

DEADLINES
The priority financial aid deadline for filing a FAFSA is January each year, with March 1 at the latest. Students who miss the financial aid priority deadline may still apply for financial aid, but priority for some funds is given to those who have met the application deadline.

FURTHER INFORMATION
Additional information regarding financial assistance, the procedures and forms by which students may apply for such assistance, eligibility requirements, criteria for selection and for determining the amount of an award, and the rights and responsibilities of students who wish to receive awards is available through the Financial Aid office or online at inside.artcenter.edu.

FINANCIAL AID ELIGIBILITY FOR STUDENTS ON ARTCENTER LITE
Students who choose to take an ArtCenter Lite (ACL) term may receive financial aid if they enroll in six units or more. ArtCenter scholarships are awarded in a prorated amount—students enrolled in nine units will receive 75 percent of the normal scholarship amount and students enrolled in six units receive 50 percent. Cal Grants and Pell Grants are also prorated, and final adjustments are made at the end of the add/drop period.

DOCUMENTATION
In order for financial aid funds to be credited to a student’s tuition account, the student must be enrolled and the financial aid file must be complete. All requested documents (e.g., tax forms, citizenship verifications, green cards) must have been received and reviewed by the Financial Aid office. Please allow at least 10 working days after documents are received for funds to be transferred.

REFUNDS OF CREDIT BALANCES
All financial aid funds are credited to a student’s account when financial aid funds for the term exceed the charges for tuition and fees. The Accounting office will mail a refund check for the difference. If you are a Pell Grant recipient and have a credit balance on your account, new federal regulations require that schools provide funds by the end of the first week of classes.

Withdrawing and Effects on Financial Aid

WITHDRAWALS AND LEAVES
Students who want to take a term off or withdraw from ArtCenter must file a Leave of Absence Request or Withdrawal form in the Enrollment Services office. Students taking a leave term without filing a Leave of Absence form are considered as withdrawn and may lose scholarships, have loans canceled by their lenders, and be denied work opportunities on campus. When the Financial Aid office is informed of the change of status, the student’s award letter will be revised. Financial aid is not available during a term when the student is 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.

TUITION FORGIVENESS
When a student withdraws from all classes during the first five weeks of the term, the Accounting office will pro-rate some of the tuition charges. For further information, please see the Tuition Forgiveness Policy in Chapter 5 of this handbook.

RETURN OF FINANCIAL AID FUNDS
The federal government mandates that students who withdraw from the term after beginning classes, but before completing 60 percent of the term, will have their eligibility for federal aid recalculated based on the percentage of the term completed, and a portion returned to the financial aid programs. Please note that this policy is different from the Tuition Forgiveness Policy; depending on the date of withdrawal and type of aid received, the student may owe a substantial balance to the College.

Cal Grants and ArtCenter scholarships are refunded to the programs based on the institutional Tuition Forgiveness Policy. For example, if the College refunds 60 percent of tuition, 60 percent of the scholarship award is returned to the scholarship fund and 60 percent of the Cal Grant is returned to the California Student Aid Commission.

Please contact the Financial Aid office for additional information.
ArtCenter Scholarships and Grants

ArtCenter Scholarships
ArtCenter scholarships are awarded for merit, based on portfolio review, and also require that domestic students establish financial need as calculated from the FAFSA.

Undergraduate Scholarships
An undergraduate scholarship meeting is held during the fourth week of each term to inform continuing students about scholarship applications for the upcoming term. Information is disseminated at the meeting, outlining the process and providing the portfolio review dates for the upcoming term.

Continuing U.S. students who have a cumulative GPA of 3.0 or higher in ArtCenter undergraduate course work, have a current FAFSA on file with the Financial Aid office prior to portfolio review, and have financial need will be eligible to participate in the continuing student scholarship review process, normally held each term. International students may participate, but do not submit the FAFSA. It is the student’s responsibility to make sure that the GPA meets the 3.0 requirement and that his or her financial aid paperwork is complete. Students failing to meet one or both of the above requirements will not be eligible. International students do not need to file a FAFSA to apply.

Students apply by submitting their portfolios on the date and time determined by their department. The Financial Aid office publishes a list of these dates and the location at which the portfolio should be submitted.

A committee of faculty and the Department Chair evaluates the portfolios and submits a ranking score to the Financial Aid office. This score represents 75 percent of the overall score, with another 25 percent being applied based on the student’s financial need from the FAFSA. This creates the final score. There is limited funding, and the process is highly competitive. There is not adequate funding to offer scholarships to all deserving students.

Once received, students may not take more than two consecutive terms off or they will lose their scholarship.

Students who have received scholarships from ArtCenter donors will be asked to write thank-you letters to their donors as requested by the Office of Development.

Graduate Scholarships
Graduate scholarships are awarded by each department. The timing of the scholarship process varies by department, and the dates and locations are listed by the department itself. Graduate students must maintain a 3.0 GPA and file a yearly FAFSA. International students are not required to file the FAFSA. Once awarded, students cannot take more than two consecutive terms off. Some graduate scholarship funds are awarded without regard to financial need at the discretion of the department.

Renewing Your ArtCenter Scholarship
Once a student has received an ArtCenter scholarship, he or she generally holds that award through graduation, provided that the student maintains a 3.0 cumulative GPA, files yearly FAFSA forms with the Financial Aid office, does not take more than two consecutive terms off, and continues to demonstrate financial need. Scholarships may be revoked if the student is involved in disciplinary action by the College.

Undergraduate students holding scholarships will be entitled to maintain their scholarships, if all other requirements are met, for a maximum of four years or nine terms. The amount is considered the reasonable time frame in which students complete the program or are capable of completing the program. If a student enrolls in one ArtCenter Lite term, it will be counted as half a term. If a student enrolls in two ArtCenter Lite terms, it will be counted as one full term. Students who enroll as ArtCenter Lite may receive their ArtCenter scholarships (including donor fund) on a pro-rated basis. Students enrolled in nine units will receive 75 percent of their scholarship amount and students enrolled in six units will receive 50 percent.

Graduate students will usually hold their scholarships for the duration of time needed to complete the program, as long as other requirements concerning leaves and grade point averages are met. Time for completion varies by department.

Undergraduate students who change majors will hold their scholarships as they move to their new major, and can hold their scholarships for 12 terms if all conditions are met. This is in consideration of additional course requirements due to the major change.

Students whose cumulative GPA falls below 3.0 are given one “warning” term and one “probation” scholarship term to bring their GPA back up to 3.0. Failure to bring grades back up will result in the forfeiture of scholarship awards.

Scholarship Appeals Process
Grade-Related Scholarship Loss
If you have lost your scholarship due to a cumulative GPA lower than 3.0 or are now on scholarship probation, you will receive a Scholarship Appeals form along with your notification. You can also pick up this form from the Financial Aid office.

Make sure to include any supporting documentation from faculty, staff or physician, etc. as appropriate.

If you lost the scholarship because grades and/or credits have not yet been posted, you have until the end of the third week of the next term to rectify the situation.

If you have any doubt that your grades are correct, contact your instructor directly to verify that grade. If a grade change does take place and the change impacts your grade point average, notify the Financial Aid office immediately so that your scholarship can be reinstated after the corrected grade has been posted.

Medical-Related Appeals
Students appealing for a reduction of course load and/or required GPA due to medical or other disabilities must have documentation on file with the Enrollment Services office and file a petition through that office in addition to filing their scholarship appeal. Appeals for this purpose will be considered throughout the term.

Leave of Absence Appeals
Students who have been out of ArtCenter for more than two consecutive terms may appeal to apply for a scholarship at the time of re-entry. This will be handled through a review process, and the student may receive no scholarship, less funds than previously held, the same amount or more than previously held. Students must hold a 3.0 GPA or request an exception as part of their appeal.

Submitting Your Appeal
- Complete a Scholarship Appeals form and obtain required signatures.
- Submit to the Financial Aid office for the Appeals Committee.
- You will receive a response within two weeks.

File an appeal form with Financial Aid that includes a statement of circumstances and the case for receiving a scholarship. Domestic students must have a FAFSA on file and must show need. Submit your portfolio via Admissions for departmental and chair review at the time you wish to return.
Federal and State Grants

CAL GRANTS
The California Student Aid Commission (CSAC) awards Cal Grants to California high school graduates who are California residents at the time of graduation or California high school graduates transferring from a California community college who do not have a first bachelor’s degree. CSAC also awards Competitive Cal Grants. Awarded must meet the CSAC application deadline and qualifications and have a minimum 2.5 GPA. In addition, new and renewal Cal Grant recipients must not exceed income and asset ceilings.

To apply, students must file the FAFSA no later than March 1. Students must register and monitor their Cal Grant status and make changes at mygrantinfo.csac.ca.gov.

It is the student’s responsibility to contact CSAC when taking Leaves of Absence, monitor Cal Grant terms and be aware of the number of terms of eligibility remaining. The number of terms of eligibility will be based on the number of units, including transfer credits, the student has earned when first awarded the Cal Grant.

FEDERAL GRANTS
The federal government provides Pell Grants and Supplemental Educational Opportunity Grants (SEOG) to assist students with high financial need who are working toward their first bachelor’s degree. ArtCenter awards SEOG funds to Pell Grant recipients who meet the March 1 application deadline.

FEDERAL OR STATE AID APPEALS PROCESS

Lack of Satisfactory Progress
Many federal and state financial aid programs require that you attend college for certain periods of time and that you progress toward your degree at a consistent rate. The Financial Aid office can sometimes help if your aid has been suspended due to lack of satisfactory progress.

Many federal and state aid suspensions may be appealed if unusual and/or mitigating circumstances affected academic progress. Such circumstances may include a severe illness or injury to the student or an immediate family member, the death of a student’s relative, student activation for military service, or other circumstances as deemed appropriate for consideration by the Appeals Committee.

Grade-Related Loss of Financial Aid
ArtCenter’s minimum cumulative GPA required for undergraduate students to remain in good academic standing is 2.50; for graduate students, it is 3.00 (See “Academic Conditions” in Chapter 1.)

If you have lost your federal and state aid due to a grade point average lower than a cumulative 2.50 (ArtCenter minimum required undergraduate GPA) or are below the required 67 percent of units attempted and are now on academic probation, you can appeal the decision.

If you lost financial aid because grades and/or credits have not yet been posted, you have until the end of the third week of the next term to rectify the situation. If you have any doubt that your grades are correct, contact your instructor directly to verify that grade.

Submitting Your Appeal

- Complete a Financial Aid Satisfactory Academic Progress (SAP) Appeal form and required signatures.
- Submit to the Financial Aid office for the Appeals Committee.
- You will receive a response within two weeks.

To appeal, students must submit a completed SAP Appeal form to the Director of Financial Aid. This should explain in detail why they failed to meet the minimum academic standards, what unusual and/or mitigating circumstances caused the failure, and how their situation has improved.

Appeals must be submitted no later than 4 p.m. on the Friday of Break Week 2, before the beginning of the term for which reinstatement is desired.

If the appeal is approved, the student is placed on financial aid probation for one term. After one term, the student must be in line with satisfactory progress or successfully following an academic plan.

Students who have raised their cumulative GPAs or course completion rate to equal or exceed the minimum requirements should contact the Financial Aid office to see if they may be reinstated to good SAP standing.

Students who have not been able to raise their cumulative GPA or course completion rate to equal or exceed the minimum requirements may now be ineligible for Federal Student Aid. Under some circumstances, students placed on an approved academic plan who are showing progress may be able to submit another appeal and should contact the Financial Aid office for instructions. If the appeal is granted, the student would be continued on financial aid probation with their status reviewed at the end of term to assess continued eligibility.

For more details review the Financial Aid SAP Policy at: https://inside.artcenter.edu/go/fa

Student Loans

FEDERAL DIRECT STAFFORD LOANS
The Subsidized Stafford Loan is offered to students with financial need. The federal government pays interest on this loan while the student is in school. Unsubsidized Stafford Loans are available for independent students. Students without financial need are also eligible for Unsubsidized Stafford Loans.

FEDERAL DIRECT PARENT PLUS LOANS
Federal PLUS (parent) loans are available to parents of dependent students. A credit check will be required. A dependent student whose parent is denied a PLUS loan will be eligible to apply for a larger Unsubsidized Stafford Loan.

FEDERAL DIRECT GRADUATE PLUS LOANS
Students enrolled in a graduate program may borrow through the Federal GRAD PLUS program. PLUS loans have a fixed interest rate and may cover the full cost of education. A credit check is required.

FEDERAL PERKINS LOANS
Perkins Loan funds are very limited at ArtCenter and are awarded as funding permits. A Master Promissory Note must be completed before the first disbursement of funds can be made.

PRIVATE LOANS
Students who need to cover educational expenses not met by federal, state or institutional aid may consider private or alternative loan programs. These loans from private lenders require a credit check and normally a cosigner. Students should apply online at https://inside.artcenter.edu/go/privateloans. The Financial Aid office certifies loans for the period shown on your award letter and disburses the funds in equal payments over the loan period.

A private loan along with other aid MAY NOT EXCEED the cost of attendance. Therefore, if additional aid such as a Cal Grant, ArtCenter scholarship or outside scholarship is received AFTER loan funds have been received, the new aid will REPLACE the loan funds and any excess will be returned to the lender. All students seeking a private loan should first complete a FAFSA to determine eligibility for other aid that may be more advantageous.

PLEASE NOTE: All borrowers are free to choose any lender who participates in the desired loan program.
Student Employment

Work-Study and Non-Work-Study student employment opportunities on campus are offered as a privilege to assist students in funding their education and to provide valuable work experience that complements classroom learning. As such, all student employment positions that are not designated as Teaching or Research Assistants — whether funded through federal Work-Study or fully by the institution — are first offered to students who are enrolled either full-time or in ArtCenter Lite or registered through the College to complete their theses. Exceptions to this policy include elected student government officers who are permitted to be on one official Leave of Absence during their one-year term of service and graduate students appointed as Teaching or Research Assistants. When not enrolled, all students must be on an official Leave of Absence from the College. Students who have officially graduated from the College are not eligible for student employment.

F-1 international students are allowed to work on campus while they are enrolled full-time or on ACL or LOA as annual vacation. However, F-1 students whose SEVIS I-20 is transferred out to another school or terminated are not permitted to work on campus while they are on LOA. International students must contact the International Student Advisor in the Center for the Student Experience in case they need to apply for a Social Security Number to work on campus.

GUIDELINES FOR FEDERAL WORK-STUDY
The Financial Aid office must first authorize all students interested in working at ArtCenter. All students must complete a FAFSA application to determine eligibility for the Federal Work-Study (FWS) program. FWS is not available during summer terms. Those who are determined to be eligible by the Financial Aid office may work only under the FWS program. International students and other students who do not qualify for the FWS program may work under the College’s Student Employment Program. All students will be required to have each supervisor sign a Student Employment Authorization form before beginning any work on campus.

International students must also contact the Center for the Student Experience (626 396-2323) before they may begin working on campus to ensure that they are allowed to work in the United States according to their immigration status.

As a limited number of employment opportunities are available on campus, preference for employment is given to those students who are eligible for FWS. In addition to the Work-Study positions on campus, students eligible for FWS have the opportunity to work as a Community Service Assistant for Project T.R.I.P., a reading tutoring program in partnership with the Pasadena Unified School District and local elementary school students, or for the Mentor Program, a mentor tutoring program in conjunction with local high school students enrolled in art-related courses. Community Service positions with the Pasadena Public Library are also available. Students enrolled in courses full-time may not work more than eight hours in one day or more than 15 hours in one week. International students may not work more than 20 hours per week during any given term.

Please note that students who choose to accept a private loan in order to replace an FWS award will not be allowed to work under the Student Employment Program.

When a student uses all of his or her FWS award for the term, the student is no longer eligible to be paid on FWS and will have to be paid from department funds unless the student’s FWS award can be increased.

PAY RATES AND JOB CLASSIFICATIONS
All students who work on campus, whether through the FWS program or Student Employment, will be paid in accordance with the following pay scale:

<table>
<thead>
<tr>
<th>Job Classifications</th>
<th>Pay Rate Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistant 1</td>
<td>$9</td>
</tr>
<tr>
<td>Student Assistant 2</td>
<td>$10</td>
</tr>
<tr>
<td>Student Assistant 3</td>
<td>$11</td>
</tr>
<tr>
<td>Student Technician 1</td>
<td>$10</td>
</tr>
<tr>
<td>Student Technician 2</td>
<td>$11</td>
</tr>
<tr>
<td>Community Service Assistant</td>
<td>$12</td>
</tr>
</tbody>
</table>

Financial Aid
Questions, comments, corrections and suggestions about the information contained in this chapter should be directed to Financial Aid.
Student Financial Responsibilities

This chapter provides information related to maintaining your financial standing with ArtCenter and managing your financial obligations to the College.

Tuition Information

TUITION NOTIFICATION
You may view your student account online at inside.artcenter.edu. ArtCenter reserves the right to change tuition and fees without notice. Students are responsible for making all payments by the due dates.

Payment Information

SINGLE PAYMENT PLAN
Students are required to pay their tuition in full by Friday, Week 1, of classes. Any student who has not paid tuition and fees in full by the due date will be deemed to have applied for the installment payment plan described below and will be assessed a $75 non-refundable tuition installment plan application fee. Payments placed in the Accounting after-hours drop-box will be processed the next business day and assessed the $75 fee.

TUITION AND FEES INSTALLMENT PAYMENT PLAN
The payment plan applies to all degree candidate students in full-time and ArtCenter Lite (ACL) terms. As an alternative to paying tuition and fees by single payment, students have the option to pay tuition and fees on an installment plan.

The installment payment plan operates according to the guidelines below:

- There is a non-refundable tuition installment plan application fee of $75 to participate.
- Tuition is due in three installments. The first installment is due on Friday, Week 1, of classes.
- The second installment is due one month after the first installment due date.
- The third and final installment is due one month after the second installment due date. Failure to pay the full amount due by the third installment due date will prevent the student from registering for the next term.

ArtCenter may at its sole discretion assess interest on unpaid past due balances at the rate of 12 percent per annum, or the maximum amount permitted by law, if less.

Any financial aid (scholarship, grants and loans) posted to the student’s tuition account will reduce the amount due on the due date(s) following the date on which the financial aid is posted to the account.

PAST DUE BALANCES
Failure to pay the full amount due by the third installment due date will prevent the student from registering for the next term. This policy applies to all students, including those receiving financial aid.

The Accounting office reserves the right to refuse personal and business checks and to require payment by cash, credit card, money order or cashier’s check at any time.

ATM (AUTOMATIC TELLER MACHINE)
Accounting does not cash personal checks. However, there is an ATM located by the Student Store.

OUT-OF-STATE CHECKS
Checks drawn on out-of-state banks may need several business days to clear a local bank. If you have an out-of-state check that is made payable to you and you wish to avoid the tuition installment plan application fee, bring your check to our cashier and endorse it over to the College. Provided the check clears, we will pay any balance due to you.

RETURNED CHECKS
Any check returned for insufficient funds or any other reason is subject to a $20 returned check fee. Personal checks will not be accepted for the remainder of that term.

PAYMENT PROBLEMS
Students are responsible for paying tuition on time, regardless of the source of the payment. Students who anticipate any problems in doing so should speak with the Student Account Manager in the Accounting office well before the payment due date.

Tuition and Fee Payment Schedule

TUITION AND FEES

<table>
<thead>
<tr>
<th>Total Tuition:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>$19,365</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>$19,365</td>
</tr>
<tr>
<td>Summer 2016</td>
<td>$19,365</td>
</tr>
<tr>
<td>ArtCenter Lite Tuition:</td>
<td></td>
</tr>
<tr>
<td>Fall 2015</td>
<td>$1,614 per unit for undergraduate students; $1,706 per unit for graduate students.</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>$1,614 per unit for undergraduate students; $1,706 per unit for graduate students.</td>
</tr>
<tr>
<td>Summer 2016</td>
<td>$1,614 per unit for undergraduate students; $1,706 per unit for graduate students.</td>
</tr>
</tbody>
</table>

Late Fees:
ArtCenter may at its sole discretion assess interest on unpaid past due balances at the rate of 12 percent per annum or the maximum amount permitted by law, if less.

SPECIAL FEES PER TERM

General Fees for 2015–16:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installment Plan Application Fee</td>
<td>$75 (non-refundable)</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Grad Studio Key Deposit</td>
<td>$75</td>
</tr>
<tr>
<td>Studio Project Room Key Deposit</td>
<td>$15</td>
</tr>
<tr>
<td>Access Card</td>
<td>$25</td>
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</table>

Course Fees:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-refundable Universal Access Fee</td>
<td>$250 for 2015–16</td>
</tr>
<tr>
<td>Project Continuation Fee</td>
<td>$633 for 2015–16</td>
</tr>
</tbody>
</table>

Please note: ArtCenter reserves the right to change tuition and fees without notice.
FALL 2015 PAYMENT SCHEDULE
$19,365 Undergraduate
(includes non-refundable universal access fee)

$20,466 Graduate
(includes non-refundable universal access fee)

Single Payment Plan:
Due September 11

Installment Payment Plan:
1st Installment: September 11
2nd Installment: October 12
3rd and Final Installment: November 11

Please note: Failure to pay the full amount due by the third installment due date will prevent the student from registering for the next term.

SPRING 2016 PAYMENT SCHEDULE
$19,365 Undergraduate
(includes non-refundable universal access fee)

$20,466 Graduate
(includes non-refundable universal access fee)

Single Payment Plan:
Due January 22

Installment Payment Plan:
1st Installment: January 22
2nd Installment: February 22
3rd and Final Installment: March 22

Please note: Failure to pay the full amount due by the third installment due date will prevent the student from registering for the next term.

SUMMER 2016 PAYMENT SCHEDULE
$19,365 Undergraduate
(includes non-refundable universal access fee)

$20,466 Graduate
(includes non-refundable universal access fee)

Single Payment Plan:
Due May 20

Installment Payment Plan:
1st Installment: May 20
2nd Installment: June 20
3rd and Final Installment: July 20

Please note: Failure to pay the full amount due by the third installment due date will prevent the student from registering for the next term.

Tuition and Fee Forgiveness Policy and Schedule

TUITION FORGIVENESS
Any unpaid balance of tuition and fees for the full term is due and payable immediately when a student withdraws or is dismissed from the College for any reason. Additionally, students who are registered for classes and withdraw during Week 1 of the term will be charged a $500 late withdrawal fee.

Students who have not paid tuition for the full term may owe a balance to the College, regardless of the date of 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:

FALL 2015 TUITION FORGIVENESS SCHEDULE
If the Withdrawal form is completed and returned to Enrollment Services:

Before Sept. 5  100% Tuition Forgiveness
Sept. 7–11  100% Tuition Forgiveness with a $500 Late Withdrawal Fee
Sept. 14–18  80% Tuition and Fee Forgiveness
Sept. 21–25  60% Tuition and Fee Forgiveness
Sept. 28–Oct. 2  40% Tuition and Fee Forgiveness
Oct. 5–9   20% Tuition and Fee Forgiveness
After Oct. 9  No Tuition Forgiveness

SPRING 2016 TUITION FORGIVENESS SCHEDULE
If the Withdrawal form is completed and returned to Enrollment Services:

Before Jan. 16  100% Tuition Forgiveness
Jan. 18–22  100% Tuition Forgiveness with a $500 Late Withdrawal Fee
Jan. 25–29  80% Tuition and Fee Forgiveness
Feb.1–5   60% Tuition and Fee Forgiveness
Feb. 8–12   40% Tuition and Fee Forgiveness
Feb. 15–19  20% Tuition and Fee Forgiveness
After Feb. 19  No Tuition Forgiveness

SUMMER 2016 TUITION FORGIVENESS SCHEDULE
If the Withdrawal form is completed and returned to Enrollment Services:

Before May 14  100% Tuition Forgiveness
May 16–20  100% Tuition Forgiveness with a $500 Late Withdrawal Fee
May 23–27  80% Tuition and Fee Forgiveness
May 30–June 3  60% Tuition and Fee Forgiveness
June 6–10  40% Tuition and Fee Forgiveness
June 13–17  20% Tuition and Fee Forgiveness
After June 17  No Tuition Forgiveness

FEE FORGIVENESS
Fees are forgiven per the same schedule as tuition forgiveness, with the exception of the installment plan application fee.

Student Financial Responsibilities
Questions, comments, corrections and suggestions about the information contained in this chapter should be directed to Financial Aid.
Exchange and Study Away

This chapter describes the policies and procedures that govern students who participate in exchange and study away programs. Additional regulations and expectations will be communicated by the Exchange and Study Away office.

ArtCenter study away policies exist primarily for the protection and safety of study away participants. We expect all participants to read, understand and adhere to ArtCenter policies, guidelines and contractual documents, whether on campus or away. ArtCenter reserves the right to add, modify or remove a policy at any time. In order to participate in a study away program, you will be required to sign the Student Conditions of Participation in International or Domestic Off-Campus Program form prior to your departure that states that you understand and agree to the policies and conditions of participating in an ArtCenter study away program.

Study Away Program Deposit

Once you have been informed of estimated program fees, if any, that will be applied to your student account, and have confirmed your acceptance into an ArtCenter exchange or study away program, you will be required to submit a $200 deposit to the Accounting window by the specified deadline. This deposit is non-refundable and secures your place in the program. Depending on the particular program that you are participating in, the deposit may be applied to one or more of the following program costs: housing, health/travel insurance, field trips, flights or program provider services. Your deposit will go directly to covering these costs once the program begins. If there are no additional program fees for your study away program, then the deposit will go toward your tuition for the term. If your study away program is a requirement of your degree program, you will not be assessed a deposit charge.

For exchange program candidates, as there are no additional program costs for exchange programs, the deposit will be applied to your tuition for the exchange term. If you are not accepted by the host institution, your deposit will be credited to your account.

Financial Aid

All students enrolled for credit in a study away program are eligible for financial aid for that term. Students will be eligible for grants and loans as if they were on campus, with the exception of Federal Work-Study (FWS) in some cases. The normal FWS component of an aid package will be covered with additional loan funds, upon request. Please make an appointment with the Financial Aid office for specific advisement for your program.

You are required to follow the normal Financial Aid guidelines/deadlines and complete all forms as you normally would each year at ArtCenter.

In addition to the regular financial aid forms, there may be additional special steps for studying away. Please consult the Financial Aid office for further information.

Registration Process and Timeline

Once you have been accepted into a study away program, whether a 3-unit course or 12–18 unit full-term program, you will be given access to register for the restricted course(s) at your normally scheduled registration appointment time. You must clear any holds on your account before you can register. Neither the Registrar nor the Exchange and Study Away office are responsible for following up on delayed registrations due to holds.

If you are participating in one of our exchange student programs, you will register for 12 units’ worth of placeholder courses, identified for you, for the term you will be away. Once ArtCenter receives your transcript from the exchange partner school, the appropriate course credit will be applied. It is important that you complete the Study Abroad Credit Approval form with your Department Chair and/or Director of Humanities and Sciences before you depart, so that you have confirmation of the credit you will be receiving.

Transfer Credit for Nonaffiliated Study Abroad Programs – Individualized Study Abroad Programs

In order to receive transfer credit and federal financial aid for a study abroad program offered by another institution, you must have the consent of your Department Chair and complete ArtCenter’s Individualized Study Abroad Authorization process. You will be assessed a $200 College processing fee upon authorization. ArtCenter’s policy is to allow for a maximum of 15 units of Individualized Study Abroad Program credit to transfer in and count toward your degree. For more information on participating in an Individualized Study Abroad Program, contact the Exchange and Study Away office.

Academic Standing

Students must remain in good academic standing during the term prior to their study away experience. Students not in good academic standing may be disqualified from participation. Students on academic probation or suspension may not participate in study away.

Health, Safety and Pre-departure Reporting

ARTCENTER HEALTH AND TRAVEL INSURANCE POLICY: HTH WORLDWIDE
As a participant in an ArtCenter-led or approved program abroad for credit, you will be enrolled in a student health and travel insurance plan through HTH Worldwide for the duration of your program abroad. This insurance is in addition to the ArtCenter student health insurance plan that you are automatically covered under each term you are registered for classes.

HEALTH INFORMATION FORM
For your safety, you are required to complete a confidential Health Information form to inform the Center for the Student Experience and the study away or onsite faculty leader(s) of your health history and any special medical needs you may have. This information will only be used to enable us to serve you promptly and correctly, should you require medical or counseling services during your time off-campus. It is important to be clear and forthright about your health status when participating in a study away program.

MENTAL HEALTH
Study away is both enormously fulfilling and often challenging for all students, and can present some additional challenges for students with mental health conditions. Work with a professional before you leave to discuss your condition. If you would like to talk to a counselor about concerns you might have, make an appointment through the Center for the Student Experience to meet with our on-site trained therapists/counselors prior to departure. As a registered student, you are entitled to up to five free counseling sessions per term.

STUDENTS WITH DISABILITIES
Many of the disability accommodations or services that are provided at U.S. universities may be different or unavailable overseas. Being in a new environment can also be stressful, and accommodations that you may not have needed at home may become necessary in an unfamiliar setting. Participants with a documented disability, whether learning or physical, should contact the Center for the Student Experience upon acceptance into a program to discuss their needs while studying away.
ALCOHOL AND OTHER DRUGS POLICY
ArtCenter does not encourage the use of alcohol or condone drinking patterns or behaviors that are detrimental to the health and welfare of the individual, the ArtCenter community or the community at large. Alcohol may be consumed, but not abused, by students who are of legal age in their host countries. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times. ArtCenter prohibits the use of alcohol that is illegal in the host country and prohibits the distribution of alcohol to students who are not of legal drinking age in their host countries. ArtCenter will impose serious sanctions against any student who violates this policy, including drunkenness or any abuse of alcohol.

ArtCenter study away programs have a zero-tolerance policy for purchase, possession, use or distribution of any drugs considered to be illicit or illegal. Any violations will be grounds for dismissal. Students are further cautioned that the possession of drugs is often dealt with harshly by local, host-country law enforcement, and neither the College nor the U.S. Embassy can obtain release from jail. The use of illegal drugs and the abuse of alcohol are seriously detrimental to one’s health and well-being. ArtCenter urges students involved with either to obtain the necessary assistance from medical professionals and counselors. Please contact the ArtCenter’s Director of Counseling and Wellness for referrals prior to departure or utilize HTH Worldwide to locate treatment and assistance locations at the program site.

SMART TRAVELER ENROLLMENT PROGRAM (STEP)
Register your trip with the U.S. Department of State’s Smart Traveler Enrollment Program and stay informed on the latest travel updates and information. This will also enable the State Department to better assist you in the case of an emergency.

EMERGENCY CONTACT
In an emergency, you should immediately contact your faculty leader or local campus exchange program administrator if on an exchange program. If the faculty is unreachable or incapacitated, call ArtCenter Campus Security (available 24 hours a day, 365 days a year) at +1 626 396-2211. HTH Worldwide, your health and travel insurance provider, is also available to assist you, 24 hours a day, 365 days a year, at +1 610 254-8771 (collect outside the U.S.).

Study Away Refund Policy
Should a student decide to cancel enrollment in any study away program to which he or she applied and was accepted, the student must immediately notify in writing the Exchange and Study Away office. ArtCenter is not responsible for indirect costs paid directly by the student, including, but not limited to, passport and visa fees, vaccinations, insurance and transportation costs.

It is the student’s responsibility to complete a Leave of Absence form (if all courses are being dropped) or a Course Drop form (if only the study away course(s) is being dropped) to submit to Enrollment Services as necessary for the term. The date of withdrawal shall be the date of receipt of the appropriate forms by Enrollment Services. The student is required to follow existing ArtCenter policies for Leave of Absence and Course Drop.

WITHDRAWAL PRIOR TO THE START OF THE PROGRAM
Prior to the start of the program, the student is eligible for a full refund of tuition. Any non-recoverable expenses that have been incurred by ArtCenter on behalf of the student once the student has made a commitment to the program (in writing and/or by submitting a program deposit) will be the responsibility of the student, including but not limited to housing, excursions and program provider fees, and charged to the student account. If any student stipends were received, the stipend check must be returned to ArtCenter. If the stipend check has already been deposited by the student, then the student’s account will be charged for the stipend amount.

WITHDRAWAL AFTER THE START OF THE PROGRAM
If a student withdraws from a study away program during the first five weeks of the program, he or she is eligible for a refund of ArtCenter tuition payments based on ArtCenter’s Tuition Forgiveness Policy.

If an on-site or study away course is scheduled in its entirety during the break period, the course is considered to be completed and credit units are granted towards the total scheduled load of the following term. If during the time of the course a student chooses to withdraw for any reason, tuition forgiveness for the remainder of the course will be prorated accordingly. To align with the above Tuition Forgiveness Policy for a full 14-week term, students will not be eligible for tuition forgiveness after 43 percent of the course has been completed.

WITHDRAWAL DUE TO MEDICAL REASONS
Students who experience a medical emergency may be granted an immediate withdrawal from the study away course following consultation between the faculty team leader, the Director of Exchange and Study Away and the Associate Provost for Student Affairs/Dean of Students. Immediate arrangements will be made for care of the student, with the assistance of the College’s international medical insurance program as necessary. Any refund of tuition and expenses will be subject to the College’s Medical and Psychological Leave Policy.

PROGRAM DISMISSAL
A student who is suspended, dismissed or withdraws while under investigation for violation of the Student Code of Conduct will not have tuition payments refunded.

Study Away Student Conduct
ArtCenter regards all students as responsible citizens who have the same obligations as other citizens to observe the laws of the United States and the local and national laws of the host country. The College does not regard itself or its members as above the law in any way. In addition, as members of an academic community, students assume rights and responsibilities inherent to the nature of that community and bear a responsibility to preserve a collegiate environment that encourages the maximum development of students.

Students who participate in an ArtCenter study away program are enrolled at ArtCenter and are subject to the provisions of the Student Code of Conduct to the same extent they would be if studying on campus. Any student who engages in conduct that violates the Student Code of Conduct will be subject to review and sanctions, including, where appropriate, dismissal from the program. This will be done in consultation with the appropriate departments/offices and prior violations will be considered.

All students have the right to learn in an atmosphere that is supportive and encouraging. Students should feel free to express their views but may not do so by infringing upon the rights of others. Students who feel that their rights have been violated have the right to have the matter reviewed through the Student Code of Conduct. The College also holds inherent authority and reserves the right to bring charges against students in this process. The Assistant Dean of Students in the Center for the Student Experience coordinates, implements and responds to questions about the Student Code of Conduct.

STUDY AWAY DISCIPLINARY PROCEDURE
Given the nature and function of study away programs, student-participant adherence to policies, procedures and directives is crucial. The paragraphs below set out the student conduct process for resolving alleged violations of program and ArtCenter policies, procedures and guidelines by study away participants.

Should there be an allegation of a violation of policy, etc., faculty leaders of ArtCenter study away programs may conduct investigations and hold administrative hearings for conduct matters that occur off campus. Faculty leaders may consult with the Director of Exchange and Study Away and the Assistant Dean of Students (or designee) throughout the process. At the discretion of the Assistant Dean of Students (or designee) and in consultation with the faculty leader, the Assistant Dean of...
Students (or designee) may assume jurisdiction for, and render a decision on, any cases involving students studying off campus. In the case of a sexual harassment or sexual violence violation, the Title IX Coordinator will provide assistance to ensure the investigation is in compliance with Title IX regulations.

The faculty leader will be responsible to interview and/or receive statements from all witnesses, and will present the accused with charges, which are to include the specific regulation or policy allegedly violated. At the administrative hearing between the faculty leader and the responding party, the accused may testify personally and present witnesses on his or her behalf.

The accused may present testimony and make arguments not only with regard to the offense, but also with regard to justification or mitigating circumstances. The accused may also speak to the question of the appropriateness of any particular sanction that he or she may incur.

After hearing the case, the faculty leader will make a decision on sanctions. He or she may consult with the Assistant Dean of Students prior to making a decision if the faculty leader deems it necessary. If the accused is found guilty of a violation of applicable policies and regulations, the decision will specify the violating behavior, the policy or regulation violated and the sanction to be imposed. The faculty leader will promptly present the sanctions imposed to the accused and the decision will take effect immediately. The decisions of the ArtCenter faculty leader will be based on evidence presented and statements taken. Due to the logistical challenges presented by conducting investigations at some distance from campus, decisions made by faculty leaders in disciplinary cases conducted for students in study away programs are final.

The Center for the Student Experience holds concurrent jurisdiction and may take further action based on the College’s Student Code of Conduct upon the student’s return to the College.

INTERIM SUSPENSIONS
1. In certain circumstances, the Assistant Dean of Students (or designee) may impose a suspension of privileges to further participate in the study away program prior to a hearing, following consultation with the faculty leader. Such an interim suspension may be imposed only:
   a) To ensure the safety and well-being of other members of the study away group or the preservation of ArtCenter property;
   b) To ensure the student’s own physical or emotional safety; or
   c) If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the study away group.
2. During the interim suspension, the student shall be denied access to participation in the study away course and associated activities and privileges for which the student might otherwise be eligible, as the Assistant Dean of Students (or designee) may determine to be necessary or appropriate.
3. The interim suspension does not replace the regular disciplinary process, which shall proceed expeditiously.

SANCTIONS
Sanctions for violation of the Student Code of Conduct or other rules or policies enforceable under the code vary depending on the circumstances. Sanctions may include, but are not limited to: warning, suspension from program-related activities, removal from housing, dismissal from program, disciplinary action on ArtCenter record, denial of participation in future study away opportunities, and suspension from the College.

Exchange and Study Away
Questions, comments, corrections and suggestions about the information contained in this chapter should be directed to the Exchange and Study Away office.
• Security Command Center: Monday–Friday, 24 hours; closed on Saturday and Sunday.
• Campus Security at Reception Desk: Seven days a week, 7 a.m.–11 p.m.

South Campus
• Public hours: Seven days a week, 7 a.m.–11 p.m.; no public after-hours access.
• After-hours access available 11 p.m.–7 a.m. for students, faculty and staff with appropriate ArtCenter identification.
• 950 building–Public Programs Office: Monday–Thursday 9 a.m.–9 p.m., Friday 10 a.m.–5 p.m. Closed on weekends (subject to periodic changes).
• 950 building–Campus Security at Reception Desk: Seven days a week, 24 hours a day.
• 870 building–Campus Security at Reception Desk: Seven days a week; 24 hours a day.
• 1111 building: For hours of operation, access procedures, general inquiries about this facility, please contact Campus Security at 626 396-2299, 626 396-4220, or 626 396-4330.

SPECIAL ACCESS AFTER HOURS
Students may gain after-hours access to specific classrooms provided they have special permission. All requests for after-hours access must be in writing on the official form available in the Department Chairs office. Verbal requests will not be accepted or approved. Special access forms must be completed, approved and signed by the Department Chair. This form must then be approved by the Chief of Campus Security at least 48 hours before the time when the student plans to stay late. It is the responsibility of the student to verify with the Chief of Campus Security that permission has been granted.

If special access is granted, the individual’s name will be placed on a security access list. After hours, the Security officer may ask students for their identification cards and check the security access list. All students, staff and faculty must have a valid identification card to show Security. Anyone who does not have the proper identification, or is not on the approved list, will not be allowed on either campus and will be asked to leave. Visitors are not permitted on campus after 11 p.m.

Special after-hours access to campus is a privilege extended to students. If a student is found damaging any equipment or facilities in any way, or behaves in a way that could endanger the student or others, that student will be held fully responsible. In addition, future access may be denied and further disciplinary action may be taken.

All after-hours-access students must check in at the front reception desk at Hillside Campus or South Campus. After-hours access is from 11 p.m. to 7 a.m. All students and their property must be out of the classroom by 7 a.m.

Universal Access
The Universal Access Fee is charged to all enrolled students each term and allows them use of the workshops, computer labs, CNC labs, photo labs, Educational Media Equipment Center resources, the Model Shop and the Prop Room. Some restrictions are in place to ensure that students have the proper training and authorization to use certain facilities. To ensure that only fee-paying students are using campus facilities, students must carry their student ID at all times.

Classroom Regulations
The Formica crit boards in classrooms and studios are designed for use with drafting tape only. Please do not use cellophane tape; the recommended drafting tape is available in the Student Store. Because pushpins, staples and other sharp objects damage classroom surfaces, these materials may not be used. Food and beverages are also not allowed in classrooms, studios, stages, labs and workshops. Altering or defacing any walls or partitions is forbidden.

James Lemont Fogg Memorial Library
The James Lemont Fogg Memorial Library offers students access to comprehensive print and online resources in art and design, supported by trained information professionals who can assist students in launching their art and design projects. The Library’s offerings are specially selected to support the designer and artist and to aid students in fulfilling their creative vision. Visit the Library for inspiration, cutting-edge research, personalized help and a collaborative workspace. You can also visit the Library online at library.artcenter.edu or use our mobile app.

The collections include over 35 online research databases, approximately 82,000 books, more than 317,000 high-resolution digital images and 100,000 slides, 13,224 DVDs and Blu-ray discs, more than 90,000 photographs, 723 zines, a rapidly growing collection of video games, and subscriptions to over 500 print journals and magazines. The College Archives at South Campus (950 building, Room 206) has photos of student work through the decades as well as faculty and campus historical information from 1930 to the present.

INFORMATION DESK
The Information Desk is the first place to ask for directions to resources. Along with being able to borrow your materials here, you will find course reserve books and handouts as well as items on hold, maps of the Library and campus, informational handouts, the Library lost and found, and knowledgeable staff to point you in the right direction. For questions, please contact the Information Desk at 626 396-2233 or library.artcenter.edu.

RESEARCH HELP
Need help with research? Liaison Librarians deliver personalized reference and research service based on your major. Each major is assigned a specialized Liaison Librarian to serve as your primary contact for help. We know that starting a new project can be daunting. That’s where your Liaison Librarian comes in! Equipped with a better understanding of the ArtCenter Library’s resources, including books, magazines, databases and images, your Liaison Librarian is ready to point you to the information you need. For help with research, please visit or contact the Research Desk at the Library at 626 396-4272.

Contact your Liaison Librarian

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<th>Undergraduate Departments</th>
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<th>Telephone Number</th>
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<td>Rachel Julius</td>
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**Graduate Departments**
- Art
- Environmental Design
- Film
- Industrial Design
- Media Design Practices
- Transportation Design

**Liaison Librarian**
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- Environmental Design: Rob Lundquist
- Film: George Porcari
- Industrial Design: Rob Lundquist
- Media Design Practices: Rachel Julius
- Transportation Design: Michelle Betty

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**Telephone**
- 626 396-2232
- 626 396-2234
- 626 396-2232
- 626 396-2234
- 626 396-2209
- 626 396-2237

RESEARCH DATABASES
library.artcenter.edu/screens/resources_index.html

The Library subscribes to dozens of Web-based collections covering magazines and journals with full-text articles, encyclopedias and dictionaries, images, fashion, materials and trends, advertising, business, film, and other resources. Some popular research databases include:
- Alexander Press Video
- AP Images
- Art Full Text
- Car Design News
- Coloribus
- Design and Applied Arts Index
- Gnomon Workshop
- JSTOR
- LUNA
- Material ConneXion
- Mintel
- Stylesight
- lynda.com
- The Vogue Archive

Students can access all resources from Hillside and South Campuses, and most can be searched remotely.

ONLINE CATALOG
library.artcenter.edu

The Library online catalog provides students with 24-hour remote access to search the catalog and online course reserves, renew items and manage their accounts. Search for books, magazines, DVDs and other materials by keyword, author, title or subject. Library hours, contact information and links to policies, research guides and new materials can be found on the home page.

Live chat with a librarian during regular Library hours.

BORROWING MATERIALS

Undergraduate and graduate students may borrow up to 25 items at a time. Undergraduate students may borrow books for four weeks. Graduate students may borrow books for a full term. You must present your student ID when borrowing materials.

Renewals may be made in person at the Information Desk, by calling 626 396-2233, through the Library mobile app or by visiting library.artcenter.edu and logging into your account. All materials are due at the end of the term. Students in good standing who are enrolled in the following term may borrow circulating books, back issue magazines, DVDs and video games over term breaks.

FEES AND FINES

There are no late fees. If material is lost, a $15 processing fee is charged in addition to the cost of replacing the item. Unreturned material or unpaid fines will result in a hold being placed on a student’s record, preventing the student from registering and receiving grades or transcripts.

Type of Material | Loan Period
--- | ---
Regular Circulating Books | 3 weeks with 2 renewals
Audio Books | 1 week with no renewals
Back Issue Magazines | In-library use only
Reference Books | 1 week with no renewals
Bound Periodicals | 2 hours, in-library use only
Current Issue Magazines | 2 hours, in-library use only
Newspapers | 1 week with 1 renewal
Special Books | 2 hours, in-library use only
Course Reserves | 2 hours, in-library use only
Master Thesis | In-library use only
Circulating DVDs | 1 week with 1 renewal
Blu-ray Discs | 1 week with 1 renewal
CD-ROMs | 1 week with 1 renewal
VHS Tapes | 1 week with 1 renewal
Video Games | 1 week with no renewals
Motion Videos | 1 day with no renewals
Sound Effects | 1 day with no renewals

WIFI AND COMPUTERS

ArtCenter offers wireless Internet service for students, faculty, staff and guests. In addition, the Library provides computers, scanners and printers that may be used on a first-come, first-served basis. Students are given a $30 credit account per term for printing, after which the printing cost is $0.12/page (8.5x11) and $0.20/page (11x17). Please see the instructions at each computer for print login instructions.

LIBRARY MOBILE APP

Look for books, magazines, movies and more wherever you go. It is compatible with handheld mobile devices and there are downloadable apps for Apple iOS, Android, Windows Phones and Amazon Kindle. With the app you can check your account or due dates, renew items or place/cancel holds, use our research guides and mobile databases, look up departments and item locations on Library floor maps, contact our librarians, scan ISBN barcodes to see if the Library has a book, browse the calendar of events, and connect with us on social media. Download our app at artcenter.boopsie.com.

OCCIDENTAL COLLEGE LIBRARY

ArtCenter students may register for borrowing privileges at the Occidental College Library, 1600 Campus Road, Los Angeles, CA 90041 (323 259-2833). Students must present their valid ArtCenter student ID card at the Occidental Library Circulation Desk. The Occidental College Library’s catalog can be accessed online at oxy.edu/library or through our mobile app.

The James Lemont Fogg Memorial Library is committed to providing our students the services and resources they need to research and create at the highest level.

**Hillside Campus Facilities**

**SCULPTURE GARDEN**

Sculptures have been installed in various outdoor locations around Hillside Campus. Students are encouraged to visit these areas to contemplate the works; to draw, paint or photograph them; or to otherwise enjoy the setting. The works, most of which are on loan to the College, are historically significant, extremely valuable and subject to gradual deterioration over time. Students and visitors are therefore not permitted to walk on, climb on, sit on, lean against or in any way come into contact with the sculptures.
**SINCLAIRE PAVILION**

The Sinclaire Pavilion provides students a place to gather, socialize, study and exchange ideas. The site provides a flexible gallery space, a small kitchen, open-air amphitheater-type seating and a wireless network. Students are welcome to utilize this space for their leisure, creative or educational needs. Formal events must be scheduled through the Center for the Student Experience (626 396-2323). For access to the kitchen and for any custodial or maintenance concerns, please contact the Center for the Student Experience.

**COMMUNITY GARDEN**

For information about the community garden located on the Hillside Campus, please contact Facilities, or speak with a member of the Garden Club.

**HILLSIDE CAMPUS GALLERIES**

The main Student Gallery at ArtCenter exhibits exemplary student work from the previous term as chosen by Department Chairs and faculty and curated by the Gallery Director. The Alyce de Roulet Williamson Gallery centers on creative involvement with students and educational initiatives. The Williamson Gallery hosts exhibits by outside artists whose work examines the intersection of art, science and technology. The Fine Art Gallery is reserved for upper-term students in Fine Art to curate their work.

**REMOVAL OF ARTWORK FROM STUDENT GALLERY**

Students whose work is displayed in the Student Gallery may remove their work temporarily for photography, interviews or restoration. Permission must be secured at least two days prior to removal from either the Assistant Director of Exhibitions (626 396-2398) or the Vice President of Exhibitions (626 396-2397). Permission can be secured Monday through Friday between 8:30 a.m. and 4:30 p.m. only. Artwork removal forms can be obtained at the switchboard.

Artwork cannot be removed for ArtCenter scholarship portfolios. Department Chairs reviewing the portfolios will visit the gallery to view work. Students should indicate in their scholarship portfolio that certain works are in the gallery. Students having their work photographed are asked to have their photography session scheduled in advance so that their work will be missing from the gallery for as short a period of time as possible.

**SPORTING AND RECREATIONAL EQUIPMENT/FACILITIES**

Volleyballs, Frisbees, bocce balls, basketballs, soccer balls and a croquet set are available for sign-out from the Tool Crib. The best Frisbee-throwing areas are the canyon lawn west of the Hillside Campus Bridge, or the meadow at the south end of the building. Please do not play Frisbee or football around the Café patio or near the sculptures in the Sculpture Garden, as injuries can occur while chasing Frisbees or balls down the slope. Always wear shoes. Basketball is not permitted in the Sculpture Garden when the area is used for overflow parking.

**OCCIDENTAL COLLEGE GYM PRIVILEGES**

ArtCenter and Occidental College have partnered to provide current ArtCenter students with free access to the Occidental Fitness Facilities. Less than seven miles from ArtCenter, Occidental’s facilities include a weight room, athletic field, swimming pool and tennis courts.

Students must have a valid ArtCenter student ID card for admittance and need to visit the Oxy Card Office (323 341-4885) to get their card updated with a sticker that verifies their ArtCenter student status. (Generally, this partnership is available beginning in Week 2 of each term, when the current term’s student enrollment records are verified and provided to Occidental College.)

Students should call the Occidental Athletic Department (323 258-2608) for hours and general information. Students can also check Dot on Inside ArtCenter (inside.artcenter.edu) or contact the Center for the Student Experience (626 396-2323) for more information.

**Hillside Campus Habitat**

At the base of the San Gabriel Mountains and adjacent to the Arroyo Seco, Hillside Campus sits within a diverse ecosystem. Entering campus, you will often see deer or coyotes on their early morning rounds. Walking across the Bridge in the morning or late afternoon, you will hear the songs of native birds as well as migrating species. If you venture out into the natural landscape, you will discover typical California chaparral. You will find California Sycamore, Coast Live Oak and Alder trees. Amongst the shrubs are California Bay Laurel, California Holly, Senna, Sage and California Buckwheat. Spring is a particularly beautiful time to walk through the area — most plants are in bloom and easier to identify.

These plants and animals have lived in the region for thousands of years and are well adjusted to the temperate — and at times hot and dry — climate. There are a few paths and rough trails that can take you into this landscape. Always stay on the trails. To prevent contact with Poison Oak, which is found throughout the area and can cause serious inflammation of the skin, you should always cover your arms and legs. During the warmer months, be on the lookout for rattlesnakes.

**South Campus Facilities**

**SOUTH CAMPUS GALLERIES**

The flexible gallery space located in the lobby of the 950 building serves as a classroom studio, a location to feature the College’s programs and initiatives, and an exhibition area for Public Programs and work on rotation from the main Student Gallery at Hillside Campus. Additionally, there are several gallery spaces reserved for Graduate Art students to exhibit their projects.

The 870 building features a central atrium gallery in the main entry lobby, along with student-programmed exhibition spaces on the second floor.

**ARCHETYPE PRESS**

Archetype Press is a unique and creative resource for students and the community that continues the tradition of letterpress printing technology. The 3,500-square-foot facility, established in 1988, includes eight Vandercook proof presses; a Chandler and Price platen press; a Heidelberg Windmill press; and 2,500-plus drawers of rare American and European metal foundry type, wood type and ornaments — the largest such collection in California and one of the largest of any design school in the country.

**THE WIND TUNNEL**

A former aircraft-testing facility, this 16,000-square-foot hall in the 950 building is home to ArtCenter’s Media Design Graduate Program.

**SOUTH CAMPUS TECHNOLOGY**

Support for technology at South Campus is located in the Educational Media Equipment Center, on level 2L of the 950 building. South Campus Technology is available to help students, faculty and staff with any issues, including classroom technology, event support and coordination, computer lab support and equipment checkout. South Campus Technology policies and hours are available on the ArtCenter Technology website at inside.artcenter.edu/dot/technology.
Computer Labs

The Computer Lab office has instituted the following policies to ensure that equipment is available when needed and that students are able to complete their work without unnecessary distractions.

If you have any comments or suggestions regarding these policies, please contact the lab office (626 396-2240).

Students rely on the computer labs to provide them with proper tools, as well as a proper environment, to successfully complete their course work. Because the labs serve many students in a shared space, please act in a manner that is considerate of fellow students and treat each other with mutual respect and courtesy. Inappropriate behavior may result in a student being reported for disciplinary action and/or removal from the lab.

1. Student course work always takes priority over other activities.
2. Students should carry their student IDs and show them upon request to the lab staff.
3. To protect the equipment and the work of fellow students and to ensure a clean environment, food and drinks are not permitted in the labs, even when bottled, covered or contained. Students will be subjected to a fine and excessive violations will be reported to the Assistant Dean of Students.
4. To protect personal information, do not share login accounts.
5. Do not leave any personal belongings unattended at any time. The lab staff is not responsible for items left in the labs, including storage devices, cell phones, laptops, car keys and clothing. Always safeguard your belongings to prevent thefts and losses.
6. Because the labs are a limited, high-demand facility, rendering of files during the day is not allowed. Computers left unattended with “do not disturb” signs may be rebooted for the use of other students at the discretion of the lab staff.
7. All labs are closed during term breaks for maintenance. Computers in the labs are re-imaged (upgraded with a new configuration) during break, after each term. In order to assure robust performance and software stability, no changes to the software are made during the term, unless otherwise warranted by a major software bug/fix.
8. Do not risk losing your important files by storing them on College desktop or laptop computers. The machines are regularly wiped clean during the term and any locally stored data will be deleted and become irretrievable.
9. Students may store their work on College servers, but should keep multiple copies of anything that is important. Files on servers are not guaranteed to be safe.
10. Moving, removing or otherwise tampering with computers and related peripherals, including printers, scanners and cables, is not permitted. Only computer lab staff can change the configuration of the computers and peripherals. This ensures that the computer will function properly for the next user.
11. Other studio materials not allowed in the computer labs include, but are not limited to, sprays and paint.
12. Do not use the computer tables for cutting. Cutting tables are available in Room 132 (Open Lab).
13. Students are expected to follow all laws that protect the intellectual property of others. Using the College network and/or its desktop or laptop computers to make or distribute unauthorized copies of copyrighted materials or attempting to defeat or disable software security systems is prohibited. Students caught engaging in such activity will be reported to the Associate Provost for Student Affairs/Dean of Students for disciplinary action.

Educational Media Equipment Center

The Educational Media Equipment Center (E.M.E.C.) has two locations:

Hillside Campus, on the lower level between the Photo and Film Stages.
South Campus, 950 building, Room 207.

The E.M.E.C. provides authorized students, faculty and staff with a variety of circulating photography, film and audiovisual equipment. These resources can be used in classrooms, studies and, in some instances, off campus for instruction, demonstration and art-making purposes. You must present a valid ArtCenter ID card for service. For details about the equipment available and E.M.E.C. policies, visit us in person or go online to Inside ArtCenter (inside.artcenter.edu). With the exception of most general circulation resources, all equipment is purchased and paid for by the individual academic departments. They are also the ultimate decision makers on circulation and authorization policies. All E.M.E.C.-related emails will be sent to your inside.artcenter.edu account. You are required to monitor this on a regular basis.

E.M.E.C. HOURS OF OPERATION

Hillside:
Monday–Friday 8 a.m.–8:30 a.m.: Faculty, Staff, and T.A.s only
8:30 a.m.–10 p.m.: Open
Saturday 12 p.m.–8 p.m.: Open
Sunday: Closed

South Campus:
Varies by term; inquire directly.

RESERVATIONS
Most equipment is available on a first-come, first-served basis. Peak usage times are Friday–Monday, so consider utilizing resources during the middle of the week. Reservations may be made online (Equipment Reservations section of inside.artcenter.edu) or at the E.M.E.C. windows. No reservations will be taken over the telephone or by email. Departmental restrictions apply to most resource types and therefore not all equipment is available for all users. For details, please refer to the appropriate department or explore the online reservation system.

CHECKOUTS
We highly encourage students to prep (check, inspect and test) all of your equipment immediately upon checkout. In the event that you encounter damaged equipment, missing parts or other discrepancies, you must document this with us. The only manner in which this can be done is if you write a statement on your WebCheckout Agreement (contract) within one hour after checkout. Failure to follow this policy will result in your liability for damages and missing parts when returned.

RETURNS
1. Equipment must be returned by the scheduled return date and time as indicated on the signed checkout agreement. Failing to return equipment on time can impact others who may have scheduled reservations.
2. All equipment must be returned in the condition in which it was checked out. This means items must be returned with cords neatly wrapped, equipment in proper storage compartments and all accessories present.
3. Student checkouts are due by 9:30 p.m. on weekdays and 7:30 p.m. on Saturdays.
4. Large Film shoots (over 30 pieces of equipment) must begin returning by 9 p.m. on weekdays and 7 p.m. on Saturdays.
LOST, STOLEN OR DAMAGED EQUIPMENT
Students are responsible for all equipment while it is checked out under their name. It is expected that all students take reasonable steps to prevent against theft of ArtCenter property. Avoid leaving equipment unattended or in vehicles. All lost or damaged equipment must be reported to E.M.E.C. staff as soon as possible. For thefts, immediately file a report with Campus Security. Thefts that occur off campus should be promptly reported to the police department where the incident occurred. ArtCenter insurance does cover many of the incidents that occur with equipment. Information and claim forms are available at the E.M.E.C. All claims related to ArtCenter property must be reported to and coordinated by the E.M.E.C. manager. Students bear the sole financial responsibility for equipment damages and losses not covered by ArtCenter’s insurance policy.

FINES AND RESTRICTIONS
Failure to return equipment in a complete and timely manner will result in fines. Restrictions to equipment access will be applied until all fines are paid. Restrictions will ultimately keep students from registering for classes and prohibit release of diploma if the fines remain unpaid. Fines may be disputed in writing to the E.M.E.C. manager and will be taken under review. Repeated abuse of E.M.E.C. policies and procedures may result in suspension of privileges and/or disciplinary action.

The Model Shop and 3D Lab
Limited access to the Model Shop is available to all currently enrolled students. Students wishing to use power equipment must have passed the appropriate required shop training class and, upon completion, passed a written shop safety test. A shop access sticker will then be applied to their ArtCenter ID card. For additional information regarding shop use and policies, please read the Model Shop Policy, available on the ArtCenter Technology website at inside.artcenter.edu/dot/technology.

The Model Shop is committed to providing a safe and healthy environment for all students, faculty, staff, and visitors. With that in mind, the following policies are in effect throughout the shop:

1. Proper attire is required at all times, including closed-toe shoes and long pants.
2. Safety glasses must be worn at all times when in the Model Shop or any of the satellite rooms.
3. No eating or drinking is allowed in the Model Shop or any satellite rooms.
4. Accidents must be reported immediately to a shop instructor or shop assistant. After hours, please call 626 396-2211 for assistance. A first-aid station is available in the Tool Crib at the Model Shop during normal operating hours.
5. No use of power equipment will be allowed if a student appears exhausted or under the influence of any substance.
6. There is to be no use of odorous or toxic materials, including epoxies, in any classroom, hallway area or project room. All chemicals are to be mixed and applied in the Composite Room, which is open 24 hours a day, seven days a week.

SHOP EQUIPMENT
Supplies, including some power tools, are available for checkout at the Tool Crib, located in the Model Shop. Most equipment is available for checkout on a daily basis only; however, overnight or extended checkouts can be arranged on a case-by-case basis (please check with one of the shop assistants). Equipment checked out on a daily basis must be returned by 9:30 p.m. in the same condition it was in when checked out. To avoid fines, it is the student’s responsibility to return the equipment complete and on time, making sure the Model Shop staff receives and checks in the equipment. Abandonment of equipment at the check-in station does not constitute proper check-in. Students are responsible for any missing or late items.

Materials Safety Guidelines
Materials used in studios and labs contain ingredients typically used in commercial applications. These include solvents such as alcohol and acetone, paints and resins. These products can pose serious risks if not handled properly and according to prescribed instructions. The ingredients are hazardous if ingested, inhaled or allowed to come in contact with skin or eyes.

Some of these materials are flammable and need to be handled carefully. In addition, students should know the following:
1. Products that contain turpentine are banned from ArtCenter campuses.
2. Some materials may have hazardous potential and students must use appropriate protection.
3. Isolate the working environment from the living environment.
4. Use safer alternatives whenever possible.
5. Follow instructions. It is important to follow the written instructions provided with materials as well as any additional instructions provided by faculty and staff. Additional information regarding safe use and disposal can be obtained from the Material Safety Data Sheets (MSDS). The MSDS can be requested from the supplier where the material was obtained and may also be available online. ArtCenter makes every effort to inform the student body as to the risks associated with the materials being used. It is the student’s responsibility to familiarize themselves with the correct procedures and risks involved.
6. Risk of exposure: The instructions accompanying the product typically identify risks associated with the use of the product in terms of exposure pathways. It is important to become familiar with this information. The type of exposure—contact, inhalation or ingestion—determines the type of protection needed.

EYE PROTECTION
Contact lenses and most prescription eyewear do not provide adequate protection for the eyes—hard contact lenses trap vapors between the lens and the eye, gas permeable contact lenses act like sponges for vapors, and most prescription eyewear is not rated for impacts. Therefore, students are required to wear goggles/safety glasses.

SKIN PROTECTION
Wear appropriate gloves, and replace them at the first sign of wear. Wear appropriate clothing for the task being performed.

INHALATION PROTECTION
Wear a dust mask when working with materials that generate dust. Wear a respirator when fumes/vapors may be generated.

INGESTION PROTECTION
Keep all food and drink out of the work area. Wash hands after handling materials. Practice cleanliness and good housekeeping.

Educational facilities, habitat and equipment
Questions, comments, corrections and suggestions about the information contained in this chapter should be directed to the department responsible for the particular facility or resource described in each section: Campus Security, Facilities, Library, Information Technology or Shops.
CHAPTER 8

Campus Safety Policies and Resources

This chapter includes information pertaining to personal safety, community security and emergency management. Paying attention to this information can help protect your health and the well-being of every member of the College community.

Campus Security Department and Staff

Campus Security is committed to providing a safe campus environment for students, faculty, staff and visitors. The department provides security services to the College’s Hillside and South campuses. While Campus Security plays a major role in ensuring our campuses remain as safe as possible, the primary responsibility for crime prevention and personal safety rests with each individual. Therefore, each of us must take personal responsibility for our own safety, as well as for the safety of those around us. With everyone working together, ArtCenter will remain a safe campus. Please review this information to become familiar with the programs and services provided by the College so you may become involved as a responsible member of our community.

CAMPUSSecurityMissionStatement

The mission of the ArtCenter College of Design Campus Security department is to provide and maintain a safe and secure environment in which the College’s educational mission can be achieved.

The Campus Security department strives to achieve this mission by means of community-based security. Developing a strong relationship with our student body and all employees is essential to fulfill our mission in delivering a high standard of customer service to our community in an effective, responsive and professional way. The Campus Security department is dedicated to remaining vigilant and protecting the ArtCenter community from harm or theft. The emphasis is to keep our campus community safe and secure by means of crime prevention, through 24-hour patrols, after-hours safety escorts and regular review and follow-up to all incidents. Campus Security has the ability to deploy resources in areas of concern to address issues and to help prevent crimes from occurring; we encourage students, faculty and staff to “think safety.”

Our motto: “If You See Something…Say Something.”

From the Chief: “Students First, Mission Always.”

STAFFING

Campus Security provides security and emergency response services for the College at both Hillside and South campuses 24 hours a day, seven days a week, using a contract security company that reports to the Chief of Campus Security. Campus Security provides an on-site manager, and full-time and part-time unarmed, uniformed Security officers. The Hillside Campus also has two full-time receptionists located near the Student Gallery and a Security Command Center which is staffed Monday–Friday 7 a.m.–11 p.m. On South Campus, the 950 building also has one full-time receptionist located at the main entrance. The front desk is staffed 24/7. And the 870 building is staffed with a receptionist 24/7 located at the main entrance. The officers are equipped with hand-held radios and portable phones while on duty patrolling the campus and are able to respond quickly to those needing assistance. Typical patrols are carried out on foot or in marked Campus Security department patrol vehicles.

Campus Security maintains a cooperative relationship with the Pasadena Police and Fire departments and calls upon them for support when the need arises.

Educational Trips

Occasionally there are class field trips or trips abroad where students travel by bus, airplane, train, van or private automobile. Each student participating in an ArtCenter trip is required to sign an acknowledgment of risk/release of liability releasing the College from any liability, loss, damage or injury arising in connection with any College-sponsored trip. Students are held responsible to the same Code of Conduct at all times, whether on or off campus during College-sponsored activities.

Students are not permitted to bring guests on any field trip without the express written permission of the Department Chair. Field trip forms must be signed in advance and are available in the Department Chairs office. Forms required to be signed by students traveling abroad will be provided by the sponsoring department.

Personal Responsibility

The cooperation, involvement and personal support of students, faculty and staff in any campus safety program are crucial to the success of that program. Everyone must assume responsibility for their own personal safety and for the security of their personal belongings by taking simple, common-sense precautions. Student awareness of his or her environment and surroundings is a good place to start.

Please observe the following precautions on campus:

1. After dark, walk in groups of three or more or use the Campus Security safety escort program.
2. Avoid isolated or dark areas.
3. Know the location of emergency phones.
4. Lock your car at all times and store valuables out of sight.
6. Do not leave valuables such as backpacks or laptop computers unattended for any length of time.
7. Carry your student ID card at all times. Students are required to provide their student ID cards to Campus Security officers when requested.

Safety Conditions

A major concern of working in art and design is maintaining safe working conditions. As a student, and later in your career, you will encounter materials and machinery that could harm you if improperly used. The College and its faculty take particular care to teach you how to use materials and machinery with due regard for personal safety. Certain areas such as the Model Shop, Printmaking Lab and the photography labs have special rules governing their use. You are expected to learn and follow these rules and instructions, as well as to use common sense. Failure to do so could result in dismissal or other disciplinary action.

Dress Code

For your safety, appropriate footwear must be worn at all times. If you are working in the Model Shop or photography labs, you must follow the dress codes required in those areas.

Safety Escort Program

ArtCenter recognizes that you may be uncomfortable walking across campus after dark. With this in mind, a safety escort program is available to students. Students may contact Campus Security from an on-campus phone by dialing x2299, or from off campus at 626 396-2299 and request a safety escort.

An officer will escort the student to his or her vehicle. The program begins at dusk and is available throughout the night.
Pets and Other Animals
Pets are not permitted on any part of or in any building on ArtCenter property (Hillside or South campus). For information about service and support animals, please refer to the Disability Policy in Chapter 1. Please do not leave any animals in your vehicle at any time. Campus Security will make every attempt to contact the owner of the vehicle if they receive notification or observe any animals left in a vehicle. If the owner of the vehicle cannot be located, Animal Regulation will be contacted immediately and the animal will be impounded.

Smoking Policy
Smoking is not allowed in any enclosed portion of the campus or on any stairs leading to a building entrance or on the Hillside Campus Bridge. California state law prohibits smoking within 20 feet of any building. Smoking is prohibited on Photo Drive directly under the Bridge or on any stairways. There are designated smoking areas near the patio. Please dispose of all cigarettes in appropriate containers, especially given the College’s location in a wildfire-prone area and the chance of starting a brush fire.

Weapons Policy
The possession, storage or use of firearms, explosives of any type (including fireworks), chemicals not used for the purpose of completing course-related projects, or weapons of any sort is not permitted anywhere on campus. The term “weapon” includes firearms, explosives, metal knuckles, knives with blades more than two inches long, bows and arrows, and any other instrument identified as a weapon in published College policies. Possession or use of any item that is intended to look like or serve as a weapon will also be treated as a violation of College policy. Such items may include, but are not limited to, a fake or toy gun, a pocketknife or a hand held under clothing to simulate a weapon. Under no circumstances may real firearms ever be carried or stored on campus.

Any exceptions to this policy must be approved in writing by the Chief of Campus Security (or designee). If a weapon for a photo or film shoot is requested, a written request discussing the type of weapon and how it is to be used in the shoot must be submitted at least three business days in advance of the photo or film shoot. The Chief will meet with the applicant to discuss the details of the shoot; the safe storage, transport and operation of the weapon; and the scheduling of a mandatory visual inspection of the weapon. All weapons used on campus, at any time, must be approved prior to their use.

All weapons used in a photo/film shoot shall be inspected and photographed prior to the shoot. Campus Security will also conduct an on-site inspection the day of the shoot to verify the weapons being used are the same weapons that had been inspected prior. If any weapons have been added or changed, the shoot will stop until the current weapons can be inspected and approved.

There are NO real firearms allowed on campus at any time. All weapons must be props or non-functional.

Crime Reporting and Prevention
Numerous efforts are made to inform members of the College community in a timely manner about campus crime and crime-related problems. These efforts include Daily Logs and Observation Reports. Copies of the reports will not be issued to any particular faculty, staff or student. Reports are used for information only and will be issued to the necessary departments.

If a crime has been committed, Campus Security recommends that an official police report be filed with local law enforcement or the law enforcement agency where the crime occurred.

Each year, in compliance with federal law, ArtCenter prepares an annual report that discloses campus crime and certain security policies. The crime statistics are compiled using reports made to Campus Security, deans, CSAs (Campus Security Authorities) and other campus officials. A copy of the crime statistics is filed with the U.S. Department of Education and is available at their website at ope.ed.gov/security and as part of this publication.

An electronic copy of this Annual Security Report can be downloaded as a free PDF file from: artcenter.edu/security

Campus Safety and Health Alerts — Email updates and posted bulletins help keep the campus population informed of security issues and possible dangerous situations that have arisen, such as dangerous wildlife observed on campus.

Call Campus Security at 626 396-2211 to report all emergencies, including fires, fire alarms, bomb threats, police emergencies, injuries requiring any type of medical assistance, hazardous material incidents, or any other issue that would require an immediate response.

Provide the following information when placing an emergency call:

• Your name
• Your location (e.g., building, room number)
• Nature of the emergency
• Your call-back telephone number

Campus Security will always dispatch officers if a call is placed to 626 396-2211, even if a call is placed later to cancel the emergency response.

Other helpful campus safety and security alternate contacts:

• Campus Security (Emergency) 626 396-2211 or ext. 2211 (Hillside Campus and South Campus)
• Campus Security (non-emergency) 626 396-2299 (Hillside Campus)
• Campus Security (non-emergency) 626 396-4220 (South Campus—950 building)
• Campus Security (non-emergency) 626 396-4330 (South Campus—870 building)
• Chief of Campus Security (Hillside and South campuses) 626 396-2225
• Director of Facilities 626 396-2293
• Manager of Facilities 626 396-2252

There are emergency telephones identified by blue lights and text markings located strategically around the ArtCenter campus. They allow an individual in need of assistance to speak directly with a member of Campus Security. The dispatcher will send the appropriate emergency personnel to the caller’s location. This will include Campus Security and/or local police department or local fire department personnel.

Most crimes can be prevented. At ArtCenter, crime prevention is a partnership between the College and you. You can prevent crime by making safe behavior part of your lifestyle.

The College offers many services to help you stay safe:

1. Campus Safety Escort Program is available in the evenings.
2. Emergency phones, many marked by a blue light, are located throughout each campus and provide a direct link to Campus Security in an emergency.
3. Campus Security educates the campus community about preventing crime before it happens.
4. Campus Security officers enforce school regulations and policies on campus and in the surrounding areas.
5. Campus Security compiles crime statistics, conducts security surveys and inspects campus grounds to identify and address future security and safety needs.
ArtCenter prepares a report each year in compliance with federal law that discloses campus crime and certain security policies. The crime statistics are compiled using reports made to Campus Security, the Pasadena Police Department, Campus Security Authorities (CSAs), deans and other College officials. A copy of the crime statistics is filed with the U.S. Department of Education and is available online at [ope.ed.gov/security](http://ope.ed.gov/security).


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Going beyond the boundaries of consent, e.g., by allowing others to view consensual sex or the non-consensual video or audio taping of sexual activity;

- Peeping or other voyeurism;
- Sexual exhibitionism;
- Sexual harassment;

Other forms of sexual misconduct include, but are not limited to:

- Non-consensual sexual contact: Defined as any sexual touching with any object, by any person upon another, without consent. Sexual touching is contact of a sexual nature, however slight.
- Non-consensual sexual assault: Defined as any sexual intercourse by any person upon another, without consent. It includes oral, anal and vaginal penetration, to any degree, with any object. It is referred to as “sexual assault” in this policy.

DEFINITIONS OF SEXUAL MISCONDUCT

Sexual misconduct encompasses a range of behaviors used to obtain sexual gratification against another’s will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed.

Sexual misconduct includes, but is not limited to, these prohibited offenses:

- Non-consensual sexual intercourse: Defined as any sexual intercourse by any person upon another without consent. It includes oral, anal and vaginal penetration, to any degree, with any object. It is referred to as “sexual assault” in this policy.
- Non-consensual sexual contact: Defined as any sexual touching with any object, by any person upon another, without consent. Sexual touching is contact of a sexual nature, however slight.
- Other forms of sexual misconduct include, but are not limited to:
  - Sexual harassment;
  - Sexual exhibitionism;
  - Sex-based cyber-harassment;
  - Prostitution or the solicitation of a prostitute;
  - Peeping or other voyeurism;
  - Going beyond the boundaries of consent, e.g., by allowing others to view consensual sex or the non-consensual video or audio taping of sexual activity.

STATEMENT PROHIBITING ALL SEXUAL MISCONDUCT

Sexual misconduct of any kind is inconsistent with ArtCenter’s values and incompatible with the safe, healthy environment that the ArtCenter community expects. All members of this community share responsibility for creating and maintaining an environment that promotes the safety and dignity of each individual. The most egregious form of sexual misconduct is sexual assault, which is an affront to justice that will not be tolerated at ArtCenter. Federal law views sexual misconduct and sexual assault as forms of sexual harassment prohibited under Title IX of the United States Education Amendments of 1972. Sexual assault also violates state law as well as ArtCenter policy. Students found responsible for sexual misconduct or sexual assault will ordinarily face disciplinary sanctions up to and including dismissal from the College.

ArtCenter believes that no person should bear the effects of sexual assault alone. When a sexual assault occurs, the College’s paramount concern is for the safety, health and well-being of those impacted. To support and assist students, the College provides a wide range of services and resources.

BASIC PROCEDURES FOR REPORTING AND RESPONDING TO INCIDENTS OF SEXUAL MISCONDUCT

Investigation and adjudication of allegations of sexual misconduct that involve students shall follow these procedures:

1. The reporting party and the responding party each have the opportunity to attend a hearing before a properly trained hearing board;
2. The reporting party and the responding party each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
3. A student conduct decision is based on the preponderance of evidence standard, i.e., “more likely than not to have occurred” standard. In other words, the conduct process asks: “is it more likely than not that the responding party violated ArtCenter’s Student Conduct Code?”
4. The reporting party and the responding party will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
5. The reporting party and the responding party each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing of the final outcome after the appeal is resolved.

- A student may appeal a determination by the Assistant Dean of Students or Hearing Board based upon any of the following:
  a) The sanction is grossly disproportionate to the offense.
  b) The procedures provided for in this Code were not followed, directly resulting in significant prejudice to the student.
  c) New relevant evidence is available which, in the exercise of reasonable diligence, could not have been produced at the time of the hearing.
  d) 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 Student Conduct Officer, within five business days of the date the student receives the written determination of the sanction from the Student Conduct Officer.
Upon receipt of a report of alleged sexual misconduct in which the accused is a current ArtCenter student, the Center for the Student Experience shall issue “no contact” orders to the complainant and accused.

DEFINITION OF CONSENT
Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot be inferred from silence, passivity or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct.

Intoxication is not an excuse for failure to obtain consent. A person incapacitated by alcohol or drug consumption, or who is unconscious or asleep or otherwise impaired, is incapable of giving consent.

ADDITIONAL STEPS IN RESPONDING TO COMPLAINTS OF SEXUAL MISCONDUCT
1) Assignment of a Sexual Assault Resource Coordinator

Whenever the College receives a report of sexual misconduct or sexual assault, the complainant will be referred to the Center for the Student Experience which will serve as a resource coordinator to the complainant to identify, explain and navigate the complainant’s reporting options and the available support services. This can include referrals to counseling, educational support, pastoral care and medical treatment, and information about College and legal processes. The Center for the Student Experience can also provide assistance in rearranging class schedules, extracurricular activities and housing and on-campus dining arrangements; to the extent that a student’s requests are reasonable and can be accommodated, every effort will be made to do so. Where appropriate, the goal of any adjustment will be to minimize the burden on the complainant’s educational program. Similarly, a responding party will also be assigned a resource person, to provide him or her with support, information and assistance.

2) No Contact Orders Issued to the Complainant and the Accused

Upon receipt of a report of alleged sexual misconduct in which the accused is a current ArtCenter student, the Center for the Student Experience shall issue “no contact” orders to the complainant and accused.

REPORTING SEXUAL MISCONDUCT AND SEXUAL ASSAULT COMPLAINTS
ArtCenter has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between the complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Students should contact the Center for the Student Experience (626 396-2232), and ask to speak with the Title IX Coordinator and/or a counselor.

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at San Gabriel Valley Medical Center (Sexual Assault Response Team) at 626 943-3678, 438 W. Las Tunas Drive, San Gabriel. The center is open 24 hours a day, 365 days a year. The Sexual Assault Forensic nurse should be contacted prior to arrival at 877 209-3049.

In California, evidence may be collected even if you choose not to make a report with law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred in the past 96 hours, so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take the steps to address concerns of pregnancy and/or sexually transmitted diseases. Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages and other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to ArtCenter investigating/adjudicating officials, investigators or police. Although ArtCenter strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police.

ArtCenter’s Center for the Student Experience, Counseling Center or Campus Security will assist any victim in notifying the police. Pasadena Police may also be reached directly by calling Schuyler Sandeen at 626 744-7899 or Dispatch at 626 744-4501, or in person at 207 N. Garfield Ave., Pasadena, CA 91101.

ArtCenter’s student conduct disciplinary process will include a prompt, fair and impartial investigation and resolution process. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The policy provides that:

• The reporting party and the responding party each have an opportunity to attend a hearing before a properly trained hearing board;
• The reporting party and the responding party each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
• A student conduct decision is based on the preponderance of evidence standard, i.e., “more likely than not to have occurred” standard. In other words, the conduct process asks: “Is it more likely than not that the responding party violated ArtCenter’s Student Conduct Code?”
• The reporting party and the responding party will be notified simultaneously in writing of the outcome of any disciplinary proceedings, as well as any changes to those results or disciplinary actions prior to the time that such results become final; and
• The reporting party and the responding party each have the right to appeal the outcome of the hearing, and will be notified of the outcomes of any appeals.
What to Do if You Have Been a Victim of Sexual Assault, Dating Violence, Domestic Violence or Stalking

After an incident of sexual assault or domestic violence, the victim should consider seeking medical attention as soon as possible at San Gabriel Valley Medical Center (Sexual Assault Forensic Nurse), 438 W. Las Tunas Drive, San Gabriel, CA, 877 209-3049.

The victim should not:
- Bathe or shower
- Use the restroom
- Change clothes
- Comb hair
- Clean up the crime scene
- Move anything the offender may have touched

Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

A forensic medical exam may be performed at a hospital or other healthcare facility, by a sexual assault nurse examiner (SANE), sexual assault forensic examiner (SAFE), or another medical professional. This exam is complex and, on average, takes three to four hours. While this may seem lengthy, medical and forensic exams are comprehensive because the victim deserves and needs special attention to ensure that they are medically safe and protected. In addition, it is important to collect evidence so that if the victim chooses to report the crime to the police, they can access the stored evidence.

- To start, the medical professional will write down the victim’s detailed history.
- This sets a clear picture of existing health status, including medications being taken and preexisting conditions unrelated to the assault.
- Next there is a head-to-toe, detailed examination and assessment of the entire body (including an internal examination).
- This may include collection of blood, urine, hair and other body secretion samples; photo documentation of injuries (such as bruises, cuts and scraped skin); and collection of clothing (especially undergarments).
- Finally, the medical professional will speak about treatment for sexually transmitted infections (STIs) that may have been exposed during the assault.
- Depending on the hospital and state, the victim may receive prophylaxis as well as referrals for follow-up counseling, community resources and medical care.
- NOTE: The victim has the right to accept or decline any or all parts of the exam. However, it is important to remember that critical evidence may be missed if not collected or analyzed.
- After the forensic medical exam is performed and the evidence is collected and stored in the kit, the victim will be able to take a shower, brush her or his teeth, etc.—all while knowing that the evidence has been preserved to aid in a criminal prosecution if so desired.

The sexual assault forensic exam kit (commonly referred to as a “rape kit”) is the collection of DNA and other forensic evidence, which is then kept by the SANE or medical provider until picked up by law enforcement or the crime lab. It is then stored until the victim determines whether or not to pursue a case. The kit itself is generally a large envelope or cardboard box, which can safely store evidence collected from your body or clothing. While the contents of a sexual assault forensic exam may vary by state and jurisdiction, it may include items such as: instructions, bags and sheets for evidence collection, swabs, comb, envelopes for hair and fibers, blood collection devices, and documentation forms.

Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, states may not:
“Require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”

Under this law, a state must ensure that victims have access to an exam free of charge or with a full reimbursement, even if the victim decides not to cooperate with law enforcement investigators. Essentially, this law allows victims time to decide whether to pursue their case. A sexual assault is a traumatic event and some victims are unable to decide in the immediate aftermath. Because forensic evidence can be lost as time progresses, a “Jane Doe Rape Kit” enables a victim to have forensic evidence collected without revealing identifying information.

Each state has determined different time frames for the storage of a kit. The victim should be informed at the time of the exam as to the length of time the kit will be retained, as well as the disposition of the kit. A local crisis center can help explain all of the options moving forward (centers.rainn.org).

Processing the evidence collected may take only a few weeks, but many areas of the country have significant backlogs. So the wait to have your evidence tested could range from a few weeks to a few months, or even longer. In California, evidence may be collected even if you choose not to make a report to law enforcement. Evidence should be collected within 72 hours.

CONFIDENTIALITY
ArtCenter will protect the identity of the persons who report having been victims of sexual assault, domestic violence, dating violence or stalking to the fullest extent of the law.

SANCTIONS AND PROTECTIVE MEASURES
In all sexual misconduct cases, investigations that result in a finding of more likely than not that a violation of the policy occurred will lead to the initiation of disciplinary procedures against the accused individual. ArtCenter’s sanctions may be imposed upon the person determined to have violated this policy. ArtCenter may implement protective interim measures following the report of domestic violence, dating violence, sexual assault and stalking. The Title IX Coordinator will determine whether interim interventions and protective measures should be implemented and, if so, take the steps to implement those protective measures as soon as possible. Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary, pending the results of the investigation, or may become permanent as determined by ArtCenter.

DISCIPLINARY ACTIONS
For students, all forms of sexual misconduct (including, but not limited to, sexual assault, domestic violence, dating violence and/or stalking) are violations of the Student Code of Conduct. Students found responsible for violations of the Student Code of Conduct are subject to sanctions that can include suspension or expulsion.

Employees who violate the policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence and stalking are criminal acts which also subject the perpetrator to potential criminal and civil penalties under federal and state law.

REPORTING OPTIONS
A student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue a complaint through ArtCenter’s disciplinary process, or to pursue both processes simultaneously. Regardless of the option chosen, ArtCenter reserves the option to initiate an administrative investigation under Title IX. (If an employee experiences, witnesses or learns of any job-related discrimination, harassment or retaliation, the employee must promptly report the incident to Human Resources, which will undertake an investigation.)
The prior sexual history of the complainant shall not be considered relevant to the investigation.

Option 3: Simultaneous Processes

A student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the College's disciplinary process, or to pursue both avenues simultaneously.

Student Affairs/Dean of Students for consideration in the College disciplinary process, with or without the cooperation of the complainant.

The administrative investigation conducted by the Center for the Student Experience is distinct from the criminal investigation and flows from ArtCenter’s obligation under Title IX to ensure that it is providing a safe environment for all students. If a complainant wishes to pursue a criminal complaint exclusively, the complainant may choose to temporarily defer the administrative investigation or disciplinary process by making a formal written request to the Associate Provost for Student Affairs/Dean of Students, which may delay the administrative investigation and ArtCenter’s ability to respond. ArtCenter may continue its administrative investigation where it has reason to believe that the accused may be an imminent threat to the safety of the complainant and/or other students. At any time, the complainant may choose to rescind the deferral by making a formal written request to the Associate Provost for Student Affairs/Dean of Students, electing to resume the administrative investigation and/or disciplinary process. ArtCenter will maintain documentation of the date of deferral. Information obtained through the criminal investigation may be used by ArtCenter for the disciplinary process.

If a student pursues a criminal complaint, a member of the Center for the Student Experience will request that local law enforcement or the local prosecutor’s office keep the College informed and immediately advised of its decision whether to prosecute the complaint. ArtCenter will maintain documentation of the date of the request to the prosecutor’s office. In cases where the prosecutor’s office declines prosecution, a member of the prosecutor’s office and the Center for the Student Experience will provide written notice to the complainant of the prosecutor’s decision.

Option 2: College Disciplinary Process

Sexual misconduct involving students, including sexual assaults whether or not they have been reported to a police agency, should also be reported to ArtCenter for investigation and resolution through the College process.

If a student reports an incident of sexual misconduct to the College, the Title IX Coordinator in the Center for the Student Experience will conduct an administrative investigation. Ordinarily, an administrative investigation will include a review of statements obtained from either party, interviews with both parties, interviews with witnesses as appropriate and review of relevant documentary evidence. Once the investigation is complete, the Title IX Coordinator will make a determination about whether the case should be referred to the Associate Provost for Student Affairs/Dean of Students for resolution. Information obtained through the administrative investigation may be used by the Center for the Student Experience or the Associate Provost for Student Affairs/Dean of Students for consideration in the College disciplinary process, with or without the cooperation of the complainant.

Option 3: Simultaneous Processes

A student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the College’s disciplinary process, or to pursue both avenues simultaneously.

PRIOR SEXUAL HISTORY

The prior sexual history of the complainant shall not be considered relevant to the investigation.

The College may consider the accused’s pattern of behavior in determining actual or threat of harm.

Students who report alleged sexual misconduct or sexual assault will be provided with written notice of the above-referenced reporting options. The College, through the Title IX Coordinator in the Center for the Student Experience, must also obtain written acknowledgment from the student of her/his decision regarding which options, if any, the student wishes to pursue.

At times, students are hesitant to report the occurrence of a sexual assault to College officials because they are concerned that they themselves, or witnesses to the misconduct, may be charged with other policy violations; e.g., alcohol violations. These behaviors are not condoned by the College, but the importance of dealing with alleged sexual misconduct or sexual assault outweighs the College’s interest in addressing other violations. Accordingly, in these cases, the College will not pursue disciplinary action against a student who makes a complaint of sexual misconduct or sexual assault in connection with the reporting of that incident, or against students named as witnesses to the incident.

ArtCenter encourages students to report all incidents of sexual misconduct or sexual assault to the police. If the incident occurred on ArtCenter property, Campus Security is the appropriate department with which to file a report. Off-campus incidents will likely fall in the jurisdiction of local law enforcement. Campus Security can assist with contacting the appropriate agency.

Incidents of sexual misconduct involving students that are reported to Campus Security will also be referred to the Center for the Student Experience for follow-up and administrative investigation. Similarly, the Associate Provost for Student Affairs/Dean of Students will follow up where appropriate in those instances where the College has a report of an incident of sexual misconduct or sexual assault that has been reported to another police agency.

ARTCENTER REAFFIRMS ITS COMMITMENT TO MAINTAIN A CAMPUSE ENVIRONMENT EMPILOWING THE DIGNITY AND WORTH OF ALL STUDENTS

ArtCenter reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all students.

ARTCENTER does not discriminate on the basis of sex or gender in its educational programs, and sexual harassment and sexual violence are types of sexual discrimination. Other acts can also be forms of gender-based discrimination, and are also prohibited whether or not sexual activity is involved, and include dating violence, domestic violence, and stalking. As a result, ArtCenter College of Design, issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct that includes sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to an ArtCenter official. In this context, ArtCenter prohibits the offenses of domestic violence, dating violence, sexual assault and stalking, and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the ArtCenter community.

PATTERN OF BEHAVIOR

ArtCenter encourages students to report all incidents of sexual misconduct or sexual assault to the police. If the incident occurred on ArtCenter property, Campus Security is the appropriate department with which to file a report. Off-campus incidents will likely fall in the jurisdiction of local law enforcement. Campus Security can assist with contacting the appropriate agency.

Incidents of sexual misconduct involving students that are reported to Campus Security will also be referred to the Center for the Student Experience for follow-up and administrative investigation. Similarly, the Associate Provost for Student Affairs/Dean of Students will follow up where appropriate in those instances where the College has a report of an incident of sexual misconduct or sexual assault that has been reported to another police agency.

The administrative investigation conducted by the Center for the Student Experience is distinct from the criminal investigation and flows from ArtCenter’s obligation under Title IX to ensure that it is providing a safe environment for all students. If a complainant wishes to pursue a criminal complaint exclusively, the complainant may choose to temporarily defer the administrative investigation or disciplinary process by making a formal written request to the Associate Provost for Student Affairs/Dean of Students, which may delay the administrative investigation and ArtCenter’s ability to respond. ArtCenter may continue its administrative investigation where it has reason to believe that the accused may be an imminent threat to the safety of the complainant and/or other students. At any time, the complainant may choose to rescind the deferral by making a formal written request to the Associate Provost for Student Affairs/Dean of Students, electing to resume the administrative investigation and/or disciplinary process. ArtCenter will maintain documentation of the date of deferral. Information obtained through the criminal investigation may be used by ArtCenter for the disciplinary process.

If a student pursues a criminal complaint, a member of the Center for the Student Experience will request that local law enforcement or the local prosecutor’s office keep the College informed and immediately advised of its decision whether to prosecute the complaint. ArtCenter will maintain documentation of the date of the request to the prosecutor’s office. In cases where the prosecutor’s office declines prosecution, a member of the prosecutor’s office and the Center for the Student Experience will provide written notice to the complainant of the prosecutor’s decision.

Option 2: College Disciplinary Process

Sexual misconduct involving students, including sexual assaults whether or not they have been reported to a police agency, should also be reported to ArtCenter for investigation and resolution through the College process.

If a student reports an incident of sexual misconduct to the College, the Title IX Coordinator in the Center for the Student Experience will conduct an administrative investigation. Ordinarily, an administrative investigation will include a review of statements obtained from either party, interviews with both parties, interviews with witnesses as appropriate and review of relevant documentary evidence. Once the investigation is complete, the Title IX Coordinator will make a determination about whether the case should be referred to the Associate Provost for Student Affairs/Dean of Students for resolution. Information obtained through the administrative investigation may be used by the Center for the Student Experience or the Associate Provost for Student Affairs/Dean of Students for consideration in the College disciplinary process, with or without the cooperation of the complainant.

Option 3: Simultaneous Processes

A student has the option to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the College’s disciplinary process, or to pursue both avenues simultaneously.

PRIOR SEXUAL HISTORY

The prior sexual history of the complainant shall not be considered relevant to the investigation.

The College may consider the accused’s pattern of behavior in determining actual or threat of harm.

Students who report alleged sexual misconduct or sexual assault will be provided with written notice of the above-referenced reporting options. The College, through the Title IX Coordinator in the Center for the Student Experience, must also obtain written acknowledgment from the student of her/his decision regarding which options, if any, the student wishes to pursue.

At times, students are hesitant to report the occurrence of a sexual assault to College officials because they are concerned that they themselves, or witnesses to the misconduct, may be charged with other policy violations; e.g., alcohol violations. These behaviors are not condoned by the College, but the importance of dealing with alleged sexual misconduct or sexual assault outweighs the College’s interest in addressing other violations. Accordingly, in these cases, the College will not pursue disciplinary action against a student who makes a complaint of sexual misconduct or sexual assault in connection with the reporting of that incident, or against students named as witnesses to the incident.

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

National Sexual Assault Hotline
(800) 656-HOPE or (800) 656-4673
Domestic Violence Hotline
(800) 978-3600
AARDVARC: An Abuse, Rape & Domestic Violence Aid & Resource Collection
aardvarc.org/dv/states/ca.shtml

Campus Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act was enacted in 2000. This law requires ArtCenter to inform the College community that in California, convicted sex offenders must register with their local law enforcement agencies. Commonly called “Megan’s Law,” this state law allows the public access to the registry at local law enforcement offices. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in or frequent the community.

Information about the sex offender registry is maintained by the State of California and may be accessed online at: meganslaw.ca.gov

Sex Offender Registry information shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise, for the protection of the public in general and children in particular. Unlawful use of the information in the Sex Offender Registry for the purposes of intimidating or harassing another in prohibited and willful violation of these terms may be punishable by law.

Compliance with Violence Against Women Reauthorization Act (2013)

ArtCenter does not discriminate on the basis of sex or gender in its educational programs, and sexual harassment and sexual violence are types of sexual discrimination. Other acts can also be forms of gender-based discrimination, and are also prohibited whether or not sexual activity is involved, and include dating violence, domestic violence, and stalking. As a result, ArtCenter College of Design, issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct that includes sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to an ArtCenter official. In this context, ArtCenter prohibits the offenses of domestic violence, dating violence, sexual assault and stalking, and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the ArtCenter community.

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Campus Emergencies

Call Campus Security at 626-396-2211 to report all emergencies, including fires, fire alarms, bomb threats, police emergencies, injuries requiring any type of medical assistance, hazardous material incidents, or any other issue that would require an immediate response.

Provide the following information when placing an emergency call:

- Your name
- Your location (e.g., building, room number)
- Nature of the emergency
- Your call-back telephone number

Campus Security will always dispatch officers if a call is placed to 626-396-2211, even if a call is placed later to cancel the emergency response.

Other helpful campus safety and security alternate contacts:

- Campus Security (Emergency) 626-396-2211 or ext. 2211 (Hillside Campus and South Campus)
- Campus Security (non-emergency) 626-396-2299 (Hillside Campus)
- Campus Security (non-emergency) 626-396-4220 (South Campus–950 building)
- Campus Security (non-emergency) 626-396-4330 (South Campus–870 building)
- Chief of Campus Security (Hillside and South campuses) 626-396-2225
- Director of Facilities 626-396-2293
- Manager of Facilities 626-396-2262

EMERGENCY PHONES

There are emergency telephones identified by blue lights and text markings located strategically around the ArtCenter campus. They allow an individual in need of assistance to speak directly with a member of Campus Security. The dispatcher will send the appropriate emergency personnel to the caller’s location. This will include Campus Security and/or local police department or local fire department personnel.

EMERGENCY NOTIFICATION SYSTEM

ArtCenter’s Emergency Notification System (“ENS”), through Blackboard Connect, allows the College to contact all members of the ArtCenter community. In the event of an emergency, ArtCenter uses this alert system to contact faculty, staff and students via phone call, SMS text message and/or email with instructions for responding to the event.

It is important that students and employees keep their emergency contact information up-to-date with the College. A test is conducted each term, to allow all employees and students to view their emergency contact information. If student emergency contact information has changed or is incorrect, it can be updated at inside.artcenter.edu or by contacting the Enrollment Services office. The information provided is kept confidential and used only in the event of an emergency or for occasional testing. By providing this information, students and employees become active partners in ArtCenter’s efforts to make the community safer and to help us respond quickly and effectively in case of an emergency.

Situations for which the ENS will be used may include but are not limited to facility emergencies, potentially life-threatening situations on campus, extreme weather conditions, fire and earthquake. Except for standard testing of the emergency notification system, the College will never use the system to send non-emergency, routine or spam messages.

Note: text message recipients can opt-out of future emergency notifications. Students should contact/ email Enrollment Services to opt-out of emergency notifications.

Similarly, while all official College communications are sent to individuals’ ArtCenter email accounts, students and employees can establish forwarding options to ensure delivery to their personal email accounts.

For questions about the Emergency Notification System, contact the Chief of Campus Security at 626-396-2225.

The ENS also may be employed to issue a “Timely Warning,” as defined later in this chapter.

EMERGENCY RESPONSE TEAM

If you sustain an injury, no matter how minor, report it to an instructor, College administrator or Security personnel at once. They will call the campus emergency phone line (626-396-2211). A member of the Emergency Response Team, which includes Security personnel, will respond to the injured person’s location. The Emergency Response Team includes members who are trained in first aid. If paramedics are called to respond to the campus and provide medical treatment, they may also make a determination that additional treatment is needed. Adult students (18 or older) have the option to be transported to a hospital by paramedics or to refuse additional treatment.

EXCHANGE AND STUDY AWAY PROGRAM EMERGENCY

In the event of an emergency while on an off-campus program, immediately contact your faculty leader, in-country program administrator, or local campus exchange program administrator, as applicable. If the faculty or local administrators are unreachable, call the ArtCenter emergency phone line: +1 626 396-2211, available 24 hours a day, seven days a week. The Study Away Emergency Response Team will respond to the emergency and provide assistance and guidance.

HTH Worldwide Medical Travel insurance is also available to assist you in the case of an emergency abroad. Contact HTH at +1 610 254-8771.

EMERGENCY PREPAREDNESS INFORMATION

The College’s Emergency Operations Plan includes any emergency situation that is significantly larger than a small-scale incident and which requires coordinated action among multiple groups. This Plan also includes larger regional events such as earthquakes, fire and any incident that affects more than one of ArtCenter’s campuses and/or the surrounding areas.

The Chief of Campus Security and the Director of Facilities are responsible for fire safety and emergency planning, the coordination of all emergency response and recovery plans, and the activation of the Emergency Operations Center (EOC). Campus Security prepares and schedules training and conducts drills and educational outreach to better prepare all employees and students.

Fire safety programs are managed year-round and include fire prevention inspections and training.

EMERGENCY PROCEDURES (BY TYPE OF INCIDENT OR ACTION)

After-Hours Access

Identifying and recording the presence of all persons entering or leaving the building after normal business hours is essential. While this is the basic responsibility of Campus Security, campus community members will be notified periodically of appropriate entrances and exits to be used before and after normal business hours. The notices will contain instructions for the general public attending events, meetings, etc. All occupants must comply with such notices.

After-hours entry and use of classrooms by students must be approved by each student’s Department Chair. Students using designated areas must present student identification when requested. If the student does not possess an ID, all attempts will be made to identify them through the school’s records. If Campus Security is unable to verify the identification of the student, they will be asked to leave the building and go through the proper channels when requesting use of a classroom after-hours.
Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms, and there is no pattern or method to the selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the incident and mitigate harm to the victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. An active shooter or violent intruder on campus may be a current or former employee, a current or former student, or an acquaintance of a current or former employee or student. If you believe that an employee or student exhibits potentially violent behavior, contact Campus Security at 626 396-2211. Campus Security will notify Human Resources and/or the Center for the Student Experience. People typically do not show obvious signs but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be addressed, managed and treated. Potentially violent behaviors may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or drugs
- Unexplained increase in absenteeism
- Vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression/withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company and school policy
- Increased severe mood swings
- Noticeably unstable, emotional response

To respond to an active shooter situation, ArtCenter will refer to its Emergency Response Plan, and follow the current practices abbreviated by the acronym “ALICE”:

- A (ALERT) An announcement is made on the overhead public address system to the entire campus, giving specific information as to the location of the active shooter, so that informed decisions can be made.
- L (LOCKDOWN) An internal lockdown should occur immediately by all who do not have the ability to evacuate safely.
- I (INFORM) Real-time information is provided to all occupants using the overhead public address system. Movements and actions of the suspect will be broadcast to continually provide current information.
- C (COUNTER) If occupants are unable to evacuate and have contact with the suspect and feel that they are in danger, they have the option of using counter techniques to interrupt the violent actions of the suspect.
- E (EVACUATE) Immediately leave an area that could expose you to danger and go to a secure area safe from threat. This decision must be based on real-time information, previous planning and training.

Upon an ArtCenter employee or student receiving information that someone is on or near campus with a firearm, they shall immediately call 626 396-2211. Never assume that someone else has already made the call for help. A description, location and actions of the armed person should be given.

Once the College activates its response protocols, Campus Security will make an announcement on the public address system stating, “INTRUDER ALERT, INTRUDER ALERT — AN ACTIVE SHOOTER ON CAMPUS. AN ACTIVE SHOOTER IS LOCATED AT [location will be identified]." Information will be continuously updated as further information is received.

If you are outside when you hear the announcement over the public address system, then you should remain outside and leave the location, if possible. If you are unable to leave the location then take cover.

Campus Security, as much as possible, will stay in direct contact with the Pasadena Police Department communications center and will provide the police with real-time information as to the actions and location of the active shooter. Campus Security will also provide real-time information through the public address system to all campus community members. Faculty, staff, students, guests and visitors, with the information they have available to them, will make the determination to evacuate, barricade or, as a last resort, engage the shooter.

During an active shooter incident, law enforcement officers will respond with one initial objective: to enter the scene and to locate and stop the active shooter as quickly as possible. Responding officers will not necessarily know the identity of the shooter and may treat everyone with whom they come in contact as a suspect. You may be given verbal orders by the officers and possibly restrained. How to react to any responding officer:

- Immediately raise your hands and show that you have nothing in them.
- Follow the officers’ instructions. Do not ask them questions.
- Avoid quick movements, screaming or yelling at responding officers.
- If you have seen the active shooter, when able, give the responding officer(s) the last location seen and any other descriptive information when asked.

Emergency procedures will remain in effect for the College until law enforcement has determined that the College campus is safe and secure. Security will announce over the public address system, “INTRUDER ALERT—ALL CLEAR”

All incoming students will receive active shooter/violent intruder training during orientation. Employees will receive additional training throughout the school year.

Blood-Borne Pathogens Exposure Control Plan

A blood-borne pathogen is an organism that is present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B (“HBV”) and human immunodeficiency virus (“HIV”).

ArtCenter is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this goal, the following Exposure Control Plan (“ECP”) is provided to eliminate or minimize occupational exposure to blood-borne pathogens in accordance with federal (“OSHA”) standard 29 CFR 1910.1030, “Occupational Exposure to Blood-Borne Pathogens.”

The College’s Facilities department is responsible for implementation of the ECP and will maintain, review and update the ECP at least annually, and whenever necessary, to include new or modified tasks and procedures. Contact the Director of Facilities at 626 396-2263 for more information.

Those employees who may have occupational exposure to blood or other potentially infectious materials must comply with the procedures and work practices outlined in the ECP.

Facilities will provide and maintain all necessary personal protective equipment, engineering controls (e.g., sharps containers), labels and red bags as required by all legal standards. Facilities will ensure that adequate supplies of the aforementioned equipment are available in the appropriate sizes. Contact the Director of Facilities at 626 396-2263 for more information.

Campus Security will be responsible for ensuring that all medical actions required by professional standards are performed and that appropriate employee health and OSHA records are maintained. Contact the Chief of Campus Security at 626 396-2225 for more information.

Facilities and Campus Security will be responsible for training, documentation of training, and making the ECP available to employees, OSHA, and National Institute of Occupational Safety and Health representatives. Contact the Chief of Campus Security at 626 396-2225 for more information.
Bomb Threats

ArtCenter’s plan of action for managing bomb threats includes considerations from pre-incident preparation, through decision making, searches, evacuation procedures, and post-incident response.

ArtCenter’s EOC will coordinate communications and trainings throughout the campus community, and will work with all appropriate local agencies to confirm capacity for responding to bomb threats. Building plans, entry and exit points, and emergency equipment will be routinely checked and monitored. Internal and external communications plans will be updated. EOC training will include scenarios for potentially violent threats that may require lockdown, evacuation or other major disruption to the educational enterprise.

A basic outline for responding to a bomb threat (or any similar threat of violence) is provided below for further information:

- If a bomb threat is received by telephone call, remain calm. A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the bomb threat caller wishes to avoid injuries or deaths. If told that the building is occupied, cannot be evacuated immediately or more time is needed for the evacuation, the bomb threat caller may be willing to give more specific information on the bomb’s location, components or methods of initiation.
  - Attempt to keep the caller on the line as long as possible. Ask him/her to repeat the message. Record as much information as possible during the conversation by using the bomb threat checklist. A threat checklist should be present at a primary telephone location, such as dispatch.
  - Ask for the exact location where the bomb is currently located, where the bomb has been or where the bomb is going to be planted.
  - Get as much information as possible about the caller, such as vocal characteristics, possible gender and/or group affiliation, and why the bomb was placed. Take note of any background noises, which may indicate the caller’s identification and location.
  - Report the threat to 911, your supervisor and Campus Security immediately after the caller hangs up.
  - Even after the caller hangs up, keep the phone off the hook so the police can trace the call.
  - Remain available, as law enforcement personnel will want to interview you.
  - Wait for further direction from Campus Security.

- If a bomb threat is delivered in written form, avoid handling the message unnecessarily in order to preserve possible fingerprints, handwriting or typewriting, paper and postal marks. These will prove essential in tracing the threat and identifying the writer. While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received; it should NEVER be ignored. Report this written threat immediately your supervisor and/or Campus Security, and follow all subsequent directions. They will advise as to whether or not to call 911.

- If you ever receive a suspicious object, package or letter (most often associated with one or more of these characteristics: excessive postage; handwritten or poorly typed address; incorrect titles; missing names; misspellings of common words; oily stains; discoloration or odors; no return address;lopsided or uneven envelope; protruding wires or aluminum foil; excessive security material such as masking tape, string, etc.; visual distractions; ticking sound; marked with restrictive endorsements such as “Personal” or “Confidential”; shows a city or state in the postmark that does not match the return address; inappropriate or unnecessary markings for foreign mail, air mail and special delivery), remain calm. Do not disturb, move or open the suspected object. Clear all persons from the immediate vicinity. If safe to do so, clear the area around or cover the object so as not to further contaminate it. Wash your hands or any body part or article of clothing that may have come into contact with the object. Notify your supervisor and/or Campus Security. Retreat to a safe distance and warn others to avoid the area. If possible, tape off the points of entrance to and around the area where the suspicious object, package or letter is located. Wait for further direction from your supervisor and/or Campus Security. They will advise as to whether or not to call 911.

- In all situations of potential violence or threat, do not spread rumors or speak with anyone else unless directed to do so. This will avoid panic or over-reaction from other employees and students.

Disruptive Person

Disruptive behavior interferes with the instructional, administrative and/or service functions of the College. Examples include, but are not limited to, someone who makes verbal threats or verbally abuses another person; physically threatens or assaults others; commits theft or damage to College property; uses, possess, or distributes illegal or controlled substances or contraband on College grounds; interferes with the learning environment by disruptive behavior or indecent expressions or conduct as defined by law; or makes inappropriate demands for time and attention from faculty or staff.

In these situations, immediately call Campus Security at 626 396-2211 and be ready to provide the responding Security officer with as much detailed and descriptive information as possible. An officer will be dispatched to assess the situation and Campus Security will contact local police as necessary.

Disturbance or Demonstration

Any person who becomes aware of a civil disturbance, or the likelihood of a civil disturbance, at any campus location must notify Campus Security as soon as possible. The Chief of Campus Security will notify the Pasadena Police Department to make them aware of the situation. If Campus Security is not present and there is a civil disturbance outside of the building, and it is posing an immediate threat to a particular building or a specific area of the building, all external doors should be closed and locked, considering the need for egress. Most campus demonstrations such as marches, meetings, picketing and rallies will be peaceful and non-obstructive. Demonstrations will not be considered disruptive unless one or more of the following conditions exist:

- INTERFERENCE with normal College operations.
- PREVENTION of access to offices, buildings or other College facilities.
- THREAT of physical harm to persons or damage to College grounds or facilities.

If any of these conditions exist, immediately contact the Chief of Campus Security. The Chief will then contact the necessary executive personnel and a decision will be made regarding the College’s course of action.

Generally, peaceful non-disruptive demonstrations will not be interrupted. The demonstrations will not be obstructed or provoked and efforts should be made to continue normal College operations. If demonstrators are asked to leave but refuse to leave by regular facility closing time, Campus Security will monitor the situation during the non-business hours and then determine if the action should be treated as a violation and as a disruptive demonstration.

In the event that a peaceful demonstration becomes disruptive and blocks access to College facilities or interferes with College operations, the demonstrators will be asked to terminate the disruptive activity by the Senior Vice President of Real Estate and Operations, a representative from the Center for the Student Experience, or the Chief of Campus Security. The responding College official should have a photographer and/or videographer with them to document the proceedings. Other students, faculty or staff may also be asked to go to the area to persuade the demonstrators to desist (if the demonstrators are not affiliated with ArtCenter). If the demonstrators persist in the disruptive activity, they will be advised that failure to discontinue within a length of time may result in disciplinary action (including suspension or expulsion), or possible intervention by Campus Security or the Pasadena Police Department. Except in extreme emergencies, the President will be consulted before such disciplinary actions are taken. The Senior Vice President of Real Estate and Operations will be consulted to determine the need for an injunction of civil authorities. If a court injunction is obtained, the demonstrators will be so informed. Those demonstrators who refuse to comply will be warned of the intention to arrest.
In the event of a violent demonstration, if injury to persons or property occurs or appears eminent, the President will be notified immediately.

- During regular campus hours (6 a.m.–11 p.m.), the Senior Vice President of Real Estate and Operations, Chief of Campus Security, or a representative from the Center for the Student Experience and the necessary Campus Security personnel will be summoned to the scene. The Chief of Campus Security shall ensure sufficient officers are present to contain the violent or disruptive demonstrators. Should there be an insufficient number of Security officers available, assistance from the Pasadena Police Department will be requested.

- After regular business hours (11 p.m.–6 a.m.), the Chief of Campus Security should immediately be notified of the demonstration. The Senior Vice President of Real Estate and Operations will then notify the Executive Vice President, President or a representative from the Center for the Student Experience, who will determine if the representative from the Center for the Student Experience shall respond to the scene. The Chief of Campus Security shall ensure sufficient officers are present to contain the violent or disruptive demonstrators. Should there be an insufficient number of Security officers available, assistance from the Pasadena Police Department will be requested. The Chief of Campus Security or any on-duty Security officer will respond to the incident without counsel from others if immediate response is of paramount importance to the safety and security of persons or property.

**Earthquakes**

Earthquakes are a real and inevitable part of Southern California. The primary potential danger to people in a building during a major earthquake is from breaking glass. If there is a quake, it is important that everyone stay calm, move away from the windows, and duck beneath a desk or table until the shaking stops.

**During an earthquake:**

- Move at least 15 feet away from windows and glass.
- The command “drop” means to immediately take a protective position under desks or tables, with your back to the windows.
- If you are in an area with no desks or tables, drop to your knees, clasp your hands behind your neck, close your eyes, bend your elbows forward so your arms protect your face and ears, and bend forward, making your body as small as possible.
- Stay away from outer doors, windows, glass shelves, temporary partitions and freestanding objects.
- Remain calm in the same position until the shaking stops.
- Stay calm, do not panic and do not attempt to leave the building.
- Follow instructions from members of ArtCenter’s Emergency Response Team. (They will be wearing bright-colored vests.)

**After an earthquake:**

- Students will be directed by an Emergency Response Team member to move outside and away from the building. Watch for broken glass, falling objects and downed power lines.
- Do not re-enter the building until told to do so.
- Check for injuries. You may have been cut by glass and not know you are bleeding. If injured, notify a College employee, Emergency Response Team member or Campus Security officer immediately. They will assist in getting immediate first aid.
- Follow instructions from Emergency Response Team members.

**Elevator Emergency**

Inside each elevator, there is a red button marked “Emergency Alarm–Press Button.” An alarm will sound when this button is pushed. Another button is the “Pull–Emergency Stop” button. The elevator will stop moving immediately and an alarm will sound once this button is pushed.

All ArtCenter elevators are equipped with emergency telephones in call boxes, which automatically contact Campus Security or a 24-hour monitoring company when activated. These telephones are usually located in a red phone box with an intercom. Once you push the button you will automatically be connected to a responding person. Be ready to give the responding person the following information:

- Identify yourself by your name and explain that you are stuck in an elevator.
- Identify what building you are in and which elevator.
- Explain if others are in the elevator with you and how many.
- If the elevator you are in has no phone or it does not work, push the “emergency” or “bell” button until you hear acknowledgement that help is on the way.
- Do not attempt to exit the elevator through a hatch or pry the doors open.
- Do not exit the elevator if the doors are open and you are between floors, unless instructed to do so by emergency personnel. The elevator could move, endangering your life.
- You may also call Campus Security at 626 396-2211 for elevator emergency assistance from your own personal device.

Campus Security will notify Facilities to respond. Facilities will respond and allow safe exit from the elevator. The fire department or elevator company will be called if further help is needed.

If the elevator is unoccupied and non-functioning, please call Campus Security at 626 396-2211 to report the need for elevator repair.

**Evacuation Procedures**

Evacuation will be necessary in many emergency situations. Following the building’s posted evacuation plans will assist with a safe evacuation. An Emergency Response Team member or Zone Coordinator may assist you with the evacuation. If you are unable to evacuate through one exit, go to the next closest exit. Do not panic.

- All faculty, staff and students will be notified to evacuate the building by the sound of a fire alarm, by verbal instruction from one of the emergency staff, or by self-evident conditions.
- All faculty, staff, students and visitors must exit the building immediately if a fire alarm is activated.
- All faculty, staff, students and visitors must exit the building immediately when advised to do so by an emergency team member.
- Emergency Response Team members or Zone Coordinators will guide and assist you with the evacuation whenever possible.
- All occupants must exit the building from the nearest safe exit or stairwell.

**Exits by location and quantity at the Hillside Campus, Ellwood building:**

- (1) South Entrance (upper level)
- (2) Sculpture Garden (east side of the building)
- (2) Student dining area (east side of the building)
- (1) North Entrance (lower level)
- (1) Guest Lot (west side)
- (1) Main Entrance (west side)
- (1) Loading dock area (west side)
Exits by location and quantity at the Hillside Campus, Annex building:
• (1) North Entrance (first floor exit by Room A4; second floor exit by Room A-12)
• (1) South Entrance (first floor exit by Room A1; second floor exit by Room A-9)

Exits by location and quantity in the 950 building (South Campus):
• (1) GFA Raymond Gallery, near the north parking lot
• (1) South exit into Hixon Courtyard adjacent to the GFA Wood Shop
• (1) West exit from GFA Lounge into Hixon Courtyard
• (1) West Wind Tunnel Exit into Hixon Courtyard by King Kong doors
• (1) North Hixon Courtyard exit by GFA Gallery
• (1) West Raymond exit near Room 104
• (1) West Raymond exit off of Archetype Press
• (1) Southwest Raymond exit off of Main Gallery
• (1) South Main Entrance into parking lot
• (1) Southeast Wind Tunnel exit by restrooms
• (1) South entrance from Public Programs
• (1) Rooftop and upper level exterior stairwell exit
• (1) Exterior stairwell exit from Room 230
• (1) Basement stairwell exit leading into south parking lot
• (1) Basement stairwell exit west leading onto Raymond

Exits by location and quantity in the 870 building (South Campus):
• (1) Main entrance exit to parking lot
• (1) Southeast exit into parking lot
• (1) Southwest exit into parking lot
• (1) Northwest exit onto Raymond (both floors)

If the nearest exit or stairwell is obstructed by fire, smoke or other obstacles, proceed to the next nearest exit or stairwell. DO NOT PANIC. When exiting through a stairwell, remove any shoes with high heels and use the handrail. Do not push or shove, and allow space between occupants leaving the building.

After exiting the building, go to the nearest designated evacuation zone. Once assembled, do not leave the area in an attempt to meet with another person. Zone Coordinators will document everyone’s name onto a log. This will assist in identifying any missing occupants who may be still inside the building. There will be no re-entry into the building until cleared by emergency service personnel or the Emergency Response Team.

Persons with disabilities should identify the primary and secondary evacuation routes and seek out a colleague who would be willing to assist you during an evacuation. Faculty, staff and students should be aware of any person who would be considered a person with a disability and would require assistance during an evacuation.

In most buildings people will need stairways to reach building exits. Elevators cannot be used. For individuals using wheelchairs on upper floors, it is not safe to move a wheelchair down a stairwell. There are several options available:

• Stay in place.
• Select a room, prior to an evacuation, with an exterior window, a telephone and a solid or fire-resistant door.
• Arrange to have someone stay with you prior to the evacuation and have that person remain with you.
• The Emergency Response Team should have prior knowledge of a disabled person on campus and their designated area of work or study.
• Make sure that the outside emergency personnel know that you are still in the building.

• If possible, wait by the stairway for assistance.
• Stairway evacuation of wheelchair users should be conducted by trained professionals from a fire department. Only in situations of extreme danger should anyone untrained attempt to evacuate wheelchair users. There are several ways to assist a person in a wheelchair with the evacuation, if it must be done:
  – Two-Person Cradle Carry: Wait until everyone is out of the stairway. Two people stand on either side of the individual. Lift under the individual and lift them out in a cradle. Control the descent by walking slowly. NEVER leave a wheelchair in the stairwell.
  – Office Chair Evacuation: Transfer the disabled person to a sturdy office chair. One person will lean the chair backwards. The other person will face the chair and grasp the front legs. Both will lift the chair simultaneously. The descent should be slow and controlled.

Persons with mobility impairments who do not use wheelchairs should be able to walk independently and negotiate stairs with minor assistance. Heavy stairwell traffic should be cleared before and during such an individual attempts to evacuate.

ArtCenter is equipped with fire alarm strobe lights. This should allow a hearing impaired individual to know when the building is to be evacuated. If no strobe light is available, the hearing impaired person must be notified by another occupant.

Although most people with a visual impairment will be aware of their surroundings, assistance may still be required when evacuating the building. The person assisting should offer an elbow to the individual and guide them through the evacuation route. During the evacuation, verbal communication is a must.

Assistance to all persons with disabilities should be decided on prior to an emergency evacuation.

It is important for all faculty and staff who are working in classrooms to understand and use the appropriate emergency procedures and to assist the students. Instructors shall:

• Provide information regarding emergency procedures to students on the first day of school, including the procedure for students with disabilities.
• Have a roster of all students who are in attendance.
• Remain calm when issuing directions during an emergency.
• Take responsibility, evacuate the building, go to the nearest designated safe area and notify the Zone Coordinator with the names of the students who are present. After notifying the Zone Coordinator, do not leave the area.

Evacuation Procedures Testing
Evacuation drills are coordinated for all campus buildings by the Chief of Campus Security and the Director of Facilities each term. The Emergency Evacuation Procedures are tested at least twice a year. Students, faculty and staff learn the locations of the emergency exits in their building and receive guidance about the direction they should travel when exiting the building for a short-term evacuation, and where they should assemble. The purpose of these drills is to prepare the College community for an organized evacuation in case of a fire or other emergency, and also to help educate and train the College community. During these drills, the College community is able to familiarize themselves with the location of exits and the sound of the fire alarm. Evacuation drills are monitored and evaluated by Campus Security and Facilities.
Flood or Water Damage

Call Campus Security at 626 396-2211 and be ready to give the security officer the following information:

- Your name and the exact location of the flooding, including all areas affected.
- Identify the source of the flooding, if known.
- Your call-back number if more information is needed.
- Evacuate the area if you feel your safety is at risk, especially if the flooding is near electrical equipment.
- If you know the source of the water and are confident you can stop the flooding safely, please do so (e.g., turn off valve or unplug drain).
- Turn off electrical equipment and cover or relocate equipment, materials and supplies to minimize water damage.

Campus Security will notify Facilities to respond. Responding personnel will identify the source and stop the flooding as soon as possible. If a risk is identified because of the flooding, affected areas may be evacuated. Necessary repairs and cleanup will be initiated. The “all clear” to return will be given by Campus Security and/or Facilities personnel when approved.

Hazardous Chemical Spills

Designated teams of emergency responders will be formed when responding to a chemical spill or in areas where known chemicals are stored. This group will:

- Assess the nature and extent of the hazardous material release (if any).
- Evacuate the affected area, if necessary.
- Isolate the affected area, if necessary.
- Mobilize the necessary resources.
- Identify the appropriate action.
- Take all necessary action (response and follow-up).

When a chemical spill occurs, it is necessary to take prompt and appropriate action. The type of response to a spill will depend on the quantity of the chemical spilled and the severity of the hazards associated with the chemical. The first action to take is to alert others in the area that a spill has occurred. Then you must determine if you can safely clean up the spill by yourself. Many chemical spills can be safely cleaned up by trained staff without the help of outside emergency response personnel.

A spill is considered incidental if the criteria below are met:

- Physical
  - The spill is a small quantity of a known chemical
  - No gases or vapors are present that require respiratory protection
- Equipment
  - You have the materials and equipment needed to clean up the spill
  - You have the necessary proper personal protective equipment available
- Personal
  - You understand the hazards posed by the spilled chemical
  - You know how to clean up the spill
  - You feel comfortable cleaning up the spill

For incidental spills, properly trained and competent individuals should use appropriate material resources (such as spill kits) to control the incident, and then report the incident to Campus Security at 626 396-2211 and be ready to provide the responding security officer with as much detailed and descriptive information as possible. An officer will be dispatched to assist with the situation.

A major spill is defined as any chemical spill that requires outside assistance to control and clean up. Report the incident to Campus Security at 626 396-2211. In the event of a major spill, immediately:

- Alert people in the immediate area of the spill and evacuate the room.
- If an explosion hazard is present, do not unplug or turn electrical equipment on or off—doing so can result in a spark and ignition source.
- Confine the hazard by closing doors as you leave the room.
- Use eyewash or safety showers as needed to rinse spilled chemicals off people or yourself.
- Evacuate any nearby rooms that may be affected. If the hazard will affect the entire building, then evacuate the entire building by pulling the fire alarm.
- Notify Campus Security from a safe location by using an emergency telephone with a blue light displayed, or call Campus Security at 626 396-2211 and be ready to provide the responding Security officer with as much detailed and descriptive information as possible. An officer will be dispatched to assist with the situation.

All classrooms using hazardous chemicals or particularly corrosive chemicals must have access to an eyewash or emergency shower as per OSHA standard 29 CFR 1910.151, “Medical Services and First Aid.” Emergency eyewash or emergency showers must be readily accessible, free from obstructions, and within 10 seconds from the hazard. Specific requirements relate to flow requirements, use of tempered water, inspection and testing frequencies, and training of all personnel in the proper use of this important piece of emergency equipment. Due to the flow requirements outlined in the ANSI (American National Standards Institute) standard, hand-held bottles do not qualify as approved eyewashes. These types of emergency equipment are routinely tested and should only be used as directed.

Hostage Situations

A hostage situation refers to the unlawful abduction or restraint of one or more individuals with the intent to restrict their freedom. These situations can be among the tensest episodes for any college campus or law enforcement operation. The captor may be anxious, desperate, under the influence of alcohol or drugs, or emotionally unstable. If the situation should arise where one or more persons hold students, faculty or staff hostage at the College, the following precautions and procedures should be considered:

- Do not attempt to escape unless you are absolutely sure that you can get away. If the opportunity to escape presents itself, tell no one and do not hesitate when the time comes.
- Do everything the hostage-taker tells you to do. Follow instructions, be alert and stay calm. The initial 45 minutes of the situation are the most critical.
- Accept the situation. Do not call attention to yourself. Do not complain and avoid being belligerent.
- Remove any nametags, if possible.
- Do not speak unless spoken to and only when necessary.
- Don’t talk down to the captor; do not joke, cry or beg.
- Show little or no emotion. This is a sign of weakness to the captor.
- Maintain eye contact with the captor at all times but do not stare.
- Avoid political or ideological conversations with the captor.
- Request medication if you need it.
• Make no suggestions to the captor, offer no information.
• Tell the truth if you are asked a question.
• Be observant. When released, the police will need as much information as possible.
• Do not draw attention to yourself or make sudden movements.
• Try to stay low to the ground, behind cover and away from windows.

College employees should not enter into negotiations with any captor or offer themselves in exchange for another hostage. All negotiations and other actions will be taken by the local police department and its designated team.

The Chief of Campus Security will notify the Senior Vice President of Real Estate and Operations, at which time a decision will be made as to whether to close the campus. A notice will be sent to all faculty, staff and students via the ENS. The Emergency Response Team will be involved and the EOC may be activated. The administration will determine when the College will resume normal operations following the resolution of the crisis.

Key Control
Establishment of an overall key control program exists for both campuses. Campus Security maintains the key control program and records all keys issued to faculty, staff and students. This record may be available to the Emergency Response Coordinator (Senior Vice President for Real Estate and Operations, Chief of Campus Safety, and/or Director of Facilities) and other emergency personnel.

Missing Students
If a student, faculty member or staff member has reason to believe that a currently enrolled student is missing, he or she should contact Campus Security at 626 396-2211 and a report will be filed. Campus Security will notify the Associate Provost for Student Affairs/Dean of Students to make the necessary notifications and determine the necessary next steps to be taken. The student’s emergency contact person provided to the College by the student upon matriculation will be contacted by the Associate Provost for Student Affairs/Dean of Students or designee prior to contacting the police department. Should it be determined that the student is missing and appears to have been missing for more than 24 hours, the Chief of Campus Security will notify the Pasadena Police Department.

If a student is under the age of 18 and is not an emancipated individual, the College will notify the student’s parent(s) or legal guardian(s) immediately after it has been determined that the student has been missing for more than 24 hours.

The College official filing the report should be prepared to give the name and phone number of the student as well as provide all information possible regarding the missing person and, if available, include a physical description, what they were wearing when they were last seen, where they were last seen, what physical condition they were in when last seen, if they are driving a vehicle and its description, and who they were with. The reporting College official should also be prepared to provide information on any medical or other special conditions of which the College is aware.

A student’s confidential information will be accessible only by authorized campus officials and law enforcement as appropriate.

Natural Gas Leak
Call Campus Security at 626 396-2211 to report a natural gas outage or leak. Use a telephone in a safe area away from the leak to make the call. Alert others in the area of the leak and evacuate the area immediately. Turn off electrical equipment if there is time. Return to buildings only when the area is declared to be safe by an ArtCenter administrator or Campus Security.

Shelter in Place
If an incident occurs and the building or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area can expose you to additional dangers. “Shelter in Place” means to make a safe and secure shelter of the building you are in. The building can be made safer and more comfortable in a longer-term emergency.

If an incident occurs and the building you are in is not damaged, stay in an interior room until you are advised that it is safe to exit. If the building is damaged, take your necessary personal belongings (purse, wallet, identification) and follow the Emergency Evacuation plan for your building, proceed to the nearest exit and use the stairs and not the elevators. Evacuees should take guidance from any designated Emergency Response Team member, usually identified by a bright-colored vest. Follow the directions of police and/or fire department officials who may be at the scene.

The basic procedures for Shelter in Place usually remain the same, no matter where you are located. Follow all additional directions of police and/or fire personnel.

• Stay where you are, if you are indoors.
• Gather emergency supplies and telephone.
• Quickly proceed to the closest building, if you are outdoors.
• Locate an interior room (preferably above ground, and with no windows or as few windows as possible).
• Close all exterior doors.
• Close and lock all windows.
• Turn off air conditioners, electronic equipment and fans.
• Close vents to the ventilation system.
• Make a list of all persons present.
• Turn on a radio, television or computer for news alerts.

Timely Warnings and Emergency Notifications
Timely warnings are triggered when an institution determines that a crime for which it must report statistics—such as a homicide, sex offense or robbery—presents a serious or continuing threat to students and employees.

Emergency notifications are triggered by a far broader range of potential threats—any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus, but not the other Clery public property or non-campus areas. This could overlap and include a Clery crime such as a shooting, but it also covers crimes not reportable under Clery as well as non-criminal incidents, such as an outbreak of a communicable illness, an impending weather emergency or a gas leak. Notifications are to be issued without delay upon confirmation of the emergency by responsible authorities pre-identified by the institution in its annual Clery Act reports.

Campus Security works closely with Facilities in assessing levels of threat. Information is received from various offices/departments. If Campus Security confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all of the College community, Campus Security will collaborate with Facilities or the necessary departments to determine the content of the message and will use the described systems to communicate the threat to the campus community or to the appropriate segment of the community if the threat is limited to a particular campus, building or segment of the population. Campus Security, without delay, will determine the content of the notification and initiate the ENS. The ENS allows authorized personnel to send messages and instructions to ArtCenter community members through landline, cellular phones, text messaging or email within minutes of a critical incident.
An immediate alert will be issued to the community, unless issuing a notification will compromise the efforts to assist a victim or contain, respond to or otherwise mitigate the emergency.

ArtCenter community members are encouraged to notify Campus Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may present an immediate or ongoing threat to the health and safety of students and/or employees on campus. Campus Security has the responsibility of responding to, and of requesting the necessary resources to mitigate, investigate and document, any situation that may cause a significant emergency or danger. Campus Security also has the responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the College community. If so, federal law requires that the College notify the campus community or the appropriate people who may be affected by the situation.

Campus Security’s alerts, email updates and posted bulletins help keep the campus population informed of security issues and possible situations that have arisen, such as dangerous wildlife observed on campus. In the event that a situation arises, either on or near campus, that in the judgment of the Chief of Campus Security, in consultation with the Senior Vice President for Real Estate and Operations, constitutes an ongoing or continuing threat to members of the College community, a “timely warning” notice will be issued. Members of the College community who witness or learn of a crime or other serious incident on or near campus should contact Campus Security as soon as possible. Campus Security will collaborate with administrators to issue safety alerts.

Patterns of crime developing within the campus community will be reported by Campus Security to the Pasadena Police Department as soon as possible. Significant crimes or events that occur off campus may pose a concern or serious continuing threat to the College community.

Utility Failure
Call the Facilities department at 626 396-2262 to report all utility disruptions (such as electrical power outages), toilet overflow, facility flooding, spills or similar failures. Assistance is available Monday–Friday, 8 a.m.–5 p.m.

Call the Information Technology department at 626 396-2293 to report telephone or technology problems or to request assistance.

After 5 p.m., and on holidays and weekends, call Campus Security at 626 396-2299 to report such problems.

Provide the following information for best assistance and follow these additional steps:

- Your name and location.
- What areas are affected by the utility/technology outage.
- The duration of the disruption/problem (if known).
- Your call-back number, if more information is needed.
- Do not open cold rooms, refrigerators or other temperature-sensitive areas.
- Turn off and unplug previously energized electrical equipment.
- Check elevators to be certain persons are not trapped in the elevator car.
- Evacuate only if instructed to do so by Campus Security, the Emergency Response Team, or by your supervisor if safe lighting conditions are present. Vacate poorly lit areas during a building or College-wide electrical outage.

Campus Security will notify Facilities to respond. Campus Security and Facilities staff will determine if outside help is needed and consult with the Senior Vice President for Real Estate and Operations. Responding emergency personnel will coordinate an evacuation, if necessary. The Operations department will keep the ArtCenter community informed of the duration of utility outages. During an extended utility outage it may become necessary to cancel classes, suspend operations and evacuate buildings.

Vaccinations
Prior to a student’s first term of enrollment at ArtCenter, the student will be required to provide a negative tuberculosis (TB) test result, received within the prior six months and verified (in English language) by a licensed health care professional.

At this time, no other vaccinations are required by ArtCenter. This policy is subject to rapid change and immediate effect, as dictated by public health authorities or College officials. Students who choose to participate in some specific curricular or co-curricular learning experiences and activities (such as study abroad or exchange programs, internships, mentorships and volunteer opportunities), may be subject to additional vaccination requirements, and failing to comply with those requirements may result in being prohibited from such participation.

All students are advised to review their health history with a licensed health care provider prior to starting at ArtCenter. Students who are coming to ArtCenter from outside the Southern California region are strongly recommended to consult with a health care provider because of the different physical environment and climate that you will be exposed to. Your health care provider can inform you about the health advantages and any possible risks for routine health care such as recommended vaccinations.

Violent or Other Suspicious Behavior
Campus safety is among our highest priorities at ArtCenter. Everyone is asked to assist in making ArtCenter a safe place by being alert to suspicious situations and people and immediately reporting them to Campus Security.

In these situations, immediately call Campus Security at 626 396-2211 and be ready to provide the responding Security officer with as much detailed and descriptive information as possible. An officer will be dispatched to the incident.

Whistle Alert Program
In 2011, the Whistle Alert Program was established at ArtCenter. All entering students receive whistles in the new student orientation program. Faculty and staff receive whistles upon request. Participants are urged to put a whistle on their key chain and carry it wherever they go. By carrying a whistle and agreeing to use the whistle ONLY in cases of emergency and to report the sound of a blown whistle to Campus Security at 626 396-2211, participants in the Whistle Alert Program join in partnership to support a safer campus.

This program provides a high-quality whistle free of charge to students, faculty and staff. Those desiring to participate in this program should pick up a whistle from the Chief of Campus Security, and follow the few simple instructions:

1. Blow the whistle when they feel threatened or attacked.
2. Others who hear the whistle blown are to blow their whistles and run in the direction of the original whistle to provide aid and scare off the attacker.
3. They are instructed to go to the nearest emergency phone and notify Campus Security.

The procedures described can be used throughout your life, off campus and on campus, regardless of where you live or work. Persons blowing the whistle under any other conditions than those specified above will be fined $100.
**Workplace Violence**
To ensure a safe working environment for all employees, ArtCenter has zero tolerance for acts of violence and threats of violence. Without exception, acts of violence or threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to discipline up to and including termination. Possession of unauthorized, non-work related weapons on College premises and at College-sponsored events shall constitute a threat of violence. (The College defines a “weapon” as anything that is designed, intended to be used, or threatened to be used to cause bodily injury, personal/community harm, or physical damage.) A threat includes, but is not limited to, any indication of intent to harm a person or damage property. Threats may be direct or indirect, and they may be communicated verbally and nonverbally.

It is every employee’s responsibility to assist in establishing and maintaining a violence-free work environment. Therefore, employees are expected and encouraged to report any incident which may be threatening to any person(s) or property, or any event which you reasonably believe is threatening or violent. Make reports promptly to a supervisor or manager, Human Resources, or Campus Security at 626 396-2211.

Violence may be intentional or unintentional and can be directed towards a person or group of individuals. Various types of violence that can occur on campus can include the following: physical violence, harassment and sexual violence.

- Physical violence can include but is not limited to physical assault, damage to property or a shooter on campus. ArtCenter does not tolerate physical violence or damage to property.
- Harassment can include aggressive pressure, coercion, intimidation or instigating fear, and such acts cause emotional anguish and can be used as a tool to control. ArtCenter’s policy on harassment clearly states that it will not be tolerated on campus.
- Sexual violence can include acquaintance rape, rape by individuals, group rape, sexual harassment, stalking, and dating or relationship violence.
- Any act of violence that is motivated by bias can also be classified as a hate crime.

Any member of the ArtCenter community can file a complaint about violence in the College community by calling Campus Security at 626 396-2211. Please be ready to provide the responding Security officer with as much detail and descriptive information as possible.

**INFORMATION FOR YOUR PROTECTION**
This information is provided to better educate and prepare members of the ArtCenter community to safeguard and advocate for their own individual safety and security, as well as to contribute to the health and safety of the entire College. For additional information or more resources, please contact Campus Security at 626 396-2299.

**On Campus**
- Be especially aware of your surroundings at all times.
- Use discretion and caution when taking shortcuts through isolated parts of campus.
- Know the locations of emergency phones on routes to and from class.
- Keep personal belongings in view while in class, the library or the lab.
- Program your cell phone with the Campus Security number at 626 396-2211 for faster assistance with on-campus incidents.
- Use the Safety Escort service by calling Campus Security at 626 396-2299.

**Jogging/Running/Walking/Hiking/Other Outdoor Activity**
- Be aware of your environment.
- If possible, consider jogging with a friend.
- Choose well-traveled running paths and be aware of any isolated areas you will run through.
- Vary your route.
- At night, wear light-colored clothing or wear reflective markings.
- Tell your roommate or friend your route and expected time of return.
- If approached by a car while running alone, do not stop to give directions or answer questions. Leave the road and head for a populated area.
- Don’t let yourself be surprised. Listening to your headset may make you unable to hear approaching traffic, emergency sirens or any other danger signals.

**In an Apartment...At Home**
- Install and use locks on your doors and windows.
- Have your locks changed, re-keyed, or add a new lock when you move into a new house or apartment.
- Keep doors locked day or night, whether you are home or not.
- Know who is at the door before opening it. Demand identification from anyone you don’t know.
- If someone comes to your door and asks to use your phone to call for help, offer instead to make the call while the person waits outside.
- If you live in an apartment, be alert when in the laundry or garage area by yourself.
- Close your blinds and shades at night.
- If you are away (for any period of time) give your home a “someone is home” look. For example, put a radio and lights on a timer.
- Have good lighting around entrances and exits.
- Develop an escape plan for use in case of an intruder or fire.
- Leave spare keys with a friend, not in accessible places.
- Know your neighbors and know which ones you can trust in an emergency.
- Keep emergency numbers near the phone.
- If you travel a regular route at night, become familiar with stores that stay open late, gas stations, police stations and other places where you can stop and ask for help without being alone.
- If you use a wheelchair, try to check your destinations ahead of time for accessible entrances.
- Keep your phone accessible at all times, and know how to operate its emergency call functions.

**Cycling**
- Use reflectors, reflective tape or other similar devices on cycling shoes, fenders, belts, frames, pedals and handlebars.
- Keep to the right. Ride with traffic, not against it.
- Use hand signals to indicate turning or stopping.
- Ride defensively.
- Use bicycle paths whenever possible.
- Walk your bicycle across busy intersections.
- Perform regular maintenance checks.
- Wear appropriate clothing and always wear a helmet.
- Park your bike in an open, well lighted, frequently traveled area.
- Secure your bike properly.
- Report any suspicious person you may see loitering around bicycle racks.
Earthquake (and Other Natural Disaster Emergency) Preparedness
Plan ahead — learn basic first aid and know how to properly use a fire extinguisher. Keep an emergency kit in the trunk of your car and in your home. The kit should include first aid supplies, flashlight with extra batteries, extra personal supplies (medications, glasses, etc.), sturdy shoes, jacket or sweater, blanket and water.

Establish an out-of-area contact for all your family members. Long-distance lines do not go down from too many calls or phones falling off the hook. In addition, long-distance lines are usually the first lines returned to service after an earthquake disruption.

Home Fire Safety Tips
If a fire occurs in your home, GET OUT, STAY OUT and CALL 911 for help.

• Install smoke alarms on every level of your home, inside bedrooms and outside sleeping areas.
• Test smoke alarms once a month; if they’re not working, change the batteries.
• Talk with all household members about a fire escape plan and practice the plan twice a year. (Refer to resources available from the American Red Cross to create or update a fire escape plan.)
• As an additional safety precaution, install carbon monoxide detectors in your home.

Helpful Websites and Resources
American Red Cross
redcross.org/ca/pasadena/
430 Madeline Drive, Pasadena, CA 91105
626 799-0841

Animal Control
pasadenahumane.org/
361 S. Raymond Ave., Pasadena, CA 91105
626 792-7151
24-hour Emergency Service 626 792-7151

Children Fire Safety
safekids.org/fire
Safe Kids Worldwide
1301 Pennsylvania Avenue N., Suite 1000, Washington, DC 20004
202 662-0600

Gas Safety
socalgas.com/safety/
800 427-2200

Huntington Memorial Hospital
huntingtonhospital.com/
100 West California Boulevard, Pasadena, CA 91105
Main Hospital Phone Line 626 397-5000

City of Pasadena Water & Power (PWP)
150 Los Robles Ave., Suite 200, Pasadena, CA 91101
626 744-6889

Pasadena Community Health Department
1845 N. Fair Oaks Ave., Pasadena, CA 91103
626 744-6000

Pasadena Fire Department
199 S. Los Robles Ave. #550, Pasadena, CA 91101-2458
Information 626 744-4655
Information 626 744-4668
Emergency: 911

Pasadena Police Department
207 North Garfield Ave., Pasadena, CA 91101
Information 626 744-4501
Emergency: 911

Poison Control Hotline
719 S. Los Angeles St., Los Angeles, CA 90014
800 222-1222

Pasadena Public Works Department
233 W. Mountain St., Pasadena, CA 91103
626 744-4087

Campus safety policies and resources
Questions, comments, corrections and suggestions about the information contained in this chapter should be directed to Campus Security.
CHAPTER 9

Parking and Transportation

Moving vehicles are a way of life in Southern California and this chapter provides information about the safe operation of such vehicles on and around ArtCenter.

Vehicle Registration

All students must register every vehicle driven to campus and receive a new parking decal each Fall term from Campus Security. All new students must register their vehicles in their first term. Vehicles can be registered on Inside ArtCenter (inside.artcenter.edu) but proof of registration must be shown in person to Campus Security in order to get the actual parking decal.

New students who do not obtain a decal during their first term will not be permitted to register for classes for the next term until they have obtained a decal. The decal must be properly affixed to the driver’s side rear window (for convertibles, place decal on driver’s side rear bumper) and easily visible at all times. Students who lose the decal or change vehicles during the term must request a new decal from Campus Security (626 396-2299).

Students are responsible for any vehicle registered by them, even if the vehicle is being driven by another student, family member or friend. These drivers must follow all rules and regulations listed in this section and must park in student areas only. Returning students who do not get a decal after Week 2 of the semester can be cited and can be assessed a parking fee of $40 for each scheduled day of class. If you have any questions, please contact the Chief of Campus Security.

Carpool Registration

Students who are interested in forming carpools, or are already participating in one, are encouraged to register with Campus Security. Each group will be issued a Rideshare decal, and only those groups may park in the specially marked carpool spaces in the student lot. These decals are issued on a first-come, first-served basis. You must have a rideshare partner when parking in a carpool space. Single riders can be cited and fined for parking in a carpool space.

Distressed Vehicle Assistance

Jumper cables are available for check out at the Campus Security Command Center. Student identification must be presented at the time the request is made. Due to liability with the possibility of damage or loss, Campus Security or Campus Facilities will not jump-start your vehicle, issue any gasoline for your vehicle or move your vehicle in any way. A telephone is provided at the front reception desk after 6 p.m. You must present your valet ticket to pick up your keys. Please leave your keys when leaving your vehicle with the valet. Keys to your vehicle can be picked up at the front reception desk after 6 p.m. You must present your valet ticket to pick up your keys. Please do not tip the valet.

Driving in Our Neighborhood

The Hillside Campus is located in a residential community. Our neighbors are concerned about excessive speed and recklessness while driving on Lida Street and Linda Vista Avenue. Please observe the traffic laws and posted speed limits while driving in the neighborhood. If the College receives a substantiated report that a student has been driving recklessly or speeding on the public streets around campus, the College reserves the right to take action, which, at the College’s sole discretion, may include a fine and/or suspension or revocation of campus driving privileges or other privileges. Reckless driving may result in referral of the student to the Assistant Dean of Students for a violation of ArtCenter’s policies as set forth in the Student Code of Conduct.

Bicycles, Mobility Devices and Skateboards

At Hillside Campus, ramps for bicycles are provided in the north parking lot and on Photo Drive.

At South Campus, ramps are located in the parking lots, near the main entrance to the 870 and 950 buildings.

Bicycles are only allowed in buildings (with permission) for use as studio props. The use of mobility-type devices including, but not limited to, skateboards, rollerblades or roller skates is not permitted on campus. Use of these items in any of the campus buildings, recklessly or otherwise, will result in confiscation.

For questions, please contact Campus Security (626 396-2299).

Parking Rules and Resources

PARKING PERMITS

Parking at ArtCenter is free to students with a current parking decal. No student is guaranteed a parking spot; parking is on a space-available basis. Carpooling is encouraged at all times. Any vehicle parked at a red or yellow curb, reserved parking space, disabled person parking space or bus stop without authorization will be subject to citation and/or towing. If you need special parking arrangements, please contact Campus Security (626 396-2299).

VALET SERVICE

Valet service will be available on specified days, free of charge to all students, faculty, staff and visitors. Please leave your keys when leaving your vehicle with the valet. Keys to your vehicle can be picked up at the front reception desk after 6 p.m. You must present your valet ticket to pick up your keys. Please do not tip the valet.

ARTCENTER XPRESS SHUTTLE

ArtCenter provides free shuttle service Monday–Saturday between the Hillside and Cluth campuses, with stops in close proximity to three Metro Gold Line stations (Memorial Park Station, Del Mar Station and Fillmore Station) in downtown Pasadena. Please download the shuttle app at artcentershuttle.com/ for alerts and live feed. Schedules are located next to Café doors and online at Inside ArtCenter/Dot/. The shuttle is ADA compliant with bike racks. You must have your ArtCenter ID to board the shuttle. If you have any questions or suggestions regarding shuttle service, please contact Linda Estrada at 626 396-2362 or via email at linda.estrada@artcenter.edu and follow the shuttle on Twitter at twitter.com/artcentertransp.

Parking at North Campus

Parking on any campus requires a parking permit: students receive a sticker/decal to use as a parking permit; employees receive a hangtag to use as a parking permit. Please contact Campus Security at 626 396-2298 for assistance. If a parking permit is not displayed your vehicle will be cited and can be towed, at owner’s expense.
HILLSIDE CAMPUS PARKING

There are three primary parking lots at Hilsde Campus:

North lot is for faculty and staff and is parking by permit only.

South lot and the Sculpture Garden are for student parking.

Parking permits must be clearly displayed. There are several designated 30-minute spaces for students to use for loading and unloading only. These spaces are clearly marked and painted yellow. Students parked in these spaces more than 30 minutes without authorization are subject to a citation and/or towing. Please park your car head-in, between the lines and in the appropriate area: small cars in “compact only” rows, registered carpool cars with proper permit in carpool spaces, and standard-size vehicles in other rows. Backing into spaces is prohibited; fires can result from a vehicle’s exhaust system.

Sculpture Garden The Sculpture Garden is sometimes utilized as an overflow parking area when the number of vehicles at Hilsde Campus exceeds the number of parking spaces. However, no entry is permitted to the Sculpture Garden when the sign and chain are placed at the top of the hill and no Campus Parking or Security personnel are present. Campus Parking or Security personnel must be present prior to any vehicle entering the Sculpture Garden. Violators can be cited. The Sculpture Garden will stop parking vehicles around 5 p.m. and will close at 11 p.m. Vehicles parked in the Sculpture Garden must exit before 11 p.m. Vehicles left in the area past 11 p.m. can be subject to citation. If your vehicle is secured in the Sculpture Garden please contact Campus Security at 626 396-2299. Please do not attempt to enter or exit the Sculpture Garden without the assistance of Campus parking personnel or Campus Security.

Visitor Parking Lot Visitor parking is extremely limited at ArtCenter. Students are not allowed to park in the visitor lot or in reserved guest parking spots along MacMinn Drive when classes are in session. Students who do so will receive tickets and/or have their vehicles towed.

Model Parking Models hired by the school must park in the north lot or the closest lot available. Actors or models hired by students should park in the student lot. Students can be held responsible for the actions of their guests/actors/models. Parking placards issued to models must be clearly displayed on their vehicles. A list of scheduled models will be forwarded to Campus Security on a weekly basis.

Loading Zones There are 11 loading spots in the north lot for this purpose. They are marked with yellow curbing and yellow lines and may be used for 30 minutes for loading and unloading only. There are two additional 30-minute loading and unloading spaces located at the curb near the Photo Drive entrance. These spaces are to be used for loading and unloading only. Violators will be cited and can be subject to tow.

No parking is permitted at any time in the loading/unloading area located next to the north entrance. This parking is for vendors only and non-authorized vehicles can be towed.

MacMinn Drive Parking is permitted at the green curb areas along MacMinn Drive by reservation only. There is no student, faculty or staff parking along the green curb. The front of the Ahmanson Auditorium is located adjacent to MacMinn Drive. Loading or unloading is not permitted at the entrance to Ahmanson Auditorium. Do not park along the reserved green curb. Violators will receive a citation.

Students, faculty and staff are not allowed to park in the red fire lane areas located on MacMinn Drive, north lot or south lot, per Pasadena Fire Department regulations. Vehicles found parked in fire lanes will be towed at the owner’s expense. Parking is not permitted in reserved parking spaces and at the bus stop.

Photo Drive There is no parking on Photo Drive. Parking on Photo Drive is limited to loading and unloading of equipment only. Students will be required to have a current parking decal visible on their vehicle to have access to the driveway. Reservations for use of Photo Drive can be made by contacting the Campus Security Command Center and completing the proper paperwork. A reservation form must be completed and signed. Each request may differ and an allotted time will be scheduled at that time.

Additional time and/or special accommodations may be granted through the Chief of Campus Security (626 396-2225).

The north side of Photo Drive has a red curb and there is no parking allowed at any time. The south side of Photo Drive has a yellow curb designated for loading and unloading only. Parking beneath the bridge is not allowed at any time. U-Haul trucks and large vehicles are permitted to load and unload but must be moved as soon as possible. You will be directed to a designated parking space in the student lot, which will allow you to park the U-Haul or large vehicle after it has been unloaded. The south side of Photo Drive must be kept clear at all times to allow access to carts so that they may unload and load at the designated yellow curb.

Carts are available from the Educational Media Equipment Center to help students transport equipment more efficiently. Students will be required to present their ArtCenter ID card in order to check out carts. Film students who need to use Photo Drive for grip trucks will need to submit their requests to the Film Office in advance and obtain, complete and file the appropriate paperwork.

Time limits will be strictly enforced and penalties applied to students in violation of this policy.

Truck-Loading Bays: There are truck-loading bays at both the north and south ends of the building. These bays can be identified by the metal rails on either side. Vendors use these bays for deliveries to ArtCenter. If vehicles are parked there illegally, trucks cannot make deliveries. In these instances, the College is charged for a delivery that could not be made. Vehicles illegally parked will receive a ticket and may be towed.

SOUTH CAMPUS PARKING

There are three primary parking lots at South Campus:

950 building, with spaces available on the north and south sides of the building. Campus parking personnel are available to assist with your parking needs 6 a.m.—11 p.m. After 11 p.m. the north lot will be secured. If your vehicle is secured inside the north lot, contact Campus Security at 626 396-4220 for assistance.

870 building, with spaces available in the south lot of the parking structure. Please contact Campus Security at 626 396-4330 if assistance is needed.

1111 building, spaces available in the subterranean parking levels accessed from Glen Arm Avenue, in all unmarked stalls. Decals are required to be displayed on vehicles when parking in this area. Surface lot parking is a pay lot and users will be charged for parking in this lot. For after-hours access contact Campus Security at 626 396-4220.

DISABLED PERSON PARKING SPACES

Disabled person parking spaces are provided in all lots. State law prohibits parking in disabled person spaces by anyone not displaying a special permit issued by the state. The College must limit the use of these spaces to one space per disabled individual. Students who are temporarily disabled may obtain a temporary placard from the Department of Motor Vehicles (DMV). Violators will receive a citation and may be towed and/or ticketed by the Pasadena Police Department. The current fine is $384 (and is subject to change).

At Hilsde Campus, there are three designated disabled person parking spaces in the 30-minute lot and 11 in the student south lot. Placards must be displayed. Arrangements will be made for students who have an official DMV placard when spaces are not available.

Students with a temporary disability can contact the Chief of Campus Security at 626 396-2225 to obtain a temporary parking placard, which will allow temporary parking in the 30-minute lot, in a space other than the disabled person space. Students with a disabled person license plate should see the Director of Environmental Health and Safety for additional information.

Please contact the Chief of Campus Security regarding any parking concerns.
Violations and Fines

PARKING VIOLATIONS
Parking space is on a “first come, first served” basis. A lack of space is not a valid excuse for violating posted notices or markings regarding parking restrictions. We need everyone’s help in adhering to the rules and regulations for parking on campus. Vehicles that violate parking regulations will be issued a parking citation for the vehicle operator, payable to the College. For your ease of reference, we have listed rules and regulations below, as well as the citation and/or action that will be taken by parking enforcement.

Your vehicle will be cited if you are in violation of campus parking regulations. Parking citations can also be issued to students during term breaks. Flagrant or excessive violations may result in suspension of campus parking privileges. Fines vary (see fine schedule below). Fines are due within 20 days of the date the citation was issued.

The instructions indicated on all traffic control and parking signs must be observed. Students are reminded, in addition, that the parking privileges available to them are not transferable to anyone else.

In addition to the issuance of a parking citation, students who repeatedly violate campus vehicle regulations will be reported to the Assistant Dean of Students for disciplinary action. Only by the prompt registering of vehicles (including changes in state license plate numbers) and the proper display of the ArtCenter parking permit will these privileges be assured. Registration may be delayed if you have outstanding fines. If you choose to appeal your citation, you can contact the Chief of Campus Security at 626 396-2225.

PARKING is enforced by Security officers.

Violations to be cited include the following:
• Parking in disabled person spaces ($100)
• Parking in carpool spaces without a passenger — two or more riders ($75)
• Parking in more than one space ($25)
• Failure to display parking hang tags or decals ($40)

Violations for which vehicles will be cited and towed:
• Parking in a loading zone and loading docks ($50)
• Parking in guest lot without proper authorization ($50)
• Parking in 30-minute zone without proper authorization ($50)
• Parking at the green curb without proper authorization ($50)
• Obstructing legally parked vehicles ($50)
• Parking in a manner hazardous to the safety of the campus community ($50)
• Abandoned vehicle — parked on campus without proper authorization for more than 72 hours ($50)
• Parking within 10 feet of a fire hydrant, or in a fire/emergency lane ($100)
• Obstructing traffic ($50)

Vehicles parked as listed above will, on first violation, be cited and towed to an on-campus impound site. There will be a $230 towing fee in addition to the applicable fine.

For subsequent violations, and for violations deemed serious enough for immediate removal from campus, vehicles will be taken by a towing service to an off-site storage location. See “Vehicle Towing Policy” below.

MOVING VIOLATIONS
Reckless driving, speeding (in excess of 15 mph), passing on MacMinn Drive, running a stop sign and making U-turns are forbidden on campus. Due to the seriousness of these violations, the penalties are severe. All fines are due 10 days from the date of issuance.

First Violation: $100
Second Violation: $150
Third Violation: $150 plus

Possible revocation of campus driving and parking privileges for a length of time will be determined by the Center for the Student Experience (CSE).

Additional penalty schedule for Photo Drive: Each infraction committed along Photo Drive may result in the suspension of the student’s Educational Media Equipment Center and Stage privileges for six working days.

VEHICLE TOWING POLICY
ArtCenter’s preferred towing agency is Hillcrest Towing: 250 N. Hill Avenue, Pasadena, California 91106, 626 798-7817. They are open 24 hours a day.

Following are examples of general misconduct that may be grounds for off-site towing, even if it is a first-time offense:
1. When any vehicle is parked in a red zone or fire lane.
2. When any vehicle is blocking another vehicle from leaving its space.
3. When any vehicle is parked more than 72 hours on campus without permission from the Chief of Campus Security (626 396-2225).
4. When any vehicle is driven over the sidewalk or around any lawfully erected barrier, such as on Photo Drive.
5. When any vehicle is observed driving in an unsafe manner on campus and the driver abandons the vehicle to avoid contact by Campus Security officers.

Any parking violation deemed serious enough by the administration to warrant removal from campus may also result in towing. In addition to being towed, a vehicle will be cited for the particular violations involved.

ArtCenter will attempt to notify the individual to move the vehicle to an authorized parking location before calling the towing service. If the individual cannot be located after a reasonable attempt, or the vehicle is not moved within five minutes of violation notification, Campus Security will be contacted to record any and all reasons to justify the vehicle’s removal from campus on an incident report. At this point, Campus Security may call the towing company, day or night.

A copy of the incident report will be kept on file by Campus Security and will be made available to the individual whose vehicle was towed, if requested.

Fees and fines:
• The cost to the individual to retrieve a vehicle towed off-site will be a minimum of $280 (additional towing fees may apply), plus an additional $95 per day storage fee.
• If the tow truck arrives and begins to hook up the vehicle, and the vehicle owner arrives on the scene and can properly identify themselves as the owner, that individual must still pay $220 to the tow service to have the vehicle unhooked on the spot.
• To have keys retrieved from inside a locked vehicle, the fee is $65.
Connect on Campus

There are a number of sources from which students can access information and support at ArtCenter. This chapter describes the ways in which you can stay connected with the College community.

Campus Digital Signage

Digital monitors are located throughout both campuses to help connect our two campuses and to promote ArtCenter news, accomplishments and opportunities. Students are welcome to submit information about clubs, organizations, awards, special events and activities. For content submission guidelines, contact proffice@artcenter.edu.

Digital and Social Media

As the “official” voice of ArtCenter, the Marketing and Communications department distributes information about College news and events through a number of digital and social media platforms. The College’s main website (artcenter.edu) offers a window onto the ArtCenter community through its curated gallery of student work and student profiles, as well as up-to-date information about each academic department’s creative ethos, curriculum and credit requirements. Additionally ArtCenter shares via its Bulletin monthly e-newsletter (artcenter.edu/bulletin), Facebook (facebook.com/artcenteredu), Instagram (instagram.com/artcenteredu/), Myspace (myspace.com/artcentercollege), YouTube (youtube.com/user/artcenteredu) and Twitter (twitter.com/artcenteredu). Several other departments at the College also manage their own websites and social media platforms.

As key stakeholders in the activities and programs offered by the College, all students are invited and encouraged to engage in the digital dialogue including through social media engagement and content creation.

Media Relations

ArtCenter’s media relations team tells stories and to do so, we need students’ help. Your personal narrative is important to us and may support our overall efforts to raise the profile of the College. We proactively pitch story ideas to the news media, with the goal of convincing influencers such as columnists, editors and reporters to feature ArtCenter in their coverage. Think of us as publicists for the College and its talented students, alumni and faculty. In addition to art and design audiences, we want to expand awareness about the College to opinion leaders in business, technology, education, science and other fields as well as to general audiences. We’re proud of you for making it through the ArtCenter “door” and can’t wait to see what you do with the opportunity. We hope to hear from you throughout your time here. Please contact us at proffice@artcenter.edu. Let us know about your journey, goals, achievements, challenges and what inspires you. And if you are ever contacted by a member of the news media about a story that did not come through our team, please let us know so we can help facilitate the request, make sure accurate information is provided, and maximize your exposure through our various communications platforms.
Technology Help Desk
The Technology Help Desk provides assistance with all technical needs, including audio, visual, computing labs, Inside ArtCenter log-in information and general computer help. The Help Desk can be reached at helpdesk@artcenter.edu or 626 396-2390.

Word of Mouth
One of the most effective ways for students to receive information is through conversations with department chairs, faculty, staff, other students and administrators. All administrators and staff are encouraged to have an open-door policy to answer student questions and provide information. All students are invited to learn more about ArtCenter’s many events, issues and news items by engaging in regular dialogue with administrators as well as other members of the campus community.

Publications
ArtCenter publishes a variety of materials serving both internal and external audiences. These include: Dot magazine (two issues per year), along with the Viewbook (every two years), catalogs for Public Programs, event invitations, gallery materials, etc. Dot is distributed on campus at the Library, the Center for the Student Experience, and the main entrance lobby on both campuses. You can also read Dot online: artcenter.edu/dot/.

Center for the Student Experience Announcements
The Center for the Student Experience (CSE) sends information to all students announcing upcoming events, deadlines, special discounts and reminders. Anyone wishing to send information to students should submit the announcement to cse@artcenter.edu. CSE reserves the right, at its sole discretion, to edit or refuse to include any announcement considered inappropriate or offensive to the College community.

International Student News
The International Student Advisor sends information to all international students announcing important immigration updates, upcoming international events, deadlines and reminders. Anyone wishing to include an announcement in this communication should submit the announcement to the International Student Advisor at international@artcenter.edu to ensure its inclusion in upcoming communications. The International Student Advisor reserves the right, at his or her sole discretion, to edit or refuse to include any announcement considered inappropriate or offensive to the College community.

Bulletin Boards and Official Notices
Official notices of College and department programs, regulations and news items are posted on the bulletin boards opposite the Café, in the photo and film areas, in the Center for the Student Experience hallway and near the industrial design shops. Each department is responsible for postings on its bulletin board. To post a bulletin or notice around the campus that is not on a bulletin board, include a date stamp in the lower right-hand corner stating when the flier should be taken down. Any fliers without a date stamp may be removed; however, it is the poster’s responsibility to remove fliers that no longer contain valid information. ArtCenter may, at its sole discretion, remove or refuse to post any notice.

Inside ArtCenter (inside.artcenter.edu)
Inside ArtCenter is an internal communications and community resource that provides important information about grades, class schedules, seat availability, account balances, financial aid, holiday schedules and access to ArtCenter email, as well as a student, faculty and staff directory. In addition, campus resources, campus events and important announcements are posted there. The evolution of Inside ArtCenter will continue as more upgrades, services and interactivity are introduced. The entire ArtCenter community can submit news and events to Inside ArtCenter by emailing bulletin@artcenter.edu.

Inside Mail
Every enrolled student receives an official ArtCenter email address. Official communications from the College are always sent to this email account. Therefore, it is required that students check their Inside Mail on a regular basis to ensure that important information about ArtCenter deadlines, programs and events, services, involvement opportunities and emergencies is received. Please see the Communications Policy in Chapter 3.

Connecting on Campus
Questions, comments, corrections and suggestions about the information contained in this chapter should be directed to Marketing and Communications or to the Center for the Student Experience.
CHAPTER 11

Student Resources on Campus

This chapter includes information about the departments, programs, offices and services that support and assist you to be a successful student. Take the time to learn about them and take advantage of the opportunity to partner with them to improve your work.

Office of Academic Advising

ArtCenter’s Office of Academic Advising, in partnership with the educational departments, provides guidance to students through quality interactions that result in the development of informed educational plans leading to the fulfillment of educational and personal goals.

The Director of Academic Advising is available to meet with new and continuing undergraduate students who have non-major advisement questions, and with students who are experiencing academic difficulty. It is recommended that students seek advisement from their major department at least once a term.

Academic Advising at ArtCenter is a collaborative process between the student and their advisor(s). The advising partnership is defined by a shared set of responsibilities and requires that both the advisor and advisee (student) are active participants in the advising relationship.

ADVISEE RESPONSIBILITIES
As an advisee, you have responsibilities in the advising partnership. Your advisor will expect you to:

• Schedule regular appointments with your major advisor and/or the Director of Advising, as needed
• Come to each appointment prepared with questions and/or materials for discussion
• Come to each appointment prepared with a printout of your current Degree Audit Report
• Be an active participant in the advising process with a willingness to learn
• Enroll in courses that are part of your educational plan as listed on your Degree Audit Report
• Consult with your major advisor if you plan to make any changes that can affect your educational goals
• Take ownership of your education by familiarizing yourself with your degree requirements, and institutional policies and procedures
• Keep a personal record of your progress toward the fulfillment of degree requirements
• Accept responsibility and be accountable for the decisions you make
• Be cautious about taking academic advice from non-advisors

ACADEMIC ADVISOR RESPONSIBILITIES
As an advisor, you can expect me to:

• Be accessible for one-on-one appointments, email, telephone or other formats of communication
• Effectively communicate ArtCenter’s graduation requirements/policies and procedures
• Encourage and support students through the development of realistic educational goals
• Encourage and support students as they satisfy their academic requirements
• Encourage and support students if they experience academic difficulty
• Introduce and show students how to utilize institutional resources and services
• Assist students in gaining decision-making skills and taking ownership of their educational goals
• Respect a student’s right to privacy by following the FERPA (Family Educational Rights and Privacy Act) guidelines at all times

Contact Information
Patty Hernandez
Director, Academic Advising
advising@artcenter.edu
Location: Office next to Support Services (Mail Room), Hillside Campus
626 396-4282

Writing Center

The Writing Center, located in Room 202A at Hillside Campus, provides individualized writing assistance for all students, from first term to graduate level, with assignments from any discipline through collaborative peer tutoring. Appointments are not necessary, although tutors limit conferences to 25 minutes if other students are waiting. The Writing Center is a friendly and supportive environment staffed by trained tutors particularly sensitive to the academic needs of student artists and designers. The Writing Center staff is available to help students generate and organize ideas, develop and revise written work, improve grammar and structural language skills, and practice spoken English skills.

Because the Writing Center encourages students to take responsibility for their own learning, there are expectations for both peer tutors and students who utilize the Center’s services.

EXPECTATIONS OF TUTORS
1. All tutors will provide courteous and competent service in a conversational, one-on-one tutorial.
2. Tutors will make a student’s individual needs the focus of the tutoring session.
3. Tutors will help students develop and understand their writing or their presentation; they will not do the work for them.
4. Tutors will encourage students to practice, experiment with and strategize their language skills.
5. Students may expect help with writing or speaking assignments from a wide variety of classes (both studio and academic courses).
6. Tutors are coaches and collaborators, not teachers. They cannot grade or predict a grade for a project or paper.
7. Students may bring in previously graded material for review by a tutor to better understand and avoid repeated mistakes.
8. Tutors will not write, line edit or proofread papers for students. This is considered unfair to both students and their classmates.
9. Because copying work from books, the Internet or other students without proper credit is not acceptable at any stage in the writing process, tutors will inform students if their work could be considered plagiarism. They will offer to help students with citations and will direct them to any other appropriate resources.

EXPECTATIONS OF STUDENTS RECEIVING TUTORING
1. To use the services of the Writing Center, students must be currently enrolled and registered in an appropriate program at ArtCenter or be an ArtCenter alumnus.
2. Writing Center tutors have the right to refuse to work with a student on any assignment that is due less than six hours after initiating an appointment.
3. Students must come prepared. If it is a paper they wish to work on, they must bring a hard (printed) copy. If it is a project, they should also normally bring a hard copy, but if it really is a project that is impossible to work on in hard copy, they may bring it in virtual form. They should not assume they can access it via the Writing Center’s equipment, as this may not always be possible. It is also helpful for the student to bring a copy of the syllabus or an assignment sheet from the instructor so the tutor can understand the assignment.
4. At the beginning of every tutoring session, students will fill out a check-in sheet as completely as possible. Students must fill in some information about their assignment and provide a working email address for the instructor. After a tutoring session, the tutor may send a short email summarizing the appointment to the student’s instructor, especially if the student specifically requests this. The check-in sheet and the email provide a record of the session.
5. Students should not use their mobile phone in the Writing Center and must set it to silent or turn it off before each session begins.
6. With the exception of water, students may not have food or drinks in the Writing Center.

POLICIES AND PROCEDURES FOR TUTORING SESSIONS
1. Tutoring sessions are available both by appointment and on a walk-in basis. Students may make a maximum of two appointments in advance per week. Walk-in assistance is available on a first-come, first-served basis. If all tutors are busy when a student walks in, he or she may place his or her name on a waiting list and return at the beginning of the next available time slot.
2. If a student is more than five minutes late to a scheduled appointment, or is not available when his or her name is called from the waiting list, that time slot will be given to the next student present. If a student cannot come to a scheduled appointment and does not cancel at least two hours in advance, he or she will be considered a no-show and the appointment time will open up for other students. After two or more no-shows, the student will be limited to walk-in sessions only for the duration of the term.
3. Tutoring sessions are 25 minutes long. If no other students are waiting and the tutor is still available, the student may be able to stay for an additional session at the tutor’s discretion.
4. Students may have no more than a total of one hour of tutoring per day. This can be either walk-in and/or appointments, but the combined time can be no more than one hour in one day.
5. Students may have a maximum of three total tutoring sessions per assignment: one session for organization or detail development and two sessions for revisions, including those of structural and grammatical elements.
6. Based on their professional judgment, tutors reserve the right to determine if the Writing Center is appropriate to work with a student’s material. If tutors believe that a student may be better served elsewhere, they will suggest what they feel is best.
7. If a student is disrespectful, rude or disruptive, the tutor has the right to end the session at any time. If the student feels the tutor has been disrespectful or rude to him or her, he or she may report the incident to the Administrative Director of Humanities and Sciences. If further action toward either a student or a tutor is deemed necessary, it will be in accordance with ArtCenter policies and procedures.

Student Insurance

HEALTH INSURANCE
ArtCenter provides health insurance for all students enrolled in degree programs, whether full-time or ArtCenter Lite. The student health insurance plan is a benefit of the College and may not be waived. If a student has an existing insurance policy, the student health insurance plan becomes secondary. Students with a dependent (spouse, child or domestic partner) may purchase dependent coverage. Dental and vision coverage is not included in the student health insurance plan; however, students can purchase this additional coverage.

Student health insurance coverage begins on the first Saturday of each academic term and continues through each official school break. Those who enroll from term to term will not experience a lapse in coverage. Students who are not enrolled by the College in the health insurance plan include:
1. Students on a Leave of Absence
2. Students on not-for-credit internships
3. Students enrolled in 0 unit thesis completion (graduate students only)
4. Exchange students paying tuition to their home institutions

Students may purchase the insurance plan for one term per plan year (September–August). The Center for the Student Experience (CSE) staff is available to assist students with understanding policy coverage, how to find a care provider, and billing and claims procedures. Please note that students may be required to complete a claim form for each illness or injury, and this insurance plan may not cover the cost of all health services received. For more information regarding the student health insurance plan, visit the CSE for a brochure.

EQUIPMENT INSURANCE
ArtCenter provides equipment insurance for all students enrolled in degree programs, whether full-time or ArtCenter Lite. Beyond the typical educational-related equipment insurance plan, coverage for short-term equipment rentals or equipment checked out from ArtCenter for less than 30 days is also provided. Additionally, students may elect to purchase additional personal property insurance coverage that can be added to this plan.

Coverage begins on the first Saturday of each academic term and continues through each official school break. Those who enroll as students at ArtCenter from term to term will not experience a lapse in coverage. Students on Leave of Absence may purchase the insurance plan. Please note that students are required to submit a claim form for lost, stolen or damaged personal or rental property. For more information regarding the student equipment insurance plan and the short-term rental coverage, visit the Educational Media Equipment Center.

HTH WORLDWIDE TRAVEL INSURANCE
ArtCenter provides travel insurance for students who travel abroad on College-sponsored educational programs. This insurance program provides medical assistance, international healthcare, safety and security services, and outsourced customer care for travelers. For more information regarding this program, visit the CSE or visit the HTH website at hthstudents.com if you would like to purchase the coverage for personal travel.
Center for the Student Experience

The Center for the Student Experience (CSE) fosters a meaningful ArtCenter education by engaging students in opportunities for learning, success and happiness through programs and services that encourage character and identity development, personal health and wellness, social and civic engagement, lifelong learning, and the search for life purpose and meaning.

The CSE provides assistance in areas that affect the overall well-being and life of students throughout their education at ArtCenter. It assists students in areas such as advocacy, health insurance, health and wellness programs, international travel insurance, mental health counseling, student clubs and organizations, off-campus housing information, and disability support/accommodations. The CSE also advises international students, administers the Student Code of Conduct; provides care and concern outreach to students who need additional assistance to succeed, and works with ArtCenter Student Government and the Student Activities Board to enhance campus life. General programs, activities and services provided to ArtCenter students are included below.

CAMPUS LIFE

The CSE, in collaboration with ArtCenter Student Government, the Student Activities Board and registered student organizations, coordinates a full calendar of programming opportunities that are informational, educational, cultural and social for the ArtCenter community. Programs are scheduled on both campuses, at various times to work within studio and academic course schedules. The main objectives of these programs are to address learning through engagement; improve student satisfaction, provide a holistic approach to intrapersonal and interpersonal learning, and promote student integration.

The events that are planned each term are inspired by the life of the student body, while also focusing on the academic calendar, student need and interest, and what is going on outside of our community. Each term students, staff and faculty alike can look forward to “welcome back” events during Week 1, wellness programming during Week 7 and Week 13, movie nights, community service opportunities, diversity programs, art markets and social activities.

Get informed on campus life opportunities through poster advertisements, the digital monitors, your ArtCenter email, Facebook (facebook.com/artcenteredu) or the Installment. The Installment is a monthly guide designed by the CSE that is posted in the restrooms on campus. Each month ArtCenter community members can be updated on events, policies, programs, helpful tips and services through the Installment.

Students may also pick up a free spirit sticker from the CSE (one sticker per student, per enrolled term) to show off your ArtCenter pride.

ORIENTATION

The CSE coordinates the orientation programs for ArtCenter. All new students are required to attend a three-day orientation to ArtCenter during the week before classes begin. The CSE coordinates this program each term to assist undergraduate and graduate students with their transition to the academic and community life of ArtCenter. Supplemental testing opportunities, a mandatory International Orientation, and Family Orientation take place in the days prior to New Student Orientation.

Family Orientation

The family members of incoming students are invited to a one-day orientation program to introduce important programs, services and policies. The orientation program highlights the CSE, Enrollment Services, Career Development and Financial Aid as well as resources that the Student Store provides. The CSE coordinates the program and encourages family members to stay connected with the CSE by joining the ArtCenter Family Facebook page (facebook.com/artcenterfamily/). For information about a student’s federally protected rights to privacy of student records, please see the section on the Family Education Rights and Privacy Act (FERPA) in Chapter 1 of this handbook.

International Orientation

International Orientation, which is mandatory for all international students, is an opportunity for students to learn about American culture, as well as ArtCenter culture. At this orientation, students receive important information regarding their immigration documents and visa status. (International Orientation is typically scheduled on the day prior to the first day of New Student Orientation.)

The full Orientation program integrates all offices and academic departments, as well as student leaders, incoming students and their families. Orientation addresses the following topics linked to student success: knowledge of services and academic rigor, policy and procedure, financial literacy, social networking and integration, diversity, technology, experiential learning, time management, intrapersonal and interpersonal skills, and communication skills. For more information specific to Orientation please see: inside.artcenter.edu/go/nso

STUDENT ORGANIZATIONS

Student organizations provide opportunities for social and professional networking, as well as leadership development opportunities. Each term registered student organizations explore a plethora of interests including social networking, community service, ethic/cultural diversity, academics, sustainability, and entrepreneurship. The CSE encourages and fosters the growth of student organizations on campus by offering meet and greets, workshops, and structured policies. To find out about current student organizations, how to get involved or how to start a new student organization, visit the CSE. Further information on student organizations can be found in Chapter 12 of this handbook.

ARTCENTER STUDENT GOVERNMENT

ArtCenter Student Government (ACSG) is dedicated to improving all aspects of the student experience at ArtCenter. As elected representatives of the student body, ACSG members serve on College-wide committees as liaisons to the administration, communicate policy changes to the student body, act as the student voice, plan programs, and facilitate communication between academic departments. ACSG includes an executive board, representatives from all departments, and the Student Activities Board, which sponsors some traditional campus programs. For more information on ACSG goals, membership, elections and responsibilities, please see the ACSG Constitution in Chapter 12 of this handbook. Also, feel free to contact ACSG at acsg@artcenter.edu, attend one of their weekly meetings throughout the term, or check their Facebook page (facebook.com/acstudentvoice/).

LEADERSHIP PROGRAMS

ArtCenter students will work in settings requiring not only strong art and design skills, but also leadership skills and the ability to collaborate with others who do not always share similar life experiences, values or histories. The CSE supports student learning of these complementary skills by offering educational opportunities that better prepare students for successful careers and meaningful lives. These opportunities are most prevalent each term through participation in campus life, committees, student organizations, ArtCenter Student Government and the Orientation Leader experience.

Orientation Leaders

Students interested in becoming Orientation Leaders can apply for a paid position Weeks 3–6 of each term through Survey Monkey. The Orientation Leader experience includes training on College services, policies and programs, as well as opportunities for social networking, mentorship and connections to College departments. Student leaders are hired each term based on the size of the incoming class and need per major department.

Throughout the year the CSE coordinates multiple selection committees comprising students, staff and faculty to award current students with funding for learning and leadership opportunities outside of ArtCenter through the SLED Grant, and to present one graduating student with the Student Leadership Award for his or her involvement in campus life, community outreach and educational department initiatives. In addition to these programs to support ArtCenter students, the CSE also coordinates the Great Teacher Award, which is presented to faculty members who have made a strong impact in the classroom.
SLED Grant
Student Leadership Education and Development (SLED) Grants are designed to catalyze opportunities for ArtCenter students that directly shape their development in and out of the classroom. The fund is intended to support co-curricular activities that complement a student’s learning, but are not linked to any educational endeavors that are for credit or certification at ArtCenter. The hope is that students will develop leadership competencies, as well as amplify their exposure and engagement to a variety of topics and issues important to College-wide educational outcomes. The fund is focused specifically on enabling students to participate in off-campus activities such as educational conferences, workshops, service learning projects for the community, and other initiatives that demonstrate the potential for learning leadership skills, educational growth in a field of their interest, and networking. Applications are available online, via Survey Monkey, Weeks 3–6 of the Fall and Spring terms. Allocated funds are awarded to recipients who have successfully met the criteria and completed the application. Monetary amounts are at the discretion of the selection committee.

Student Leadership Award
The ArtCenter Student Leadership Award is a distinguished honor granted to an ArtCenter student graduating from a degree program who exemplifies leadership qualities and accomplishments that stand out above his or her peers. Students who receive the award represent the character, integrity and skills that ArtCenter desires for all students to develop during their time at the institution. One recipient is honored each term at the College’s graduation ceremony. Nomination forms are available online, via Survey Monkey, Weeks 3–6 of each term.

Great Teacher Award
The Great Teacher Award embodies ArtCenter’s remarkable spirit of excellence, the extraordinary contributions and skill of our revered instructors and, perhaps most importantly, its commitment to preparing students for a life marked by professional and personal impact. ArtCenter first began formally honoring Great Teachers in 1986. During the award’s history instructors from across art and design disciplines have been recognized for their significant and life-changing contributions to student learning. Students may nominate any full-time, part-time or new teacher that is associated with the day program at ArtCenter College of Design. Nomination forms are available online, via Survey Monkey, Weeks 5–9 of the Fall and Spring terms. The faculty members awarded are celebrated at the Summer graduation.

Community Engagement
Students also have the opportunity to strengthen their leadership and entrepreneurial skills at Open Market. Open Market is an annual program, cosponsored with 1 Colorado of Pasadena and Pasadena City College each May, that is devoted to selling work by emerging and established artists and is open to all media of original fine art. There is no fee for participation and the event is free and open to the public. Registration is open to current faculty, staff and students, as well as alumni.

Volunteer opportunities are a great way to get involved on and off campus! ArtCenter hosts an annual Day of Service each Summer term for faculty, staff and students to engage with organizations in Pasadena such as the Boys and Girls Club, Union Station Homeless Services, and the Andrew Escalada Clinic and Food Bank. In addition to the annual event, the ArtCenter community regularly participates in food and clothing drives, bagged lunch donations, and awareness projects for veterans and other under-represented groups. Check the events calendar in the CSE for updates and opportunities.

Each program fosters the following skills in a collaborative and shared atmosphere: communication, critical thinking, cultural awareness, diversity and inclusion, money management and integration. The Survey Monkey links and program details are advertised via the ArtCenter student email, posters around campus, and on the digital monitors.

COUNSELING SERVICES ON CAMPUS
Brief, psychological counseling services are available to currently enrolled day (degree) program students at no cost, for up to five sessions per term. The sessions are voluntary and held in a private space on campus with licensed mental health counselors. Students can request individual or couples’ counseling, urgent “crisis” appointments, or consultations. With urgent or “crisis” situations, a counselor is usually able to meet the student the same day or the next business day. For couples’ counseling, we require only one student in the relationship to be an enrolled ArtCenter student. Our counselors are all Ally-trained and come from diverse backgrounds themselves. Some topics of focus include, but are not limited to:

1. Mentally overcoming creative blocks
2. Adjustment related to critique culture
3. College adjustment
4. Academic struggles
5. International student cultural issues
6. Stress or anxiety management
7. Self-esteem issues
8. Depression or grief/loss
9. Mood swings
10. Interpersonal or family relationships
11. Roommate issues
12. Couples or intimate relationships
13. Substance abuse or dependency
14. Eating disorders, etc.

Appointments are available Monday–Friday 8:30 a.m.–4:30 p.m. (Wednesdays until 6:30 p.m.), and are 45 minutes in length. We do not offer after-hours or weekend counseling sessions and our counselors are not trained to provide academic counseling. Note: If a student is not currently enrolled, he/she may also request an exception to be seen, with the Director of Counseling. Students can make an appointment with an on-campus counselor by:

1. Logging on to the inside.artcenter.edu account, clicking on Request a Mental Health Counseling Appointment (located on the left of the class schedule) and following the prompts
2. Calling the CSE office at 626 396-2232 and specifically requesting a counseling appointment
3. Walking into the CSE office (located across from the Library) and requesting a counseling appointment

During the initial intake appointment, the counselor will determine whether the student’s needs are best served on campus or off. If an off-campus determination is made, a referral list of both in- and out-of-network providers, with their qualifications and specialties, will be provided to the student. We do not serve Public Program students such as Saturday High or ArtCenter at Night students, but these students can procure the off-campus referral list from the CSE. For after-hours or weekend emergencies on campus, please contact Campus Security at 626 396-2211, or 911 for off-campus emergencies. Students may also call the national Suicide Prevention Hotline at 877 7-CRISIS or 877 727-4747, 24 hours a day, seven days a week. Note: Although our counseling services are confidential in nature there are some exceptions. These exceptions include, but are not limited to: situations that involve imminent threat to self or others, mandated reports of child or elder abuse, litigations, self-disclosure of counseling records for purposes other than treatment, possible identification of student in counseling by CSE staff due to shared waiting room, adjoining offices, etc. Students are welcome to further discuss their concerns and questions with the Director of Counseling Services, Dr. Darshana Lele, at 626 396-23576 or dr.darshana.lele@artcenter.edu.
COUNSELING SERVICES OFF CAMPUS
For students who need ongoing or intensive psychological services, medication management, specialized treatments (ex: drug/alcohol rehab), etc., off-campus referrals are made by the counselors. Students may also self-identify this need and procure this list from the CSE office, independent of a consultation or discussion with anyone. Note: ArtCenter is not liable nor responsible for any payments or treatment of care with any off-campus providers, regardless of whether they are on the referral list.

FINANCIAL LITERACY EDUCATION
In partnership with the Financial Aid office, the CSE provides resources to enhance students’ understanding and management of personal finances to help build the foundations for successful personal financial management following graduation.

HEALTH AND WELLNESS PROGRAMS
The CSE sponsors health, wellness and safety workshops throughout the year and carries educational literature on various health-related topics. Past and current programs include yoga, meditation, chair massages, time management and stress management (including study breaks and healthy activities during midterms and finals). Discounted memberships to various fitness facilities are available to currently enrolled students through their health insurance affiliate, Global Fit. Visit globalfit.com for specifics and call 800 294-1500 to register. Additionally, through a special arrangement with Occidental College, students are eligible to use its fitness facilities by calling 323 341-4882. All aforementioned details are listed on Inside ArtCenter (inside.artcenter.edu).

The mission of ArtCenter’s Health and Wellness programming is to support the health and well-being of our students, both academically and personally. Program goals seek to address the critical needs of our students as indicated in student surveys and local or national data.

OFF-CAMPUS HOUSING SERVICES
ArtCenter does not offer on-campus student housing, but can help students locate affordable, acceptable living accommodations. The CSE coordinates information regarding local housing options. This resource is available to admitted and current students and includes listings of a variety of living arrangements, such as rooms within homes, guest houses and apartments, and houses for rent, as well as information about utilities, amenities, available dates, rental costs and landlord contact information for each listing.

ArtCenter does not endorse or independently investigate the quality or safety of off-campus housing. It is the responsibility of the student to make contact with landlords, investigate properties and secure housing. ArtCenter also offers information to students about home placement through Universal Student Housing, a program offering affordable food and lodging to students with an interest in living with a local host family. This option is only available to international and out-of-state students. For questions regarding housing or to gain access to the housing information available, visit the CSE or email housing@artcenter.edu.

INTERNATIONAL STUDENT PROGRAMS
About 30 percent of students at ArtCenter are international students. The CSE has international student advisors who assist international students from orientation until graduation. All new international students are required to attend International Student Orientation so that they can be educated about their responsibilities and benefits as international students. Orientation also provides information on

life in the U.S., educational experience and/or classroom protocols that may be different from the home country, and opportunities to meet and socialize with other entering international students. Throughout the year there are workshops, cultural programs and social events that may be of interest to international students. Assistance with applications for off-campus practical trainings (CPT or OPT), Social Security numbers, concurrent enrollment, change of status, visa renewal, etc. is also available. To download forms pertaining to international students, go to inside.artcenter.edu and click on “Center for the Student Experience.” Below is a reminder of international students’ responsibilities for maintaining F-1 status. (Much more information specific to international students is provided in Chapter 2.)

Maintaining International Student (F-1) Status
F-1 students are non-immigrants, who are in the U.S. to pursue a full course of study toward specific educational or professional objectives at a SEVIS-authorized college. In order to maintain such status and continue studying in the U.S., international students must follow the following rules and regulations.

- Enroll in a minimum of 12 credit hours (full-time) during each term.
- After two terms of being enrolled full-time, international students may take a Leave of Absence (LOA) or ArtCenter Lite (ACL) as annual vacation. While on LOA, students may remain in the U.S. if they wish. However, they must be enrolled full-time for two consecutive terms AFTER returning from LOA or ACL term.
- Stay in good academic standing, which means maintaining at least a cumulative 2.50 GPA at all times.
- F-1 status is dependent on the “Program Completion” date, which is found on the Certificate of Eligibility for Nonimmigrant (F-1) Student Status (I-20), page 1, item #5. It is very important to know what this date is at all times. If a student needs additional time to complete degree requirements, the request for “Program Extension” must be made at least 30 days prior to the program completion date.
- On-campus employment is permissible but limited to 20 hours per week while taking classes. During breaks or terms off, full-time employment is allowed.
- Off-campus employment or internships are not allowed without prior permission from the International Student Advisor, and the employment must be related to the student’s major. To request authorization, visit the International Student Advisor at CSE.
- Students may travel to their home countries or other countries. When returning to the U.S., make sure that the passport is valid for at least six months, that the F-1 U.S. visa stamp on the passport is valid, and that the I-20 document has a signature from the International Student Advisor that is dated within 12 months from re-entry into the U.S.
- Report to the International Student Advisor ANY change of U.S. address, major, educational level and program completion date within 10 days of the occurrence.

These are the key regulations to be aware of, but each student’s situation can differ from the norm. Immigration regulations are complicated, and it is best to seek information from the International Student Advisor in the CSE or an immigration attorney rather than friends or fellow students.

DIVERSITY PROGRAMS
Students who graduate from ArtCenter will work in settings requiring not only strong art and design skills, but also the ability to collaborate with others who do not always share similar life experiences, values or backgrounds. The CSE supports student learning by offering cultural and educational programs during Black History Month, Martin Luther King Jr. Day, Asian Heritage Month, Latino Heritage Month, LGBTQ Pride Month, Celebration of Cultures, International Education Week, and other cultural celebrations. The CSE also welcomes and offers assistance to students of color, veterans, nontraditional students and the LGBTQ community.
LGBTQ ALLIES AND RESOURCES
Safe Zone is a network of allies who are supportive of lesbian, gay, bisexual and transgender students, as well as anyone dealing with sexual orientation or gender identity. Every ally attends a training seminar to learn about the benefits and responsibilities of being an ally. Allies have a "Safe Zone" logo displayed somewhere in or near their workspaces. Allies can provide a safe haven, a listening ear and support to any student, and a list of them can be found on inside.artcenter.edu or contact safezone@artcenter.edu.

On- and Off-Campus Resources
ArtCenter’s Counseling Services (@CSE 626 396-2323)
Safezone@artcenter.edu
OutNetworkACCD@gmail.com
RelateTherapyCenter@gmail.com
The California Men’s Gathering: thecmg.org/V5/
San Gabriel Valley Pride: sgvpride.org
Southern California Transgender Counseling: transgendercounseling.com
Los Angeles Gay & Lesbian Center: lalgbtcenter.org

STUDENT DISABILITY SUPPORT SERVICES
The CSE coordinates assistance regarding reasonable accommodations for students with disabilities and ensures disability law compliance. Students who require disability-related accommodations are encouraged to contact the Student Disability Services Coordinator immediately upon acceptance to ArtCenter or after being diagnosed with a disability. For questions regarding student disability support, required documents and the Disability Policy, please see the Disability Policy section of this handbook or make an appointment with the Student Disability Services Coordinator, by contacting the CSE.

STUDENT CONDUCT AND GRIEVANCES
As members of the ArtCenter educational community, students have both rights and responsibilities. The Student Code of Conduct outlines these expectations. The CSE is responsible for handling all reports of student behavioral misconduct and student grievances, as well as working with Academic Affairs on violations of the Academic and Creative Integrity Policy. For more information on the Student Code of Conduct, the Academic and Creative Integrity Policy and Grievance Procedures, please refer to Chapter 3 of this handbook.

Resources for Healthy Living
These off-campus resources are available to you for additional support. You may also consult with the CSE for more information.

CRISIS AND SUICIDE PREVENTION
Didi Hirsch Suicide Prevention Center
877 7-CRISIS or 877 727-4747
didihirsch.org/spc
NAMI (National Alliance on Mental Illness) Crisis Hotline
800 654-7771
Suicide Prevention Hotline
310 391-1253

DRUG AND ALCOHOL TREATMENT
A.A./Alcoholics Anonymous
lacoaa.org
Narcotics Anonymous
na.org

Huntington Memorial Hospital
100 W. California Blvd., Pasadena, CA 91105
626 397-5000 (Main)
626 397-5112 (Emergency)

Pacific Clinics
800 S. Santa Anita Ave., Arcadia, CA 91006
877 PC-CARES
or 877 722-2737 Toll Free

LGBT RESOURCES
Southern California Transgender Counseling
310 281-8658
transgendercounseling.com

LA Gender Center
310 475-8880
lagendercenter.com

Los Angeles LGBT Center
1625 N. Schrader Blvd., Los Angeles, CA 90028
323 993-7400
lalgbtcenter.org

MENTAL HEALTH CENTERS
Aurora–Las Encinas
2900 East Del Mar Blvd., Pasadena, CA 91107
626 795-9901

Foothill Family Service
2500 E. Foothill Blvd., Suite 300, Pasadena, CA 91107
626 564-1613

Pasadena Mental Health Center
1495 N. Lake Ave., Pasadena, CA 91104
626 780-0907

Fuller Psychological/Family Services
180 N. Oakland Ave., Pasadena, CA 91101
626 584-5555

Asian/Pacific Family Center
9353 E. Valley Blvd., Rosemead, CA 91770
626 287-2988

SEXUAL ASSAULT/DOMESTIC VIOLENCE
National Sexual Assault Hotline
800 656-HOPE or 800 656-4673

Domestic Violence Hotline
800 978-3600

AARDVARC: An Abuse, Rape & Domestic Violence Aid & Resource Collection
aardvarc.org/dv/states/ca.shtml
### Health Risks Associated With the Use of Illicit Drugs and Alcohol

<table>
<thead>
<tr>
<th>Drugs</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narcotics</td>
<td></td>
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</tr>
<tr>
<td>Heroin</td>
<td>High</td>
<td>High</td>
<td>Euphoria, drowsiness, respiratory depression, constricted pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, incontinence, tremors, panic, cramps, nausea, chills and sweating</td>
</tr>
<tr>
<td>Morphine</td>
<td>High</td>
<td>High</td>
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<tr>
<td>Hydrocodone</td>
<td>High</td>
<td>High</td>
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<tr>
<td>Hydro-morphone</td>
<td>High</td>
<td>High</td>
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<tr>
<td>Oxycodone</td>
<td>High</td>
<td>High</td>
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<tr>
<td>Codeine</td>
<td>Moderate</td>
<td>Moderate</td>
<td></td>
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<td></td>
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<tr>
<td>Other Narcotics</td>
<td>High-Low</td>
<td>High-Low</td>
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<tr>
<td>Depressants</td>
<td></td>
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</tr>
<tr>
<td>Gamma-Hydroxybutyric Acid</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol, impaired memory of events, interacts with alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Anxiety, insomnia, tremors, delirium, convulsions, possible death</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Moderate</td>
<td>Moderate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Depressants</td>
<td>Moderate</td>
<td>Moderate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stimulants</td>
<td></td>
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</tr>
<tr>
<td>Cocaine</td>
<td>Possible</td>
<td>High</td>
<td>Increased alrenee, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increased body temperature, hallucinations, convulsions, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
</tr>
<tr>
<td>Amphetamine/Methamphetamine</td>
<td>Possible</td>
<td>High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methylphenidate</td>
<td>Possible</td>
<td>High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>Possible</td>
<td>Moderate</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Hallucinogens</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDMA and Analogs</td>
<td>None</td>
<td>Moderate</td>
<td>Heightened senses, teeth grinding and dehydration</td>
<td>Increased body temperature, cardiac arrest, electrolyte imbalance</td>
<td>Muscle aches, drowsiness, depression, acne</td>
</tr>
<tr>
<td>LSD</td>
<td>None</td>
<td>Unknown</td>
<td>Illusions, hallucinations, altered perception of time and distance</td>
<td>Longer, more intense “trip” episodes</td>
<td>None</td>
</tr>
<tr>
<td>Phencyclidine and Analogs</td>
<td>Possible</td>
<td>High</td>
<td></td>
<td>Unable to direct movement or feel pain</td>
<td>Drug seeking behavior</td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>None</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cannabis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disorientation</td>
<td>Fatigue, paranoia, possible psychosis</td>
<td>Possible insomnia, hyperactivity, decreased appetite</td>
</tr>
<tr>
<td>Tetrahydro-cannabinol</td>
<td>Yes</td>
<td>Moderate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish and Hashish Oil</td>
<td>Unknown</td>
<td>Moderate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anabolic Steroids</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Testosterone</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Virilization, acne, edema, testicular atrophy, gynecomastia, aggression</td>
<td>Unknown</td>
<td>Possible depression</td>
</tr>
<tr>
<td>Other Anabolic Steroids</td>
<td>Unknown</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inhalants/Beverages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amyl and Butyl Nitrite</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Flushing, hypotension, headache</td>
<td>Methemoglobinemia</td>
<td>Agitation</td>
</tr>
<tr>
<td>Nitrous Oxide</td>
<td>Unknown</td>
<td>Low</td>
<td>Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage</td>
<td>Vomiting, respiratory depression, loss of consciousness, possible death</td>
<td>Trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions</td>
</tr>
<tr>
<td>Other Inhalants</td>
<td>Unknown</td>
<td>High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol</td>
<td>High</td>
<td>High</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Counseling and Treatment for Alcohol/Drug Abuse

Students who want to seek support and/or academic assistance related to an alcohol- or drug-related issue are strongly encouraged to seek out resources available at ArtCenter. Mental health counselors are available to consult in order to determine whether the student can be supported with on-campus counseling or if more intensive or specialized off-campus treatment is needed for recovery such as short- or long-term rehab, detox, medication management, etc. These consultations would remain private and confidential unless an imminent danger to self or others is involved. Students can also consult with the Director of CSE/Assistant Dean of Students to discuss their options if their use/addiction has negatively impacted their academic work or standing, including but not limited to taking medical leave of absence, withdrawing from classes, etc. If a student on campus is intoxicated or there is suspicion of alcohol or drug abuse, Campus Security should be notified immediately by calling 626 396-2211.

RESOURCES

On Campus
Center for the Student Experience 626 396-2323
Director of CSE/Assistant Dean of Students 626 396-2396
Counseling Services (confidential) 626 396-2323/2357/2449/4242
Campus Security or Emergency 626 396-2211

Off Campus
A.A./Alcoholics Anonymous
Central Office of San Fernando Valley, 7417 E. Van Nuys Blvd., Suite E, Van Nuys, CA 91405
818 988-3001; aa.org; sfvaa.org
San Gabriel/Pomona Valley Central Office, 849 E. Route 66, Suite #D, Glendora, CA 91741
626 914-1861; aagvco.org
Living Cyber is available for A.A. online interaction; aa-intergroup.org
Al-Anon/Alateen, 4936 Lankershim Blvd., North Hollywood, CA 91601
818 780-7122; 888 684-6444; al-anon.org; alanonla.org
Cocaine Abuse
800 888-9383
Cocaine Anonymous
626 447-2867
Drug Abuse Hotline
800 682-4357
Huntington Memorial Hospital
100 W. California Blvd., Pasadena, CA 91105
626 397-5000 (main)
626 397-5112 (Emergency Department)
Narcotics Anonymous
na.org
Pacific Clinics
800 S. Santa Anita Ave., Arcadia, CA 91006
877 PC-CARES
or 877 722-2737 Toll Free

Career + Professional Development

Career + Professional Development (CPD) is dedicated to providing resources and programming that empower ArtCenter students and alumni to navigate their creative careers and establish meaningful connections with industry professionals globally.

Through the delivery of professional development workshops, career counseling, alumni mentorship and experiential education, we strive to provide an environment that nurtures the individual curiosity and creativity of our students.

CAREER COUNSELING

Individual career counseling is available through the CPD office to help students and alumni achieve their professional goals. Thirty-minute and one-hour appointments are available with a career counselor to assist students and alumni in the career exploration and development process by providing a wide variety of services and resources. Career counseling assists students and alumni with career exploration, career interest assessments, major/career decision-making, resumes, interviewing, job searching and networking. For a complete list of our resources, including 15-minute drop-in counseling sessions, please visit the CPD page on Inside ArtCenter. ArtCenter alumni are provided the same resources as students up to one year after graduation, excluding internship opportunities. Beyond one year, services include two (2) 45 minute in-person appointments for alumni at no cost.

INTERNSHIP PROGRAM

Internships are valuable, educational experiences that provide students with opportunities to gain practical hands-on work experience under the supervision of professional artists or designers in their field. These opportunities occur in an off-campus professional workplace environment and supplement what a student is learning in the formal curriculum of his or her major/department. Internships are planned in advance and include work expectations and learning outcomes that can be measured and evaluated at the conclusion of the internship. Internships should provide students with the opportunity to grow creatively, gain confidence in their abilities, build their professional network and diversify their skill set. The Internship Program is managed by Career + Professional Development (CPD).

Student Eligibility

Undergraduate students having completed a minimum of 70 units and graduate students having completed a minimum of 30 units, who are in good academic standing (2.5 GPA for undergraduate students and 3.0 GPA for graduate students) are eligible to register an internship for academic credit through CPD. (Eligibility may vary depending on a student’s academic program.)

Internship Eligibility

An internship must be registered through CPD and meet the following criteria in order to receive academic credit:

- The number of units that can be requested for the internship is determined by the terms of employment stated in the employer’s offer letter:
  - 3 units = Minimum of 12 internship hours per week or 126 hours per term
  - 6 units = Minimum of 24 internship hours per week or 252 hours per term
- Six (6) units is the maximum that may be earned per internship, per term and a maximum of twelve (12) internship units may be applied toward a student’s graduation requirements. Exceptions to these limits may be approved by the student’s Department Chair and Enrollment Services for special circumstances.
- The compensation for all internships should be at least minimum wage.
- The duration of the internship must be at least 10 weeks and fall within the dates of the term in order to mirror a student’s academic experience.
- Students may not register an internship for the same position at the same company with the same learning outcomes for more than two (2) consecutive terms. Any exception to this limit must be approved by the student’s Department Chair.
Grading Requirements
Internship credit will be awarded only on a Satisfactory/Unsatisfactory basis. To receive a Satisfactory grade for an internship course, the student must submit the following completed documents to the Internship Specialist upon the completion of the internship:

1. A monthly log of hours signed by the internship site supervisor;
2. Final Intern Evaluation of the Student (to be completed and submitted by the employer; student is not permitted to submit this evaluation on behalf of the employer);
3. Internship Reflection (to be completed and submitted by the student); and
4. Any other requirements authorized by the Department Chair (e.g., final presentation, review of internship work products).

The Internship Specialist will then submit these documents to the appropriate Department Chairs or the designated faculty member, who will award a grade to the student.

Application Process
• Students must register their internships by Friday of Week 1 of the term in which they are completing their internship. Internship registrations attempted after this deadline will not be accepted.
• Registration forms are available in CPD and can be accessed through Inside ArtCenter.
• Students must meet with their Department Chair OR the designated department representative, who will assist the student with the development of learning objectives and will sign their form.
• 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 approved Internship Term to engage in the 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.
• Students must submit the completed Internship Registration form to the Internship Specialist for final approval.
• Both interns and internship site supervisors will be required to sign a document, agreeing to the guidelines of CPD’s Internship Program.
• The College will not approve retroactive credit for internships, nor will it accept petitions requesting retroactive credit for internship.

POWER HOURS: PROFESSIONAL DEVELOPMENT WORKSHOP SERIES
These one-hour sessions, presented by a member of the CPD staff, cover topics such as resume writing, networking, informational interviews and more. Power Hours are offered for all students at various times throughout the term.

DOT EXCHANGE
Dot Exchange is a mentoring program hosted annually by CPD. This program connects ArtCenter students to ArtCenter alumni and industry partners (employers) for a 10-week exchange. The Dot Exchange mentoring program assists student mentees in building relationships that broaden professional networks and provide insightful feedback for real-world application. CPD encourages students to utilize this 10-week interaction to gain insight, ask relevant questions, and further develop skills and networking capabilities within industry.

For application and eligibility details, please contact CPD directly or visit the CPD page on Inside ArtCenter.

CAREER CHATS: INSIGHTS INTO CREATIVE PROFESSIONS
The Career Chats professional speaker series enables students to learn from top industry professionals who present on a variety of topics: the state of various design industries, design research, creating compelling narratives, entrepreneurship, and more. CPD invites speakers based on topics of current interest to students.

For a full schedule, visit the CPD page on Inside ArtCenter.

ON-CAMPUS RECRUITMENT PROGRAMS
CPD hosts industry professionals on campus throughout the year to recruit students for internships and employment opportunities and assist students in building their professional creative networks. Each term, students are given the opportunity to network with design professionals from top companies and studios, to interview with those professionals, and to receive feedback and critique on their work.

Recruitment Open House (R.O.H.)
Graduating students are given the opportunity to network with design professionals while showcasing their work during this exciting event. Employers are invited to campus to visit open studios, view student work, and discuss their organizations and available positions. Participating students have the chance to network with valuable contacts from across industry.

On-Campus Internship Interviews (O.C.I.)
This unique program happens each term and gives students who are eligible for internships the opportunity to interview on campus with employers. Students must apply for these positions through DOT CONNECT. Those who are selected by employers as candidates are invited to participate in these interviews, which usually take place during Weeks 9 and 10.

DOT CONNECT
DOT CONNECT is ArtCenter’s online career portal, housing the job posting system and career resources. CPD promotes DOT CONNECT globally to employers and the creative community, welcoming them to post internships; full-time, part-time and freelance positions; residencies, fellowships and more. The career resource library houses documents related to professional development as well as job search sites and websites for residencies, professional organizations and overall creative career support.

BEHANCE
CPD encourages students to utilize this resource as a way to gain exposure and as a tool to create a digital portfolio. Students can post this digital portfolio to their DOT CONNECT profiles and populate their LinkedIn profiles through the Behance/LinkedIn partnership. Behance powers portfolio displays for thousands of other professional creative entities, including AIGA, Adweek, and the National Design Awards. Companies and creative enthusiasts around the globe use Behance to track and engage top talent.

Visit Inside ArtCenter (inside.artcenter.edu) for the latest news and programs from CPD.

Alumni Relations
The Office of Alumni Relations supports the ArtCenter community by nurturing lifelong relationships between alumni and the College. Over a broad spectrum of programs Alumni Relations fosters engaged and committed alumni, who in turn contribute to ArtCenter through service, philanthropy, presence and participation. Every year Alumni Relations awards outstanding alumni achievement by recognizing contributions to ArtCenter, the related fields of art and design, and to the world at large.

BEHANCE
The ArtCenter Gallery on Behance is an exclusive online network that showcases the work of ArtCenter students, alumni, faculty and staff. The Gallery provides an online platform to promote work, network with potential employers, seek new opportunities to collaborate, and connect with both the larger ArtCenter community and the greater Behance creative community.
Visit network.artcenter.edu to create a FREE online profile and portfolio on the Behance Network, with millions of unique visitors per month sourcing new talent and seeking collaborations. Through Behance’s relationship with LinkedIn, users can connect their LinkedIn profile with their Behance profile. In addition, the site hosts branded networks with professional design organizations like AIGA, AdWeek and ID magazine.

To sign up and create your profile, please use your ArtCenter student email address or alumni email forwarding address for account authentication. If you have any questions, please email alumni@artcenter.edu.

KICKSTARTER
kickstarter.com/pages/artcenter

ArtCenter’s curated Kickstarter page says it all: The cars you’re loyal to. The movies you love. The chairs you lounge in. The images that inspire you. The products you adore. Chances are, they were created by an ArtCenter student or alum and it all started with an idea.

To add your project to ArtCenter’s Kickstarter page, email kickstarter@artcenter.edu.

GLOBAL ALUMNI CHAPTERS
Alumni Relations supports ArtCenter’s global alumni community through alumni chapters in an ever-growing number of countries and cities around the world. These chapters host events, help alumni connect with peers and serve as hubs for ArtCenter national and international activities. For a current chapter map visit artcenter.edu/alumni

GLOBAL ALUMNI AMBASSADOR PROGRAM
The Alumni Ambassador program serves ArtCenter students and alumni by providing support to those traveling around the world. Alumni Ambassadors give advice about relocating, travel and jobs, and also assist in connecting ArtCenter students and alumni with each other via email.

ALUMNI COMMUNICATIONS
Alumni Relations updates alumni about local events, alumni news and educational opportunities through regular email communications as well as ArtCenter’s official publications, digital bulletin, blog and social media sites. Dot magazine is a semi-annual publication focusing on alumni, faculty and student work, as well as trends in the larger art and design communities. To receive Dot magazine, please email alumni@artcenter.edu with your current address or visit artcenter.edu/dot/

For ArtCenter’s blog visit blogs.artcenter.edu/dottedline/

Links to ArtCenter’s social media sites can be found at artcenter.edu

ALUMNI AWARDS
ArtCenter bestows three distinguished alumni awards annually at the December graduation ceremony. Alumni award categories include the Lifetime Achievement Award, Outstanding Service Award and the Young Alumni Innovator Award. Nominations for these awards are accepted from the alumni community, faculty and staff of the College.

For more information on Alumni Relations’ programs, visit the alumni website at artcenter.edu/alumni or email alumni@artcenter.edu.

Other College Services and Resources

ATM (AUTOMATIC TELLER MACHINE)

Hillside Campus
An ATM is located outside the Student Store.

South Campus
An ATM is located on the mezzanine near the coffee and food cart in the 950 building.

CASHIER’S WINDOW
Students should discuss any payment issues with the cashier in the Accounting office. Accounting hours are Monday–Friday, 10 a.m.–3 p.m.

REPROGRAPHIC SERVICES–COPY CENTER
The Copy Center provides cutting-edge copying and printing services to ArtCenter students, faculty and staff, providing the highest level of service at the most competitive costs. There are two Copy Centers conveniently located at both Hillside and South campuses. Services provided for a fee include color printing, digital output, laminating and spiral binding. Digital output includes Fiery (laser prints) and Epson ink-jet large-format prints. Our broad range of services and friendly staff will help you complete your projects quickly and economically all in one place. The Copy Center has paper cutters, a mat cutter, foam core and illustration board cutters for student use. The Copy Center has seven on-campus copy machines at Hillside Campus; at South Campus there are two machines at 950 and one machine at 870 for use by students with copy cards. Non-refundable copy cards can be purchased from the Copy Center and from the vending machine at South Campus.

PAINTING DRYING RACK ROOM
Students may store wet paintings in a designated, unsecured storage area for short periods of time. All paintings are stored at the student’s own risk. Wet paintings must be stored in the racks neatly. The drying racks are cleared of dry paintings periodically throughout the term.

There is a liquid solvent waste disposal can located inside of the room.

No materials may be stored in designated storage areas, and no art making is to be performed in designated storage areas.

FOOD SERVICES

Hillside Campus
The Café at Hillside Campus is operated by Sodexo, an independent contractor providing food and management services. The Café is open for breakfast, lunch, dinner and snacks. The Student Dining Room and outside patios are available for use by students daily, when the campus is open. The Faculty Dining Room is reserved for faculty and staff. A coffee cart and vending machines are located near the Department Chairs office. Additional vending machines are located near the photo labs downstairs and on the first floor below the Student Dining Room at the north end of the building.

Hillside regular hours (during the Fall and Spring terms)
Monday–Thursday 7:30 a.m.–9 p.m.
Friday 7:30 a.m.–6 p.m.
Saturday 8:30 a.m.–2 p.m.
Sunday Closed

Hillside regular hours (during the Summer term)
Monday–Thursday 7:30 a.m.–8 p.m.
Friday 7:30 a.m.–6 p.m.
Saturday 8:30 a.m.–2 p.m.
Sunday Closed
Hillside break hours
Monday–Friday 8:30 a.m.–2 p.m.
Saturday and Sunday Closed

South Campus
Sodexo also operates a coffee and food cart located on the mezzanine in the 950 building, as well as a pop-up table in the 870 building. (Additional food services will be announced to the campus whenever confirmed.)

950 building regular hours (during the academic term)
Monday–Thursday 9 a.m.–1 p.m. and 6 p.m.–9 p.m.
Friday Closed
Saturday 10:30 a.m.–1:30 p.m.
Sunday Closed

870 building regular hours (during the academic term)
Monday–Thursday 1:45 p.m.–2:45 p.m.

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.

LOST AND FOUND

Hillside Campus
Lost items turned in to Campus Security will be tagged and logged prior to placing them into the Lost and Found room. If you have lost an item, please contact Campus Security at 626 396-2299.
Lost items can also be claimed by contacting the Security Command Center, which is located at Hillside Campus on the lower level, next to the stages.
If you have lost any item, please do not hesitate to contact Campus Security. Security will make an attempt to locate the owner of the property prior to placing it into storage.
Items booked into the Lost and Found room may remain in storage for up to one year. Lost and Found is located near Room 119. Contact Campus Security located in the Command Center for assistance.

South Campus (870–950 buildings)
Lost items turned in to Campus Security will be tagged and logged prior to placing them into the Lost and Found room. If you have lost an item, please contact Campus Security at 626 396-4220.
Lost items can be claimed at the reception desk, located at the main entrance to the 950 building.
Items booked into Lost and Found may remain in storage for up to one year. Lost and Found is located in the Security Command Center. Contact Campus Security located at the front reception desk.

MODEL OFFICE
The Model Office books all artist models that work on campus for ArtCenter classes. Students who have projects requiring models may consult with the Model Manager for referrals and information. Students who utilize artist models outside of regular classes must comply with all applicable ArtCenter policies. Office hours are 8:30 a.m.–4:30 p.m. Monday–Friday and 8 a.m.–3 p.m. Saturday. The office can also be reached at 626 396-2250 and facebook.com/artcentermodeloffice.

OPEN WORKSHOPS AND SKETCH HELP
Drawing and painting workshops are available to enrolled students in studio terms at no charge and are overseen by faculty. Guests are allowed only with the permission of the workshop facilitator. A live model is provided with seating on a first-come, first-served basis most days of the week. No cameras are allowed in any of the drawing or painting workshops.
Room numbers and times are posted in the Model Office, outside the Prop Room and in the Department Chairs office. The scheduling of for-credit classes takes precedence over not-for-credit workshops and while we would like to offer drawing and painting workshops six days a week, we are able to do so only if the rooms are available.
A variety of digital media workshops are also available to enrolled students, ranging from one-day events to five- to seven-week, in-depth, not-for-credit classes. Please check your email or see the digital signage message boards on both campuses for the schedule.

PROP ROOM
The Prop Room provides the background setups for classes and makes available to students and faculty a trove of resources, including props for film, photography, illustration, painting or other projects. Regular term hours are Monday–Friday 8 a.m.–10 p.m. and Saturday 8 a.m.–5 p.m. The Room can also be reached at 626 396-2252.

ARTCENTER STUDENT STORE
The ArtCenter Student Store, managed by Follett Higher Education Group, provides a variety of educational services and products. The Student Store is a one-stop shop for all course materials, including art and school supplies, technology and everyday essentials. Most of the art supplies receive a 20 percent discount every day and there is a “Back-to-School Sale” every Week 1 of the term. The Student Store is an Authorized Apple Campus Store, offering computers and iPads at educational pricing. The Student Store also sells textbooks and even has certain titles available for rent or in digital format. The Student Store offers book buyback each term and has sales and promotions throughout the year. For online shopping please visit artcenterstore.com. To be among the first to hear about sales, promotions, events and new products, “like” the ArtCenter Student Store Facebook page at facebook.com/ArtCenterStudentStore.

The Student Store can be reached at 626 396-2227.

Store Hours (during the term):
Monday–Thursday: 7:30 a.m.–8 p.m.; Friday: 7:30 a.m.–5 p.m.; Saturday: 8:30 a.m.–2:30 p.m.; Sunday: closed

Store Hours (during Break Weeks):
Monday–Friday: 8:30 a.m.–4 p.m.; Saturday–Sunday: closed
STUDY SPACE
ArtCenter provides a variety of spaces on campus for single or group study. At Hillside Campus, couches are provided in the halls beside the Library, in the Library, at the Center for the Student Experience, and in other locations; additionally, the Student Dining Room is open 24 hours a day when the campus is open.

Additional Resources
These suggested webpages or mobile apps may help you achieve your artistic and design visions, manage your life and succeed at ArtCenter.

APPS AND ONLINE RESOURCES
App/website for keeping to-do lists
teuxdeux.com

25 ways to appreciate life right now
happier.com/blog/positive-thinking-25-simple-pleasures-you-can-appreciate

Tips for healthy napping
mayoclinic.org/healthy-lifestyle/adult-health/in-depth/napping/art-20046319?pq=1

15 ways to be healthier
life.gaiam.com/article/15-easy-ways-be-healthier

Health tips for college students
huffingtonpost.com/loop/10-tips-to-stay-healthy-1_b_859195.html
webmd.com/fitness-exercise/expert-strategies-staying-healthy-at-college

10 simple ways to catch your breath when you’re totally stressed out
happier.com/blog/10-simple-ways-to-catch-your-breath-when-youre-totally-stressed-out

Creativity Triggers
creativity-portal.com/articles/edward-glassman/college-student-creativity-triggers.html

Overcoming Creativity Blocks
themuse.com/advice/7-tips-for-conquering-a-creative-block
blog.chegg.com/2015/03/11/feeling-stuck-five-tips-to-boost-your-creativity/

Imagination apps
• Haikujam: a collaborative poem-writing app (free iOS/Android)
• Tayausi Sketches (free iOS)
• Sketchbook (free iOS/Android)
• Mindmeister (mind-mapping) (free iOS/Android)
• OiFlow (flashcards to trigger ideas) ($1 iOS)

Mindfulness apps
• Headspace
• Buddhify
• Stop, Breathe & Think

Sound Effects apps
• Thunderspace
• aSleep
• Relax M.
• White Noise

Instagram accounts for daily inspiration
• humansofny
• amypoehlersmartgirls
• deepakchopra
• elizabeth_gilbert_writer
• sweetgreen
• cb2
• apartmenttherapy
• artifactuprising
• kristinmcgee
• food52

Local living apps (opt into news alerts for traffic/weather/emergency updates)
• NBC4LA
• KTLA
• ABC7
• MarketFinder (locate local Farmers Markets)
• Go Metro
• KCRW Radio
• Waze
• MyCityWay

Emergency Preparedness Apps
• FEMA (free iOS/Android)
• First Aid by American Red Cross (free iOS/Android)
• Disaster Alert (free iOS/Android; additional features $10 per year)
• Reunite (free iOS/Android)

FINANCIAL PLANNING
There is still time for you to reduce future debt by planning your expenses carefully and borrowing only what you really need. Please make an appointment and consult with Financial Aid on how you can reduce your educational expenses to help minimize future loan borrowing, to review your loan debt information, talk about future borrowing and discuss repayment options with a counselor.

The standard 10-year repayment plan for Federal Stafford Loans is one of many options. To find out about alternative plans, visit: direct.ed.gov/RepayCalc/dlindex2.html
To calculate payments on loans of all types, or estimate your monthly obligation for your cumulative debt, you can use this simple tool offered by finaid.org: finaid.org/calculators/loanpayments.phtml

Loan Terms Glossary:
direct.ed.gov/glos.html

Note: These websites are not a complete and official record of your personal student loan debt. The most accurate information about your federal student loans is available in the National Student Loan Data System (NSLDS): nslds.ed.gov/nergas/index.htm
(Log in using your personal information and the 4-digit PIN you used to sign your FAFSA.)

Make a plan for managing your school debt. Keep track of all your subsidized, unsubsidized and private loans. Websites like tuition.io can help. Read the business or economy sections of newspapers and news magazines for periodic features about education; they will often address these issues. Pay close attention to the financial statements you receive from all lenders.

STUDY SPACE
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App/website for keeping to-do lists
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Tips for healthy napping
mayoclinic.org/healthy-lifestyle/adult-health/in-depth/napping/art-20046319?pq=1

15 ways to be healthier
life.gaiam.com/article/15-easy-ways-be-healthier

Health tips for college students
huffingtonpost.com/loop/10-tips-to-stay-healthy-1_b_859195.html
webmd.com/fitness-exercise/expert-strategies-staying-healthy-at-college

10 simple ways to catch your breath when you’re totally stressed out
happier.com/blog/10-simple-ways-to-catch-your-breath-when-youre-totally-stressed-out

Creativity Triggers
creativity-portal.com/articles/edward-glassman/college-student-creativity-triggers.html

Overcoming Creativity Blocks
themuse.com/advice/7-tips-for-conquering-a-creative-block
blog.chegg.com/2015/03/11/feeling-stuck-five-tips-to-boost-your-creativity/

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Sound Effects apps
• Thunderspace
• aSleep
• Relax M.
• White Noise

Instagram accounts for daily inspiration
• humansofny
• amypoehlersmartgirls
• deepakchopra
• elizabeth_gilbert_writer
• sweetgreen
• cb2
• apartmenttherapy
• artifactuprising
• kristinmcgee
• food52

Local living apps (opt into news alerts for traffic/weather/emergency updates)
• NBC4LA
• KTLA
• ABC7
• MarketFinder (locate local Farmers Markets)
• Go Metro
• KCRW Radio
• Waze
• MyCityWay

Emergency Preparedness Apps
• FEMA (free iOS/Android)
• First Aid by American Red Cross (free iOS/Android)
• Disaster Alert (free iOS/Android; additional features $10 per year)
• Reunite (free iOS/Android)

FINANCIAL PLANNING
There is still time for you to reduce future debt by planning your expenses carefully and borrowing only what you really need. Please make an appointment and consult with Financial Aid on how you can reduce your educational expenses to help minimize future loan borrowing, to review your loan debt information, talk about future borrowing and discuss repayment options with a counselor.

The standard 10-year repayment plan for Federal Stafford Loans is one of many options. To find out about alternative plans, visit: direct.ed.gov/RepayCalc/dlindex2.html
To calculate payments on loans of all types, or estimate your monthly obligation for your cumulative debt, you can use this simple tool offered by finaid.org: finaid.org/calculators/loanpayments.phtml

Loan Terms Glossary:
direct.ed.gov/glos.html

Note: These websites are not a complete and official record of your personal student loan debt. The most accurate information about your federal student loans is available in the National Student Loan Data System (NSLDS): nslds.ed.gov/nergas/index.htm
(Log in using your personal information and the 4-digit PIN you used to sign your FAFSA.)

Make a plan for managing your school debt. Keep track of all your subsidized, unsubsidized and private loans. Websites like tuition.io can help. Read the business or economy sections of newspapers and news magazines for periodic features about education; they will often address these issues. Pay close attention to the financial statements you receive from all lenders.
CHAPTER 12

Student Life

Chapter includes information pertaining to student organizations. These clubs and groups provide opportunities for continued growth, personal and professional development, and healthy living. The policies and procedures in this section support and sustain these organizations.

Student Organizations

Student organizations provide opportunities for social and professional networking, as well as leadership development opportunities. Each term registered student organizations explore a plethora of interests including social networking, community service, ethnic/cultural diversity, academics, sustainability and entrepreneurship. The CSE encourages and fosters the growth of student organizations on campus by offering meet-and-greets, workshops and structured policies.

REGISTRATION

All returning and new student organizations must register online, via Survey Monkey, by Friday of Week 2 each term to be considered active. The Survey Monkey link holds all relevant information, important dates and guidelines for student organizations. Please be mindful of all of this information when registering. The College encourages students to exercise leadership and autonomy in developing, recruiting, holding events and surveying student interests. Once registered, student organizations must submit a general poster with student organization contact information, meeting times and sponsorship; follow through in planning required activities; select a faculty/staff advisor; and adhere to all policies set forth by the College. “Active Status” allows the groups to receive a budget, print for free in CSE for organization-related activities, post on campus and reserve locations.

Student Groups (registered in the 2014–2015 academic year):

Campus-Based Religious Organizations:
- ArtCenter Christian Fellowship

Diversity-Related Organizations:
- Yo Japanese Student Organization
- Chinese Student Association
- Out Network
- CHROMA
- Filipino Club
- Indonesia Komuniti
- Korean Association
- Military Veterans Group
- Thai Club

Academic Organizations:
- DIY
- 7-10
- Concept Help
- Gallery Hoppers
- Women of Industrial Design
- UX Club
- Entertainment Arts Club
- Stop Motion Club
- Comics Club
- Branding Atelier
- Business Club
- Metalworking Club
- Film Screening Club

Community Service Organizations:
- Art Reach
- UNITY

Athletic Organizations:
- Freestyle Dance Collaboration
- Bowling League
- Brazilian Jiu Jitsu Club
- Hooligans Soccer Club
- Mountaineering Club

Special Interest Organizations:
- Eco-Council
- Fashion Club
- Indie Film Club
- Horror Movie Club
- ArtCenter Radio
- Music Club
- Beaching Society
- Picnic Club
- Community Garden Club
- Poker Club
- Cha Tea Club
- Food Club

To find out about current student organizations, how to get involved or how to start a new student organization, visit the CSE.
LEADERS
The designated student organization leader is responsible for maintaining an accurate budget, adhering to College policy and communicating with the community. Leadership can be accomplished in many different ways, and will be dependent on the makeup and mission of each specific organization. While both the organization’s advisor and the CSE provide assistance, it falls to the student leaders to directly control the success of their group. This is done by managing the day-to-day operations, being educated on policies and procedures, completing all appropriate paperwork for events (e.g., Activity Waiver, Reimbursement form, and Event Authorization), and increasing awareness within the community. The CSE suggests that you find co-leaders to help with tasks, planning, meetings and follow through.

Student organization leaders are required to attend a workshop, hosted on Tuesday of Week 4 each term, to check in; connect with peers; gather important paperwork, forms and contact information; and start the collaborative process.

MEMBERSHIP
All clubs should have a minimum of 10 active participants, including the leader/executive board, who attend meetings, share information and engage in discussions. Be willing to offer incentives and organize social events so that your members have opportunities to connect and collaborate. The CSE sponsors a Club/Organization Fair each term during Week 3, which all registered organizations must attend, to assist student organizations with retention and recruitment of members.

Every student organization, regardless of stated mission, must be open to any ArtCenter student that seeks membership. Please be mindful and inclusive when advertising, programming and recruiting members.

PROGRAMMING
Programs are a vital addition to the educational experiences supported at ArtCenter and can provide opportunities for students, faculty and staff to gather; share ideas, experiences and cultures; and meet people with similar interests and skills. Communication, timelines, checklists, advertising and a support team will help to make for a successful event. Be aware that if you are using funding provided from the CSE, your event is associated with ArtCenter, whether it is held on or off campus, and you are liable for upholding all College policies.

When planning an event it is important to give yourself plenty of time to connect, collaborate and follow through. Be sure to survey your student organization, brainstorm, rely on past experiences, consider the group’s mission and goals, and involve other groups or departments as needed. Also, remember to keep track of your spending.

In advance of the program, it is your responsibility to complete all paperwork and advertise. Be sure to contact the CSE at least three weeks prior to the event date to reserve rooms and two weeks prior to print posters. Also, remember to use the digital monitors around campus and social media to advertise.

If your event is held off campus you must submit an Activity Waiver to the CSE two weeks prior to the event date.

If individual members of your group are getting together informally, and you are not using funding, it is not necessary to go through the processes above. The program planning and execution process is not always the same for every event, and even simple plans can become complicated. If you ever have questions about any potential event, you are always welcome to contact the CSE.

The CSE recommends that student organizations host a maximum of three events per term, general member meetings each month and executive meetings as necessary.

Additional programming considerations
Please be mindful of the additional needs/policies associated with catering, security, large-scale on-campus events, off-campus programs, external speakers and exhibitions. Contact the CSE to review your timeline, receive additional guidance and get help with additional paperwork.

EVENT PROMOTION
There are multiple ways to advertise your events on campus, but first you need to be mindful of securing locations, agreeing on times and deciding what will be offered. These details (time, date, location, title, sponsorship and relevant information) will become key! Be creative in your design and approach. Mini-flyers can be used on Student Dining Room tables and in computer labs with approval, tabloid-sized posters can be hung on walls in buildings, and files can be uploaded to the digital monitors and the CSE Facebook page (facebook.com/ArtCenterCSE).

Student organization leaders can pick up posting dots to hang their printed advertisements around campus. The CSE recommends printing all student organization materials in the CSE office for no charge. The CSE will print up to 20 posters per event for each organization. Contact CSE@artcenter.com with your request.

Digital posters for the display monitors must meet the following requirements:

Written copy for a text-only slide: This can be a short announcement about a specific event. Please note, we are keeping words to a minimum so text should be limited to who, what, where, date and time, plus a brief explanation of 25–30 words maximum. Images: Must be sent as a png or jpeg file, 1920x1080p.

The image file can include text, but please note the slide will only be visible for about 15 seconds before moving on so we suggest keeping text to a minimum. See the website homepage for examples. We will drop the image into a template that includes other information, such as date and time at the top and a source for additional information at the bottom.

Video Files: Must be 1080p (1920x1080) with a run-time of no more than 60 or 90 seconds. The format should be one of the following: Windows Media video 9 Mpeg 4 H264 Avi compressed MP4 or Div-X QuickTime H264 encoded QuickTime standard encoding.

BUDGET AND FINANCES
The CSE provides $200 to be used as reimbursement for each student organization, each term, to provide refreshments, buy supplies for group activities, or cover travel reimbursement and entrance fees for student members. Student organizations must submit a completed Reimbursement form with all receipts attached to receive reimbursement funds. All forms must be submitted before Friday of Break Week 2, but we encourage all student organizations to submit for reimbursements as needed, throughout the term. All receipts must be itemized and the student organization must be in good standing to maintain access to their allocated funds. No reimbursements will be made for alcohol, personal expenses or to accommodate non-student members. All organizations must also supply a list of members in attendance/distribution when requesting reimbursement funds, as well as have an Activity Waiver on file if the scheduled program was held off campus, in order for the reimbursement to be processed. Reimbursements are submitted electronically from the CSE to the College. Reimbursements come in the form of a check and are mailed to the address on file with Enrollment Services within 4–6 weeks of submission. (The CSE is not responsible for any fees or credit charges incurred by the student during the time it takes to process a reimbursement request.)

FACULTY/STAFF ADVISOR
Each student organization must have an ArtCenter faculty or staff member as the advisor. The advisors should assist with the growth and development of students, as pertaining to the mission of the club and general skill building; contribute to the continuity of the group as members graduate; assist with group content and purpose; and emphasize, clarify and enforce the policies in the ArtCenter Student Handbook.
ARTCENTER COLLEGE OF DESIGN STUDENT GOVERNMENT CONSTITUTION

Article 1: Constitution
This ArtCenter Student Government (ACSG) Constitution supersedes any and all previously adopted versions. ACSG will ensure that a current Constitution is available at all times and that students are aware of the ACSG Constitution.

• Any ACSG officer may propose to amend the Constitution. Amendments to the Constitution must be approved by General Council vote.

• Any ACSG officer may propose non-substantive revisions to the Constitution that must be approved by General Council vote, and then implemented with assistance from the Advisor and Moderator.

Article 2: Mission
Section 1: Purposes
ACSG exists to support healthy, successful students, engage in leadership for College governance and foster a thriving community. ACSG strives to serve these purposes by:

• Enhancing the ArtCenter student experience in representation of student needs, interests and concerns, and advocating for student perspective;

• Providing opportunities for leadership at ArtCenter in transparent, accountable and change-oriented ways;

• Offering ongoing critical analysis of ArtCenter policies, practice and culture.

Section 2: Goals
• Encouraging student involvement in the greater ArtCenter community by promoting student involvement in programs, activities, organizations and clubs;

• Representing the student experience in ArtCenter shared governance and open dialogue;

• Holding weekly general meetings open to the ArtCenter community;

• Advocating for the success of all students.

Article 3: Membership, Involvement and Eligibility
Section 1: General Student Involvement
All currently enrolled full-time and part-time (i.e., ArtCenter Lite term) degree-seeking students of ArtCenter College of Design (ACCD) are eligible to:

• Vote in ACSG general elections;

• Run for ACSG office (see Article 7, Section 1);

• Attend, discuss issues and voice opinions at ACSG General Council meetings;

• Serve as appointed members of ACSG and College-sanctioned committees;

• Assume other responsibilities as needed, on behalf of ACSG.

Section 2: Requirements for Elected/Appointed Office
ACSG officers are required to be in good academic standing (2.5 or higher cumulative GPA) and good disciplinary standing (not on disciplinary probation, suspension or serving sanctions for any Student Code of Conduct violations) to be eligible for election/appointment. Candidates for President and Vice President shall be limited to those students with either prior ACSG experience or a minimum of 2 terms completed at ACCD. All other positions shall be open to any and all students who meet general requirements and are in good standing with ACSG.

• Probationary Status: If an elected officer is no longer in good standing at any time during their elected term of office, that person will be required to meet with the ACSG President and advisor(s). At the discretion of the President and advisor(s), the student will either be permitted to continue serving for a probationary period lasting one academic term, or asked to resign. If the student is permitted to continue service, that student will have the academic term following falling out of academic or disciplinary good standing to change their status; otherwise the officer will be required to resign immediately.

• Term of Office: ACSG officers are expected to fulfill a full term of office, which is defined as one calendar year (January through December). If an officer is unable to serve for a full term, that officer may vacate the position by resigning voluntarily, or opt to take a one-term leave of absence (see below).

• Leave of Absence: ACSG officers may opt to have a one-term Leave of Absence during their term of office and retain their elected positions defined by the Constitution and determined by the ACSG Executive Board, along with the ACSG Advisor. Officers must submit a notification by Week 12 of the term before the Leave of Absence. Only officers who have previously served in elected or appointed positions may apply to take a Leave of Absence.

• Elected/appointed members of ACSG may vote on ACSG business unless otherwise limited.

Section 3: Ethics
ACSG officers should be conscious of their behaviors at all times and be aware of the leadership examples that they set through all public action (e.g., individual discussions, representation on committees, word of mouth, social networks, electronic communications). Members should be cautious about openly discussing ACSG issues that are considered confidential.

• ACSG officers shall not serve in volunteer capacities or work in jobs beyond their ACSG roles if such commitments could be seen as conflicts of interest to the needs of students or impair their ability to make unbiased decisions for student government. Exceptions to this expectation include but are not limited to: teacher’s assistants, peer mentors, and other positions on campus that serve in a support function, such as those provided under Work-Study.

• ACSG officers are reminded that external perspective can determine actions and choices to be unethical and inappropriate, and ignorance or lack of foresight may not excuse such behavior (i.e., acting under the influence of some substance or leading with unchecked emotions may not seem to be unethical to a person at that time, but may still jeopardize that person’s ability to ethically serve in a leadership capacity).

Section 4: Accountability
ACSG officers are accountable for fulfilling their general, position-specific and additional accepted responsibilities as described in this Constitution. Executive Board members are accountable to the Advisor and Moderator (as well as to Consultants and Invited Guests), the General Council and the entire student body. General Council members are accountable to each other, the Executive Board, the populations they represent and the entire student body. The following procedures exist to uphold the standard of ethical leadership expected of ACSG:

• Any member of the ACCD community may submit a formal grievance about an ACSG officer by communicating specific information to an Executive Board member, the Advisor or the Moderator.
The grievance will be investigated first in a direct, one-on-one meeting with the charged individual, to seek understanding and resolution.

If an appropriate resolution is not reached in the individualized contact, the grievance will next be investigated by all or part of the Executive Board (excluding any members directly involved with the grievance), to seek understanding and resolution.

If an appropriate resolution is not reached by the Executive Board intervention, the Executive Board will refer the grievance to the General Council and may include a recommendation to vote on an appropriate action.

At any stage of this accountability process, the following sanctions may be appropriately imposed to resolve the grievance: warning, restitution/reconciliation, and/or recommendation for a General Council vote to remove from office.

At any stage of this accountability process, an ACSG officer may request a review of the grievance or any resulting sanction or resolution by the ACSG President and Advisor. (The ACSG Moderator may also assist.)

**Section 1: General Responsibilities**

**Elected/appointed members of ACSG are considered officers unless otherwise specified in the Constitution. ACSG officers are accountable for fulfilling their respective position-specific duties and responsibilities outlined in the Constitution (see Article 4, Sections 2–5) and any additional responsibilities agreed upon in weekly meetings.**

- ACSG officers are required to attend two-thirds of all ACSG meetings and events. Attendance by proxy shall not be recognized. Roll will be taken at the beginning of each weekly meeting (Weeks 1–12); officers not attending two-thirds of ACSG meetings and events will be given a warning by the Vice President. If attendance/involvement does not improve, disciplinary action will be taken (see Article 5, Sections 1–2). ACSG officers are required to attend the mandatory ACSG retreats and events held every term during their length in office.

- ACSG officers who will be late to or absent from a weekly meeting are required to notify the President or Vice President as soon as possible or two hours before the scheduled commitment. Considerations will be made for extenuating circumstances and recurring scheduled absence and lateness.

- ACSG officers who will be late to or absent from events they have committed to are required to notify the officer in charge of the event as soon as possible and find a replacement (unless deemed unnecessary by the officer in charge).

- ACSG Executive Board members may work up to a maximum of 20 hours per week (29 hours per week if off-term).

**Section 2: Executive Officers**

The ACSG officers of the Executive Board are: President, Vice President, Director of Events, Director of Student Solutions and Director of Communications. The Executive officers are responsible for ensuring that ACSG operates in an effective and efficient manner, and for assigning specific duties to officers as needed. As they are responsible for leading ACSG, the Executive officers must exhibit a high degree of commitment to student success, College governance and a thriving community.

- Executive officers are expected to participate in a weekly Executive Board meeting with the ACSG Advisor(s).
- Executive officers are responsible for soliciting new officers and supporting the interpersonal development of ACSG.
- Executive officers may recommend the creation of work groups and propose agenda topics for the General Council.

**Section 2a: President**

The President is responsible for leading the development and execution of an overall strategic vision for the ACSG. The President works closely with all elected officers to set priorities and execute ACSG initiatives. The President acts as a representative of ACSG and as such, serves as spokesperson for the student body and actively represents its concerns to the Board, administration and faculty. In ACSG votes, the President is a non-voting officer, except in the case of a tie vote, at which time the President casts the tie-breaking vote. The responsibilities of the President include:

- Working with the Vice President and Directors to establish the schedule and content of Executive Board meetings and lead those meetings with advisors.
- Confirming and delegating facilitation of general meetings to the Vice President and the Director of Communications.
- Ensuring that ACSG has an effective infrastructure of resources (weekly meeting times, budget, events).
- Conducting the weekly ACSG meeting in the absence of the Director of Communications.
- Helping define a community culture by welcoming incoming students and promoting ACSG at New Student Orientation (or designate another ACSG officer to serve that role).

**Section 2b: Vice President**

The Vice President is responsible for leading and facilitating ACSG internal affairs. The Vice President works closely with all elected officers to set priorities and execute ACSG initiatives. The Vice President ensures ACSG officers fulfill their responsibilities in a professional manner appropriate for an elected/appointed leader. In internal ACSG votes, the Vice President conducts the vote, but is a non-voting officer. The responsibilities of the Vice President include:

- Approving ACSG expenditures and managing the ACSG budget.
- Ensuring a positive, encouraging atmosphere and a collaborative dynamic.
- Monitoring attendance of ACSG members and mediating internal ACSG conflicts while implementing officer discipline/removal policies, as necessary (in coordination with the Director of Student Solutions and advisors as needed).

**Section 2c: Director of Student Solutions**

The Director of Student Solutions collects feedback, ideas and questions from the general student population and from the ACSG General Council and presents them to ACSG and works to resolve them with community-based solutions. The responsibilities of the Director of Student Solutions include:

- Mediating internal ACSG conflicts while implementing officer discipline/removal policies, as necessary (in coordination with the Vice President and advisors as needed).
- If both the President and the Director of Communications are unavailable, the Director of Student Solutions should coordinate General Council meetings.

**Section 2d: Director of Communications**

The Director of Communications is responsible for maintaining communication between and within ACSG, the administration, faculty, staff and the student body. The Director of Communications is responsible for community relations, including but not limited to use of social media, ACSG website, event publicity and document archives. The responsibilities of the Director of Communications include:

- Coordinating the weekly meeting agenda and scheduling meeting guests.
- Documenting and keeping records of ACSG agendas, minutes, events, programs and student surveys.
- Maintaining accurate and organized digital and hard-copy files of all official ACSG documents that will be made accessible to any ACSG officer or ACCD student.
- Working with the Director of Events to support the work of the Student Activities Board.
Section 2a: Director of Events
The Director of Events chairs the Student Activities Board (SAB) and leads the development and execution of events to foster a thriving community. The responsibilities of the Director of Events include:

- Working with the Center for the Student Experience (CSE) and clubs/organizations to create a programming calendar for each term.
- Effectively coordinating events to include solicitation of ideas, assessment of plans, promotion of activities, scheduling events, budgeting programs and evaluation of the programming calendar.
- SAB programs should include educational opportunities, social networking and community outreach.
- Working with the Director of Communications to support the work of the Student Activities Board.

Section 3: Representatives
Representatives are elected to advocate for the success of all students and to facilitate relationships between ACSG and the entire student body. Representatives share responsibilities with the Executive officers to achieve ACSG goals and contribute to effective meetings. The Executive Board and Representatives compose the General Council of ACSG, and the General Council may vote on Executive Board recommendations. Each Representative will be assigned specific duties and responsibilities according to their specific skills, preferences and/or ACSG initiatives and responsibilities. Representatives will be appointed to ACCD shared governance bodies and will work with the Student Activities Board. Representatives will liaise with appropriate CSE staff and faculty.

Section 3a: Department Representatives
Department Representatives provide periodic updates about their respective academic departments and represent the needs and concerns of students enrolled in those respective departments.

- Department Representatives must also communicate ACSG business to respective departments.
- Department Representatives are required to attend two-thirds of all ACSG meetings and events and are expected to work a maximum of 10 hours a week.
- Department Representatives will be accountable to all terms of Article 3.

Section 3b: Constituency Representatives
Periodically ACSG may identify a student population that requires General Council representation. In these cases, the Executive Board may present a nomination at a general meeting for a student to serve as a constituency representative. Examples of Constituency Representatives include but are not limited to: International Students, Alumni, Veterans, demographic identity (e.g., affiliation by race or ethnicity, gender, sexual orientation, religion or spirituality, ability, age, socioeconomic status or other protected/identified class).

- Students interested in filling a Constituency Representative role must communicate their ideas and interests to the Executive Board and/or the General Council.
- Constituency Representatives will be accountable to all terms of Article 3, except Alumni Representatives.
- An Alumni Representative is exempt from all membership, involvement and eligibility requirements. Individuals interested in serving in this role must be expected to communicate with the Executive Board and/or the General Council, as well as with the ACCD Alumni Relations Office. This is an ex-officio, non-voting position that does not receive compensation, and serves ACSG in a consultative capacity to enhance the educational experience and promote positive relationships between current students and alumni.

Section 4: Student Activities Board
The goals of the Student Activities Board are to enliven the ArtCenter community with scheduled programs, activities and events; to strengthen community spirit and solidarity; and to enhance the educational experience throughout the institution. The Student Activities Board (SAB) is chaired by the ACSG Director of Events. The responsibilities of the SAB include:

- Developing a budget and an activities calendar for each term, with the ACSG Advisor.
- Recruiting members to attend regularly scheduled meetings, plan and facilitate programs, and survey the student population for upcoming terms.
- The Director of Events will work with the ACSG Advisor to effectively administer the SAB (e.g., confirm timetables and compensation, process expense reimbursements, handle program contracts).

Article 5: Compensation & Benefits
In recognition of their work as student leaders, ACSG officers receive compensation and benefits.

- All ACSG officers will receive an equal hourly rate of compensation, confirmed by the ACSG Advisor. Compensation is coordinated by the ACSG Advisor. The compensation and benefits of ACSG officers are public information and will be provided upon request. Each ACSG officer must submit accurate and timely timesheets to the Advisor in order to receive this benefit.
- All ACSG officers will have their Universal Access Fee refunded.
- For the convenience of selecting regular meeting times, all ACSG officers will receive early class registration and are responsible for both clearing any account holds preventing registration and for registering as early as possible so as not to inconvenience ACSG in determining a weekly meeting time. Finalized class schedules must be submitted to the Advisor (no later than Week 13) so that weekly Executive Board and General Council meetings can be scheduled and confirmed.
- ACSG officers who resign or are removed for any reason will forfeit their right to compensation, Universal Access Fee refund, and priority registration benefits. At the discretion of the Executive Board working with the ACSG Advisor, adjustments to this forfeiture can be made.

Article 6: Advising Responsibilities
Section 1: Advisor
The ACSG Advisor is a staff member of the Center for the Student Experience who is responsible for providing sound advice to the ACSG Council, nurturing effective leadership skills in all ACSG officers, and ensuring that the ACSG Council has the resources and support necessary to successfully fulfill its purposes. The Advisor works closely with the Executive Board and General Council to ensure that ACSG functions in a cohesive, successful and appropriate manner. In internal ACSG votes, the ACSG Advisor is an ex-officio, non-voting position. Responsibilities of the Advisor include:

- Promoting ethical and effective leadership practices among ACSG officers.
- Providing guidance on College policies and local, state and federal laws as they apply to the functions and activities of ACSG.
- Attending weekly ACSG meetings and the weekly ACSG Executive Board meeting.
- Verifying membership and eligibility of ACSG members.
- Advising the Student Activities Board.
- Coordinating ACSG operations (e.g., compensation and benefits, elections and voting, managing budgets with the Vice President and the Director of Events).
Section 2: Moderator
The ACSG Moderator is the Associate Provost for Student Affairs/Dean of Students, who sustains a relationship between ACSG and all other ACCD constituencies, especially its administrative leadership. The responsibilities of the Moderator include:

- Consulting with the Executive Board and General Council on all matters of student concern.
- Assisting the Director of Student Solutions in upholding ACSG ethics and accountability procedures.
- Facilitating ratification of the ACSG Constitution by the student government and the President of ArtCenter College of Design.
- Coordinating ACSG leadership development with the Advisor, Consultant(s), and Invited Guest(s).

Section 3: Consultant
ACSG may vote to appoint a term-limited Consultant from the faculty/staff to provide additional expertise to accomplish ACSG goals.

- This position may be compensated, as determined by the Consultant’s supervisor or department.
- Selection of a Consultant requires approval by the employee and acceptance of a commitment to work with ACSG to accomplish specific goals and actions.

Section 4: Invited Guest
The Executive Board and General Council may request to invite other individuals to attend meetings or counsel work groups in order to help accomplish ACSG goals (e.g., by answering questions, providing information to explain policies or procedures).

Article 7: Elections
Section 1: General Election
Each Fall term, the ACSG Advisor will work with ACSG to organize, promote and hold the general election for all ACSG positions.

- Election Publicity: Publicity about the elections will be distributed to the campus community no later than Week 7.
- Candidacy (see Article 3, Section 2): A mandatory election information meeting is to be held no later than Week 8, facilitated by the ACSG Advisor(s)/Moderator. A student declares candidacy for any position by submitting a complete candidacy application form (available only by attending the information meeting) to the ACSG Advisor(s) no later than Wednesday of Week 9. Confirmed candidates may begin campaigning in Week 10. Violation of election rules will disqualify a candidate.
- Election Procedures: The ACSG Advisor will announce the confirmed ballot with candidate statements and voting procedures to all students no later than Friday of Week 9. Voting will occur over a consecutive two-day period no later than Week 11. All eligible students who vote in the general election are allowed one vote per position in one combined ballot and will have their unique identification verified by the Advisor; non-unique votes will be voided. The ACSG Advisor (or designee) will tally all votes and the results shall be announced no later than Week 12 to the entire campus community. If there is a tie vote for any office, the winner shall be selected in an internal vote of the incumbent ACSG General Council at its next weekly meeting, by simple majority vote. The ACSG Advisor will monitor and resolve any violations/complaints related to election procedures.

Section 2: Leadership Transition
To maintain continuity in ACSG, elected officers are required to actively participate in procedures to support their success in their newly elected positions.

- Incumbent Mentorship: All newly elected officers will attend the Week 12 General Council meeting (and Executive Board meeting) and meet individually with the incumbent officer prior to Week 13.
- Leadership Retreat: Prior to Spring term (during a Fall–Spring Break Week), all officers must attend a full-day retreat to familiarize themselves with their roles, expectations, policies and procedures.
- Leadership Development Workshops: Once per academic term (three per term of office), the ACSG Advisor will facilitate additional topical training.
- Team Development: No earlier than Week 11 in each academic term (three per term of office), the General Council will commit to one structured social experience to encourage effective group process.

Section 3: Vacancies
A vacancy occurs when an elected ACSG officer resigns, is removed or otherwise becomes ineligible for office. Vacant positions will be filled according to this procedure:

- The ACSG Advisor announces the vacancy to the campus community. Any eligible student may declare candidacy by following appropriately modified steps from Article 7, Section 1.
- The Executive Board will consider all new candidates for the vacancy and make a recommendation to the General Council.
- The General Council will accept or reject the Executive Board recommendation by simple majority vote.
- If no new candidates self-identified, the Executive Board may facilitate an internal election to fill the vacancy with any member of the General Council.
- If the vacant position cannot be filled following these procedures, it will remain vacant and be publicized again in the subsequent academic term.
- If the vacant position is the President, the Vice President shall assume the position of President. The resulting vacancy in the office of Vice President (and any other consequent vacancies) will be filled in accordance with the steps listed above.
- If there are multiple simultaneous vacancies, then interim responsibilities may be delegated to General Council or Executive Board members by simple acclamation.

Article 8: Operations
As an active governing body, ACSG commits to regularly scheduled and ad hoc individual and group meetings to discuss matters and decide issues. Effective organizations must rely upon advance planning, open communication, respectful behavior and future-oriented insights, and will value equity and fairness in all operations.

- Meetings will be structured and organized, with appropriate follow-up as needed.
- For any vote, a quorum (defined as at least 50 percent of ACSG officers currently in office) must be present. A simple majority vote shall be required for the passage of any action unless otherwise specified in this Constitution or its Bylaws.
- Each eligible ACSG officer shall have one vote (i.e., any officer with responsibilities described in this Constitution as a non-voting member is excluded). Vote by proxy shall not be recognized.
Article 9: Budget

The ACSG operating budget comes from the General Operations Budget of the College, with additional sources of revenue from other ArtCenter departments or from fundraising events. ACSG is responsible for managing its budget for effective operations and always to benefit the ACCD student population.

The budget cycle for ACSG opens July 1 and closes June 30.

This Constitution was proposed to ArtCenter Student Government on July 10, 2014. ArtCenter Student Government approved the content on July 17, 2014. ArtCenter Student Government fully ratified this Constitution on July 24, 2014 to take effect on Day 1 of the Fall 2014 term.

Questions, comments, corrections and suggestions about the information contained in this chapter should be directed to the Center for the Student Experience.
Please see the College website for the most current map of this building. Go to artcenter.edu/accd/campus/maps.jsp.
educational & community building events

art center student government & student leadership

health, wellness, & counseling services

clubs and organizations

housing resources

intercultural & international student programs

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find us on facebook: center for the student experience at art center