ArtCenter
College of Design

2022–2023 Catalog/Student Handbook

Learn to create. Influence change

1700 Lida Street
Pasadena, CA 91013
626 396-2000
Welcome

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

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

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

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

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

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

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

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

Land Acknowledgement

We acknowledge that ArtCenter College of Design sits on the land of the Hahamog’na Tongva people, who historically inhabited the San Gabriel Valley area around present day Pasadena and Altadena. We honor their connection to this region and give thanks for the opportunity to live, work and learn on their traditional homeland.
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*Updated November 18, 2022*
## ACADEMIC CALENDAR

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<th>WEEK</th>
<th>DAY</th>
<th>DATE</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break Week 3</td>
<td>Tue - Fri</td>
<td>Sep 6 - 9</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td></td>
<td>Fri</td>
<td>Sep 9</td>
<td>Last day to submit a LOA form for Fall 2022 without financial obligation to ArtCenter</td>
</tr>
<tr>
<td></td>
<td>Sat</td>
<td>Sep 10</td>
<td>Fall 2022 classes begin</td>
</tr>
<tr>
<td>Week 1</td>
<td>Mon - Fri</td>
<td>Sep 12 - 16</td>
<td>100% Tuition Forgiveness with a $500 Late Withdrawal Fee</td>
</tr>
<tr>
<td></td>
<td>Fri</td>
<td>Sep 16</td>
<td>Add / Drop opens</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>Add / Drop closes at 6:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Last day to request an ArtCenter Lite for Fall 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Last day to submit a LOA form for Fall 2022</td>
</tr>
<tr>
<td>Week 2</td>
<td>Mon - Fri</td>
<td>Sep 19 - 23</td>
<td>80% Tuition Forgiveness Period</td>
</tr>
<tr>
<td>Week 3</td>
<td>Mon - Fri</td>
<td>Sep 26 - 30</td>
<td>60% Tuition Forgiveness Period</td>
</tr>
<tr>
<td>Week 4</td>
<td>Mon - Fri</td>
<td>Oct 3 - 7</td>
<td>40% Tuition Forgiveness Period</td>
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<td>Week 5</td>
<td>Mon - Fri</td>
<td>Oct 10 - 14</td>
<td>20% Tuition Forgiveness Period</td>
</tr>
<tr>
<td>Week 6</td>
<td>Mon - Fri</td>
<td>Oct 17 - 21</td>
<td>0% Tuition Forgiveness Period Begins</td>
</tr>
<tr>
<td>Week 9</td>
<td>Thurs</td>
<td>Nov 10</td>
<td>Last day to withdraw from a Fall 2022 class</td>
</tr>
<tr>
<td></td>
<td>Fri</td>
<td>Nov 11</td>
<td>Veterans Day Holiday (No class sessions)</td>
</tr>
<tr>
<td>Week 11</td>
<td>Wed</td>
<td>Nov 23</td>
<td>Priority Deadline to submit the Application for Graduation for Spring 2023</td>
</tr>
<tr>
<td></td>
<td>Thurs - Sun</td>
<td>Nov 24 - 27</td>
<td>Thanksgiving Holiday (No class sessions)</td>
</tr>
<tr>
<td>Week 12</td>
<td>Sat</td>
<td>Nov 26</td>
<td>First day of Online Course Evaluations for the Fall 2022 semester</td>
</tr>
<tr>
<td></td>
<td>Mon</td>
<td>Nov 28</td>
<td>First day of online registration for Spring 2023</td>
</tr>
<tr>
<td></td>
<td>Fri</td>
<td>Dec 2</td>
<td>Last day to Withdraw completely from the Fall 2022 semester</td>
</tr>
<tr>
<td>Week 13</td>
<td>Fri</td>
<td>Dec 9</td>
<td>Last day to submit the Application for an Independent Study for the Spring 2023 semester</td>
</tr>
<tr>
<td>Week 14</td>
<td>Fri</td>
<td>Dec 16</td>
<td>Last day to submit course work for Summer 2022 Incompletes to faculty</td>
</tr>
<tr>
<td></td>
<td>Sat</td>
<td>Dec 17</td>
<td>Last day of Fall 2022 classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Commencement and Reception</td>
</tr>
<tr>
<td>Break Week 1</td>
<td>Mon</td>
<td>Dec 19</td>
<td>Fall 2022 grades are due from Faculty</td>
</tr>
<tr>
<td></td>
<td>Tue</td>
<td>Dec 20</td>
<td>Last day of Online Course Evaluations for the Fall 2022 semester</td>
</tr>
<tr>
<td></td>
<td>Wed</td>
<td>Dec 21</td>
<td>Fall 2022 grades available on Inside ArtCenter</td>
</tr>
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</table>
### Spring 2023 Important Dates

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DAY</th>
<th>DATE</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break Week 4</td>
<td>Tue - Fri</td>
<td>Jan 10 - 13</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td>Fri</td>
<td>Jan 13</td>
<td></td>
<td>Last day to submit a LOA form for Spring 2023 without financial obligation to ArtCenter</td>
</tr>
<tr>
<td>Sat</td>
<td>Jan 14</td>
<td></td>
<td>Spring 2023 classes begin</td>
</tr>
<tr>
<td>Week 1</td>
<td>Mon</td>
<td>Jan 16</td>
<td>Martin Luther King Jr Holiday (No class sessions)</td>
</tr>
<tr>
<td>Tue - Fri</td>
<td>Jan 17 - 20</td>
<td></td>
<td>100% Tuition Forgiveness with a $500 Late Withdrawal Fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Add / Drop opens</td>
</tr>
<tr>
<td>Week 2</td>
<td>Mon</td>
<td>Jan 23</td>
<td>Add / Drop closes at 6:00 PM</td>
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<td></td>
<td></td>
<td>Last day to request an ArtCenter Lite for Spring 2023</td>
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<td></td>
<td></td>
<td>Last day to submit a LOA form for Spring 2023</td>
</tr>
<tr>
<td>Tue - Fri</td>
<td>Jan 24 - 27</td>
<td></td>
<td>80% Tuition Forgiveness Period</td>
</tr>
<tr>
<td>Week 3</td>
<td>Mon - Fri</td>
<td>Jan 30 - Feb 3</td>
<td>60% Tuition Forgiveness Period</td>
</tr>
<tr>
<td>Week 4</td>
<td>Mon - Fri</td>
<td>Feb 6 - 10</td>
<td>40% Tuition Forgiveness Period</td>
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<td>Week 5</td>
<td>Mon - Fri</td>
<td>Feb 13 - 17</td>
<td>20% Tuition Forgiveness Period</td>
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<td>Week 6</td>
<td>Mon - Fri</td>
<td>Feb 20 - 24</td>
<td>0% Tuition Forgiveness Period Begins</td>
</tr>
<tr>
<td>Week 9</td>
<td>Fri</td>
<td>Mar 17</td>
<td>Last day to withdraw from a Spring 2023 class</td>
</tr>
<tr>
<td>Week 11</td>
<td>Fri</td>
<td>Mar 31</td>
<td>Priority Deadline to submit the Application for Graduation for Summer 2023</td>
</tr>
<tr>
<td>Week 12</td>
<td>Sat</td>
<td>Apr 1</td>
<td>First day of Online Course Evaluations for the Spring 2023 semester</td>
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<tr>
<td>Mon</td>
<td>Apr 3</td>
<td></td>
<td>First day of online registration for Summer 2023</td>
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<tr>
<td>Fri</td>
<td>Apr 7</td>
<td></td>
<td>Last day to Withdraw completely from the Spring 2023 semester</td>
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<tr>
<td>Week 13</td>
<td>Fri</td>
<td>Apr 14</td>
<td>Last day to submit the Application for an Independent Study for the Summer 2023 semester</td>
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<tr>
<td>Week 14</td>
<td>Fri</td>
<td>Apr 21</td>
<td>Last day to submit course work for Fall 2022 Incompletes to faculty</td>
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<td></td>
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<td></td>
<td>Last day to request an Incomplete for the Spring 2023 semester</td>
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<tr>
<td>Sat</td>
<td>Apr 22</td>
<td></td>
<td>Last day of Spring 2023 classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Commencement and Reception</td>
</tr>
<tr>
<td>Break Week 1</td>
<td>Mon</td>
<td>Apr 24</td>
<td>Spring 2023 grades are due from Faculty</td>
</tr>
<tr>
<td>Tue</td>
<td>Apr 25</td>
<td></td>
<td>Last day of Online Course Evaluations for the Spring 2023 semester</td>
</tr>
<tr>
<td>Wed</td>
<td>Apr 26</td>
<td></td>
<td>Spring 2023 grades available on Inside ArtCenter</td>
</tr>
</tbody>
</table>
## Summer 2023 Important Dates

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DAY</th>
<th>DATE</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Break Week 3</td>
<td>Tue - Fri</td>
<td>May 9 - 12</td>
<td>New Student Orientation</td>
</tr>
<tr>
<td></td>
<td>Fri</td>
<td>May 12</td>
<td>Last day to submit a LOA form for Summer 2023 without financial obligation to ArtCenter</td>
</tr>
<tr>
<td></td>
<td>Sat</td>
<td>May 13</td>
<td>Summer 2023 classes begin</td>
</tr>
<tr>
<td>Week 1</td>
<td>Mon - Fri</td>
<td>May 15 - 19</td>
<td>100% Tuition Forgiveness with a $500 Late Withdrawal Fee</td>
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<tr>
<td></td>
<td>Fri</td>
<td>May 19</td>
<td>Add / Drop closes at 6:00 PM</td>
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<tr>
<td></td>
<td>Fri</td>
<td>May 12</td>
<td>Last day to request an ArtCenter Lite for Summer 2023</td>
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<tr>
<td></td>
<td>Sat</td>
<td>May 13</td>
<td>Last day to submit a LOA form for Summer 2023</td>
</tr>
<tr>
<td>Week 2</td>
<td>Mon - Fri</td>
<td>May 22 - 26</td>
<td>80% Tuition Forgiveness Period</td>
</tr>
<tr>
<td>Week 3</td>
<td>Mon</td>
<td>May 29</td>
<td>Memorial Day Holiday (No class sessions)</td>
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<tr>
<td></td>
<td>Tue - Fri</td>
<td>May 30 - Jun 2</td>
<td>60% Tuition Forgiveness Period</td>
</tr>
<tr>
<td>Week 4</td>
<td>Mon - Fri</td>
<td>Jun 5 - 9</td>
<td>40% Tuition Forgiveness Period</td>
</tr>
<tr>
<td>Week 5</td>
<td>Mon - Fri</td>
<td>Jun 12 - 16</td>
<td>20% Tuition Forgiveness Period</td>
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<tr>
<td>Week 6</td>
<td>Mon</td>
<td>Jun 19</td>
<td>Juneteenth Holiday (No class sessions)</td>
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<tr>
<td></td>
<td>Tue - Fri</td>
<td>Jun 20 - 23</td>
<td>0% Tuition Forgiveness Period Begins</td>
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<tr>
<td>Week 8</td>
<td>Tue</td>
<td>Jul 4</td>
<td>Independence Day Holiday (No class sessions)</td>
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<tr>
<td>Week 9</td>
<td>Fri</td>
<td>Jul 14</td>
<td>Last day to withdraw from a Summer 2023 class</td>
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<tr>
<td>Week 11</td>
<td>Fri</td>
<td>Jul 28</td>
<td>Priority Deadline to submit the Application for Graduation for Fall 2023</td>
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<tr>
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<td>Sat</td>
<td>Jul 29</td>
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<td></td>
<td>Mon</td>
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<td>Fri</td>
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<td>Wed</td>
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ABOUT ARTCENTER

Mission
Learn to create. Influence change.
This is our mission statement—and our answer to how art and design impact our global society. Part call-to-action. Part promise. All opportunity.

Vision
A new model for art and design education in the 21st century.
ArtCenter’s visionary approach to art and design education is based on the College’s conservatory-like approach to teaching and learning; a desire for rich, intercultural and transdisciplinary dialogue; and a mandate to provide students innovative learning and making spaces.

Accreditation
ArtCenter College of Design is accredited by the WASC Senior College and University Commission (WSCUC). The goal of accreditation is to ensure that education provided by institutions of higher education meets acceptable levels of quality.

Access to ArtCenter’s accreditation report is available through the Center for Educational Effectiveness.

WSCUC 985 Atlantic Avenue, Suite 100, Alameda, CA 94501 510 748-9001
http://www.wascsenior.org/.

Student Location Policy for Distance Education
Due to federal and individual state regulations, ArtCenter College of Design is limited in providing online courses and programs to students in certain states. Acceptance into an online program or enrollment in an online course can be based on where the student is physically located while taking the online course(s). Activities such as completing internship requirements in a location outside of California are also governed by these regulations. Therefore, should an enrolled student change physical location, the student must notify Enrollment Services via email at enrollmentservices@artcenter.edu in advance of changing location. Dependent on the new location, ArtCenter College of Design may or may not be able to allow the student to continue taking online courses or internship placements.

State Authorization
Federal and State higher education regulations require that all institutions offering federal financial aid to its students obtain the necessary authorizations and/or approvals from a state in order to conduct educational activities within the state. Holding such state authorization allows ArtCenter and other institutions to conduct these educational activities outside of our home state. ArtCenter is physically located in the state of California. See the list below for states from which ArtCenter may currently enroll students into an online degree program. Please contact the Center for Educational Effectiveness at cee@artcenter.edu if you have any questions.

ArtCenter College of Design is physically located in the state of California. The states from which ArtCenter may currently enroll students into an online degree program are listed below. Contact the Center for Educational Effectiveness at cee@artcenter.edu if you have any questions.

States from which ArtCenter may enroll distance education students
Alabama California Florida
Arizona Colorado Hawaii
Idaho  Missouri  South Carolina
Illinois  Nebraska  South Dakota
Iowa  Nevada  Tennessee
Kentucky  New Hampshire  Texas
Louisiana  New Jersey  Utah
Maine  North Carolina  Vermont
Massachusetts  Ohio  Washington
Michigan  Oklahoma  West Virginia
Mississippi  Pennsylvania

States from which ArtCenter may not enroll distance education students
Alaska  Kansas  Oregon
Arkansas  Maryland  Rhode Island
Connecticut  Minnesota  Virginia
Delaware  Montana  Wisconsin
District of Columbia  New Mexico  Wyoming
Georgia  New York
Indiana  North Dakota

Student Grievances
ArtCenter strives to be in compliance with 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 may 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. Unless otherwise specified, grievances will be handled as described under Grievance Procedure for Students.

Note Regarding Grades
The grievance procedures are not intended for use by students to challenge grades issued for courses. Please contact the Department Chair for the class in which you received the grade to discuss and resolve any concerns about grading.

Resolution Options Outside of the College
ArtCenter expects students to work through the College’s internal processes for resolution of complaints. If you believe that the academic appeal procedures have not adequately addressed concerns, the following links and contact information are provided:

Bureau for Private Postsecondary Education
An individual may contact the Bureau for Private Postsecondary Education for review of a complaint in the state of California:

California Bureau for Private Postsecondary Education
P. O. Box 980818.
West Sacramento, CA 957-98-0818
Phone 888.370.7589
http://www.bppe.ca.gov/enforcement/complaint.shtml

Western Association of Schools and Colleges (WASC) Senior College and University Commission
ArtCenter is fully accredited by the Western Association of Schools and Colleges (WASC) Senior College and University Commission (WSCUC). Individuals may contact WSCUC for additional information or to file complaints:
Consumer Protection Agencies Outside of California

Please see our website for a state-by-state list of consumer protection agencies.

CAMPUS LOCATIONS

ArtCenter has two campuses in Pasadena California. Pasadena is located about 30 miles (45–60 minutes) from Los Angeles International Airport (LAX) and about 16 miles (30 minutes) from Hollywood Burbank Airport (BUR).

Hillside Campus
Located on 165 wooded acres in Pasadena, this modernist steel-and-glass structure has been home to ArtCenter since 1976.

South Campus
Established in 2004, this evolving complex includes a historic supersonic wind tunnel, a former post office facility and a renovated office building.

Campus Maps
See Appendix A for Campus Maps.
ADMISSIONS

How to Apply

1. Familiarize yourself with our Programs of Study
At ArtCenter, we offer a specialized education that places students in intensive studio classes specific to their major from their first term of study. With the exception of the First Year Immersion, we require that students choose a major when they apply and that they submit a portfolio and essays specific to that major (see Step 2 below). So it is important to understand our programs of study and how they align with your creative ambitions.

2. Review the application and portfolio requirements
Admissions to ArtCenter is major-specific. It is important to gain a strong understanding of the specific application requirements, portfolio requirements and essay requirements for the major in which you’re interested. For applicants who are not yet ready to commit to a major, the First Year Immersion program provides an alternate pathway into ArtCenter before transitioning into one of our majors in your 3rd term.

3. Connect with us
Schedule a time to deepen your knowledge of ArtCenter and our admissions process: Attend an in person or virtual tour, schedule an appointment with an Admissions counselor, come to one of our events, or just call, email or text the Admissions Office with your questions. We’ll work with you to define next steps toward applying. As a prospective student, you will be paired with an Admissions Counselor you can reach out to with specific questions. Find your counselor here.

4. Choose a term
Based on the program to which you are interested in applying, there could be as many as three opportunities each year for you to enroll—Fall, Spring and Summer. Construct a timeline to apply that allows enough time to build your portfolio and complete the application process.

5. Acquire your transcripts and request applicable test scores
Transcripts and test scores (if applicable) are important components of your application. Unofficial transcripts can be uploaded as part of your online application if they list your full name and institution name on them. Once admitted, you will need to submit official transcripts to the Admissions Office prior to your matriculation. If an English proficiency test is required of you, order official test scores to be sent to us. If we receive them in advance of your application, we will hold them and match them to your application when you apply.

6. Submit your portfolio, essays and an online application
Once your portfolio and essays are ready, you can submit them through the online application. If you decide to submit your application before your portfolio and essays are finalized, you can upload them through the applicant portal.

7. Review your applicant portal
After you apply, you will receive an email directing you to log in to the Applicant Portal. From the portal, you can view your application checklist and can upload required application materials. The Applicant Portal is also where you will receive your admission decision.

8. Complete your FAFSA
If you are a U.S. Citizen or Permanent Resident and you want to be considered for financial aid and scholarship, then you should complete your FAFSA and list ArtCenter (School code 001116) as a recipient school. International students cannot submit the FAFSA but will be considered for scholarship if they indicate they would like consideration on their application.
Majors

First Year Immersion Program
At ArtCenter, you can begin your undergraduate education before you've determined the design major and degree that best fits your passions. In the selective First Year Immersion program, you can join other undecided majors as you develop your creative skills, broaden your critical perspectives of the world, and discover the focus and specialization (and major!) that will allow you to flourish in your creative practices.

How It Works
You and your fellow undeclared majors in the First-Year Immersion program will take courses in drawing, creative technologies, visual thinking, and humanities and sciences for your first two terms. These classes will equip you with core skills that apply to a wide spectrum of design majors. After gaining familiarity with ArtCenter’s design degrees, along with establishing critical and cultural awareness, you can pursue one of your top three choices of major and finish your degree in six additional terms.

Participating Majors
Through the First-Year Immersion program, you can complete a bachelor's degree degree in:

- Creative Direction—BFA
- Entertainment Design (Animation and Concept tracks)—BS
- Fine Art—BFA
- Graphic Design—BFA
- Illustration—BFA
- Interaction Design—BS
- Photography and Imaging—BFA
- Product Design—BS
- Transportation Design—BS

The Entertainment Design (Game Design track), Film, and Spatial Experience Design majors are not part of the First-Year Immersion program.

Undergraduate Majors

Creative Direction—BFA
Creativity defines, builds and grows brands, setting apart the quick thinkers and opportunity-seekers from companies that are satisfied with the status quo. The Bachelor of Fine Arts (BFA) in Creative Direction degree (formerly the Bachelor’s in Advertising) prepares you to take the reins to steer marketing and advertising in exciting, intriguing, unexpected directions; to influence every aspect of how a company looks, sounds, feels and presents itself to the world.

Entertainment Design—BS
Entertainment designers bring stories to life by creating conceptual worlds, memorable animated characters and immersive gaming experiences

A successful career in Entertainment Design requires a fertile imagination, an understanding of the technological tools used to invent new realities and the ability to conceptualize within the parameters of a given story. Our alumni work in the fields of animation, video games, theme park design, film and television.

ArtCenter’s Entertainment Design department offers three tracks:

- **Concept** focuses on the skills and creative ability required of entertainment industry concept designers
- **Animation** develops students in the disciplines of character animation, storyboarding, modeling, art direction, and lighting for 3D and 2D animation
- Game Design prepares students to create and convey game concepts through prototyping and production for multiple platforms

**Film—BFA**
In an evolving industry, one constant remains: Filmmakers must be strong visual and narrative storytellers.

We believe in learning by making. Success in the entertainment industry requires a broader base of knowledge than ever before. And with state-of-the-art equipment and facilities located in Los Angeles, the world’s entertainment capital, we equip our Film students with the latest production and post-production tools and encourage them to begin shooting immediately. Students receive a strong foundational instruction in all aspects of storytelling for screens big and small. They then choose a specific track: cinematography, editing or directing. Upon completing the program, graduates will have had the opportunity to write and direct a film and develop a reel of individual work.

**Fine Art—BFA**
Our program prepares students for creating and questioning in a way that transforms how we think about and engage with the world.

The continual exercise of imagination and discipline is the basis for a career in art. ArtCenter Fine Art students become equipped with the rigorous foundational skills they need to be highly adaptable visual problem-solvers who learn to pay particular attention to aesthetics and conceptual dexterity.

**Graphic Design—BFA**
Graphic design has evolved to become much more than ink on paper; it has left the page to conquer space, motion and interaction.

At ArtCenter, Graphic Design students learn to infuse words and images with life and meaning—whether by creating motion graphics, an interface on the latest mobile device, setting type by hand in our letterpress shop or attending a workshop in our new typography center.

**Illustration—BFA**
Today’s illustrators are problem-solvers, conceptualizers and multifunctional artists whose work reaches across traditional and emerging media.

Illustration once meant creating artwork to accompany stories in books, newspapers and magazines. It now means so much more. It is about telling stories, conveying ideas and creating imagery for an array of commercial and social impact projects. Illustration’s unique ability to define social, political and cultural ideas makes it an ideal solution for an unparalleled scope of creative and communications projects.

**Interaction Design—BS**
Every technology interaction you experience in a day—from using mobile apps to playing games to wearing smart accessories to engaging with other digital environments—has been designed to maximize user experience (UX). By pursuing a bachelor’s degree in interaction design at ArtCenter, you will gain strategies and skills for creating person-first interactive environments and prepare to enter a burgeoning field of highly sought-after professional digital designers.

**Photography and Imaging—BFA**
Imagery tells our stories and grounds our most complex ideas. The Bachelor of Fine Arts in Photography and Imaging degree equips photographers to turn visions into narratives and inspirations into realities. You’ll develop technical prowess, establish deep knowledge of photography concepts, gain ethical responsibility and cultural awareness, and become a professional photographer who is confident in dynamic environments.
Product Design—BS
Product Designers improve lives by creating consumer products—from game-changing wearables to life-changing medical devices to everything in between.

In recent years, business leaders have come to recognize the critical importance of good design in the success of corporate endeavors. Likewise, designers now realize that they need the tools necessary to succeed in business, whether as an entrepreneur or as part of an existing organization.

Spatial Experience Design—BS
Every space you enter is a scene—an opportunity to tell stories, engage emotions, and establish dynamics of the environment. By studying scenography, “the staging of spaces,” you will enhance your ability to make meaningful connections in all that you design. ArtCenter's spatial experience design degree focuses on the total experience of the built environment from the first moment of encounter to the last moment of interaction. We prepare industry leaders in the fields of architecture, interiors, furniture, lighting and interior component design.

Transportation Design—BS
For seven decades, ArtCenter has educated the global design leaders who have brought beauty, innovation and meaning to the way we travel. ArtCenter graduates led the teams that created the iconic cars of the 40's and 50's, the muscle cars of the 60's and 70's, supercars, family cars, and a majority of the new concept cars unveiled at major motor shows each year. Alumni contributions in transportation design also include motorcycles, mega yachts, commercial trucks, agricultural equipment, trains, aircraft, spacecraft and more. They have created vehicle interiors that fuel our passion for driving, keep us safe, inform and entertain us. As dedicated problem solvers, they are addressing new challenges shaping the future.

Graduate Majors
Art—MFA
Refine your artistic potential with a Master of Fine Arts in Art from ArtCenter. Among a community of both developing and internationally recognized interdisciplinary artists, you'll grow your technical abilities, creative capacity and connections across the globe. Here, your potential is our priority: we boast the highest faculty-to-student ratio of all comparable MFA programs, and the MFA in art is modeled based on your unique passions and studio experiences in film, video, photography, painting, sculpture, installation, performance or whatever medium drives your art. Join famous and infamous historians, philosophers, writers and creatives in the heart of art here in Los Angeles.

Brand Design and Strategy—MDes (online program)
Become a leader in brand marketing by turning idea-generating into decision-making. In today's marketing landscape, storytelling is as vital as visual assets. Brands have personalities, dimensions and broad themes that inform how consumers absorb and invest in brand products. In the online Master of Design in Brand Design and Strategy program at ArtCenter, you will approach successful branding from the perspectives of graphic design, business and leadership. You will learn how to turn intriguing ideas into compelling stories within a competitive global market that craves outstanding brand design.

Film—MFA
Evoke critical thought and elicit unbounded emotion through the multifaceted art of film. With ArtCenter's Master of Fine Arts in Film, you'll gain tools to ask complex questions, tell compelling stories and push the boundaries of visual narratives—and to inspire future generations to do the same. Here in Los Angeles, top Hollywood talent and decision-makers equip you to excel in directing, screenwriting, cinematography, editing or producing. Our MFA in film attracts a community of diverse storytellers who collaborate with talented designers across ArtCenter's many departments to redefine the existing media landscape.
Furniture, Lighting and Fixtures—MS
The contents of our environments shape how we interact with the areas where we live, work and play. In the ArtCenter Master of Science in Furniture, Lighting and Fixtures Design program, we approach these connections in object, space, place, body, function and application from a human-centered perspective that understands furniture and lighting design as integral to our experience of the world. You will study the manufacturing process, gain a deep understanding of industry standards and constantly strive for new innovations in our furniture and lighting design master’s program.

Graphic Design—MFA
Practicing graphic design is a process of creating change. In their pursuit of great ideas, our change-making students follow a simple path—they See, Do, and Lead.

ArtCenter’s MFA Graduate Graphic Design (MGx) program educates graphic designers who will lead the next global generation of our profession by influencing companies, communities and society at large and extending the boundaries of communication design.

Graduate Industrial Design—MS
Learn to design the future with a strategic and systems-level approach.

ArtCenter’s “Grad ID” program offers a Master of Science curriculum combining the pursuit of extraordinary design and making skills with the knowledge, theories and methods that are essential for creating new value for enterprise and social innovation in a context of complex and unstructured challenges.

Interaction Design—MDes (online program)
The realms of user experience and user interaction (UX/UI) are at the forefront of today’s digital environments. ArtCenter’s Master of Design in Interaction Design degree prepares design practitioners and interaction designers who are inclusive, ethical and creative. Our human-centered design methodologies equip you with deep knowledge and holistic understanding of digital service, platform and product design, software UX/UI, prototyping, strategic innovation and creative technology development. With a master’s degree in interaction design, you will lead at the intersection of emerging technology, strategic digital systems, and service and product design.

Media Design Practices—MFA
Ours is a time of constant change: technological transformations, global tremors, and social and cultural connections. This world demands new design practices. Designers today must be daring, critical, and engaged in their communities. Are you ready?

ArtCenter’s Media Design Practices students are unafraid to use design to question the present. Join our MFA program and use your skills — prototyping and research, creative technology and fieldwork — to envision the future.

Spatial Experience Design—MS
The sensorial and experiential qualities of spatial design shape environments and cultivate targeted user experiences. With ArtCenter’s STEM-designated Master of Science in Spatial Experience Design degree (formerly the Master’s in Environmental Design), you will stretch conventional boundaries and transform the confines of style to consider links between the psychological, physical, emotional and sensory effects of creating space and place.

Transportation Systems and Design—MS
The future of transportation is defined by disruption. Traditional forms of movement are being replaced by more sustainable, more accessible, and more complex mobility solutions. In ArtCenter’s master’s in transportation systems and design program, you will join a community of creative leaders dedicated to
transformation in diverse transportation disciplines, including automotive design, urban planning, public transit design, and much more.

**Interdisciplinary Programs and Minors**

**Designmatters**
ArtCenter recognizes the power of design to change the world. Through research, advocacy and action, the College’s social innovation department, Designmatters, engages, empowers and leads an ongoing exploration of art and design as a positive force in society. Designmatters courses vary from term to term, but include academic, discipline-specific and studio-based offerings that engage students across all majors, taught with a dynamic, entrepreneurial and experiential approach to design education.

Through Designmatters’ programming, students tackle local, national and global issues head-on, from preventing homelessness and youth gun violence in the U.S., to empowering adolescent girls living in poverty and developing clean water solutions internationally.

The values of sustainable development, global health, public policy and social entrepreneurship are core to the curriculum, programs and projects, with the outcomes of students’ work widely disseminated beyond the studio’s walls.

**Minor in Social Innovation**
The College offers a minor in social innovation through Designmatters, providing a specialization for undergraduate students who want to master a toolkit of design skills and strategies to navigate the complex dynamics of working with communities and designing for social impact. Offered in six disciplines, the minor is comprised of 18-21 units of study and can be completed concurrently with a student’s major degree program. Additionally, Designmatters is a key partner of ArtCenter’s Media Design Practices, offering graduate students the chance to design for social innovation in a real-world context where social issues, media infrastructure and communication technology intersect.

**Humanities and Sciences**
All ArtCenter students take courses in the Humanities and Sciences (H&S) Department, covering academic subjects often referred to as liberal arts and sciences. H&S courses work in conjunction with the studio programs to foster thoughtful and rigorous inquiry across the College, traversing cultural, historical, literary, philosophical and scientific perspectives. In this way, we ensure you receive a diverse education and that you will graduate with the knowledge you need to map an informed individual path.

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

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

**Minors**
Students can make an ArtCenter degree do more by enrolling in one of four new minors: Creative Writing, Business, Material Science and Design Research. A minor allows students to focus their Humanities and Sciences credits and requirements to customize their educational experience and support their own individual path.

**Integrated Studies**
Classes in the Integrated Studies Department cover material common across disciplines, such as basic visual vocabulary, craftsmanship and technical skills. Students from multiple majors study together in these classes, which are automatically included in your department’s curriculum. In addition to providing a
thorough grounding in essential subject matter, Integrated Studies cultivates the transdisciplinary culture that distinguishes an ArtCenter education.

**Exchange and Study Away**

As the world’s ideas, languages and cultures become more interconnected, ArtCenter’s curriculum offers students the means to address design challenges and explore artistic opportunities wherever and however they occur—in our own backyard or across the globe. And we have the resources to help you plan your next adventure.

Some of our signature programs include partnerships with Tama Art University in Japan, ArtCenter Berlin in Germany, and PENSOLE Footwear Design Academy in Portland, Oregon. Our London Ancient/Modern program has run for over ten years and our partnership with COANIQUEM in Chile is continually supported by Designmatters.

ArtCenter also facilitates applications to the prestigious Fulbright Program for students and recent alumni, awarding U.S. citizens scholarships to study, conduct research or exercise their creative talents abroad.

**Application Requirements**

1. **A Fully Completed Application**
   Applications can be completed online at [artcenter.edu/admissions](http://artcenter.edu/admissions). When you fill out the application online, you will also be able to upload many of the requirements listed below, like your transcripts, portfolio and essays.

2. **Application Fee**
   A nonrefundable application fee of $50 is required when submitting the online application. You may apply for a fee waiver through the College Board or provide a letter from your guidance counselor or teacher to admissions@artcenter.edu.

3. **Transcripts**
   Transcripts from all high schools and colleges attended are required. Unofficial transcripts that clearly list your name and the institution’s name can be uploaded through the online application or submitted through the applicant portal. While unofficial transcripts are accepted during the application process, if you are admitted, your enrollment will be contingent upon receipt of official transcripts from all high schools and colleges attended by one week prior to the start of the term.

   When submitting official transcripts prior to enrollment, please make sure they are sent in a sealed official envelope from each institution you have attended, or electronically via secure electronic transcript service like Naviance, Parchment, National Student Clearinghouse, Scribbles, or e Transcript.

   Students must have graduated high school or completed the General Equivalency Diploma (GED) prior to their enrollment. All students, except those who have completed a bachelor's degree at the time of application, must submit their high school transcripts or GED.

   ArtCenter considers applications from home-schooled students. Home school transcripts should include course titles, grades (with an explanatory scale if not letter grades), credits and signature of the home school administrator (the parent or other person who organized, taught and evaluated your home school coursework). Include transcripts from any work completed at the college level while in the home school program. College transcripts should be submitted from each school attended; records of previous college work will not be accepted in a condensed form on one transcript.

   Transcripts from international schools that are not provided in English directly from the issuing institution must be presented both in the original language form and translated into English by a translation agency, official translator or World Education Services (WES).
If you have attended a non-degree school or program, be sure to list it on your application under Activities and Experiences.

*Please be aware that once submitted, all documents become the property of the College and cannot be returned to the applicant.*

### 4. Portfolio Requirements

Your portfolio is the single most important aspect of your application. Your portfolio must be oriented specifically to the one major for which you are applying.

In addition to your portfolio, a Video Essay is required for certain majors along with your portfolio submission. See appendix A for video, portfolio and essay requirements by major.

### 5. Essays

In addition to the portfolio, one short answer essay and two essays are required for all students and some majors have specific prompts. Essays can be submitted as Word or PDF documents. Please make sure to label your essays as Essay 1 or Essay 2. See appendix A for video, portfolio and essay requirements by major.

### 6. English as a Foreign Language Proficiency

ArtCenter welcomes international students and values cultural diversity in the classroom. Undergraduate applicants who have not completed a high school diploma or bachelor's degree in which the language of instruction was English must take the Internet-Based TOEFL (iBT), IELTS or Duolingo English Test. The Committee may request testing from students who took ESL or English Language Acquisition classes (including English/Writing for Multilingual Speakers) in high school or college. In addition, the Committee may review the individual scores on each section of the test. The Committee may request testing and/or an interview from any student whose command of English is in doubt.

- **TOEFL**: a minimum score of *80* is required on the iBT. ArtCenter's School Code is 4009. Effective August 1, 2019, the TOEFL “My Best” scores may be considered, but only in relation to the most recent score report section and composite scores. The overall performance on all tests will be considered when evaluating the test outcomes, and therefore the “My Best” scores will be part of the considerations.
- **IELTS**: a minimum score of *6.5* is required on the Academic IELTS.
- **Duolingo English Test**: a minimum DET score of a *105* is required.

The score must be sent directly from the testing service and must have been taken within two years prior to the time of application. Institutional versions of the test are not accepted.

Official scores must be received directly from the testing agency. Visit TOEFL.org, ielts.org, or englishtest.duolingo.com for information on testing dates and procedures.

### Optional: SAT or ACT Scores

Effective with applicants for Spring 2019 and forward, the submission of SAT or ACT scores is optional. We are happy to receive copies of your scores if you choose to provide them. However, submission of scores is not required for either students applying directly out of high school or who are in college.

### Important Dates

ArtCenter has a rolling admission deadline policy and prospective students may apply at any time. However, there are some dates and deadlines to consider:
Applications Open

- **Fall Term:** August 1 (of the year prior)
- **Spring Term:** April 1 (of the year prior)
- **Summer Term:** August 1 (of the year prior)

Early Action Deadline

- **Fall Term:** November 15

The early action deadline is ideal for applicants who are well prepared to submit their application, portfolio, and all required materials by November 15. Applicants applying for Early Action will be notified of their decision by January. If you are applying for financial aid and/or scholarship, you will receive early notification of your Financial Aid Offer as well. U.S. Citizens and Permanent Resident students must submit a FAFSA by this date in order to receive consideration.

Priority Dates

- **Fall Term:** February 1
- **Spring Term:** October 1
- **Summer Term:** January 15

Priority Deadline (Entertainment Design Only)

- **Fall Term:** February 1
- **Spring Term:** October 1

ArtCenter reviews and accepts applications on an ongoing basis for most undergraduate majors. We accept applications for all majors for the Fall and Spring terms. For the Summer term, we only accept applications for Graphic Design, Illustration, Product Design and Transportation Design majors.

The ongoing nature of the reviews makes it difficult to determine when a class becomes full. Contact the Admissions Office and we will inform you if applications are still being accepted for a specific term.

Entertainment Design has a priority deadline of February 1 for Fall, and October 1 for Spring. The Concept and Animation Tracks admit students in both the Fall and the Spring. The Game Design Track admits students in the Fall only. After the priority deadline passes, the department will decide whether or not to continue accepting applications on an ongoing basis. Contact the Admissions Office and we will inform you if applications are still being accepted for a specific term. Once enrolled, Entertainment Design students take studio classes in the Fall and Spring terms only. They may take Humanities and Sciences classes in Summer term.

If space is unavailable in the term for which a student is applying, the Admissions Committee will consider the application for the next consecutive available term.

There are no formal deadlines for the undergraduate programs with the exception of Entertainment Design. However, we recommend submitting your application by the priority dates. Don’t be concerned if you aren’t ready to apply or miss these dates as we have rolling admissions.

**Transfer Students**

There is no separate process for applying as a transfer student. Students who have attended another college should complete the standard application process as described under Admissions.
As part of the application process, the Admissions Committee will evaluate your credits, and in the case of studio classes, your portfolio, to make sure that your classes are not repetitive of work you have done at another college.

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

More detailed information regarding transfer credits can be found in this handbook and on our website at artcenter.edu/transfer.

Readmissions and 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 away from ArtCenter for two years or more must complete the readmission process.

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

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

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

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

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

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

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

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

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

Students interested in seeking readmission to ArtCenter should submit the Application for Readmission (available by emailing admissions@artcenter.edu or calling 626 396-2373) and $50 application fee to the Admissions Office along with a portfolio of work from prior classes at ArtCenter and any work completed since the student’s last enrollment.
Applicants for readmission should also submit transcripts from any colleges attended after leaving ArtCenter. Applicants whose GPA was below 2.50 at the time of leaving should submit a statement concerning their past experiences at ArtCenter, how time was spent since their departure from ArtCenter, and an explanation of why they feel they would benefit by returning to the program. Please consult the Readmission Form for more information.

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

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

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

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

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

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

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

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

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

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

**Special Nondegree Student Status**

ArtCenter occasionally admits students to its Special Status program. The program is intended for students who have had significant work and educational experience. These students are allowed to attend ArtCenter classes for up to three terms on a nondegree basis. The Special Status program is available at both the undergraduate and graduate level, and for students with or without a prior college degree. Special Status students pay the current full-time tuition rates.

To qualify, students must show an advanced-level portfolio for one major. They must meet the same admissions requirements as degree program candidates, complete the admissions procedure for undergraduate or graduate students, as applicable, and check off "Special Student Status" on the application form. Students cannot normally transfer to the degree program once enrolled as non-degree students. Special Status students are generally not eligible for financial aid or scholarships.

**Application notification and next steps**

Applicants will be notified of the Admissions Committee’s decision in writing as soon as possible after receipt of all application materials—usually, within three weeks, with the following exceptions. For Fall Early Action applicants, decisions will be released by January. For Fall Priority Date applicants, decisions
will be released in March. Applicants will be notified of the Admissions Committee’s decision through the Applicant portal. An email will be sent when a decision has been released.

**Student Health Information Form**

The Student Health Information form must be returned to Admissions before Orientation. The form can be submitted via the Application Portal, email to admissions@artcenter.edu, by postal mail or in-person to the Admissions Office. The College requires a negative tuberculosis test with the health form.

**Proof of Vaccination**

ArtCenter policy requires all persons who want to access our physical spaces to be fully vaccinated against COVID-19 and must obtain the booster dose of the COVID-19 vaccine within seven days of becoming eligible.

The process for submitting verification of vaccination is available on Inside ArtCenter here. In order to complete the verification, you will need to log in to Inside ArtCenter with the username and password provided upon admission to ArtCenter.

- If you are vaccinated, complete this simple vaccination verification form.
- If you are not able to get a vaccine, you will need to request an exemption.

The verification form asks you to attach an image of the English language side of your CDC vaccination card (if you received your vaccination in the United States) or the English language version of the documentation you received from another country.

If you already submitted your COVID-19 vaccination and need to submit your booster documentation, you can do so in the vaccination verification form.

It may take up to a week to verify and confirm your submission. Submissions that require investigation (such as overseas documentation or errors in the record) may take longer. Requests for exemption typically take longer, depending on circumstances.

Additional information is available on Inside ArtCenter.

**Disability Accommodations**

Upon being admitted to the College, any person who might require special accommodation should discuss their needs with Center for the Student Experience staff.

ArtCenter complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified individual with a disability shall be denied access to or participation in the services, programs and activities of the College. For further information about how ArtCenter is able to accommodate students with disabilities, please review the disability policy information contained in this handbook or contact the Center for the Student Experience office at 626 396-2323.

**Tuition deposit**

To accept your offer of Admission, submit the Reply Form with your nonrefundable deposit. Credit and debit card payments are accepted in the payment form. The completed reply form, along with a $300 (undergraduate programs) or $400 (graduate programs) nonrefundable and nontransferable tuition deposit, is required to hold your place in the class. Tuition deposits will be accepted until classes are full for each term. Note that acceptance does not in itself guarantee a place in the class: A student’s place in the class is not assured until the College has sent the student a written confirmation of receipt of the agreement and deposit.
The availability of space can change rapidly. Undergraduate students will be offered a place in the next available term if they have been accepted but no space is currently available, for all majors except the Entertainment Design program’s Concept Design and Animation track.

**Deferrals**
Accepted applicants for undergraduate programs may defer their admission for one consecutive term following their acceptance (provided there is room) with the exception of students admitted to the Entertainment Design program’s Concept and Animation tracks in the Spring term.

The tuition deposit will apply only to the term of original acceptance; only the acceptance, not the deposit, can be carried over. A new deposit is required for the subsequent term and is nonrefundable. Financial aid and scholarships are not deferred but are reviewed for the new term of entry.

Deferrals of admission are not possible for graduate programs except by special permission from the department. Financial aid and scholarships cannot be deferred.

**Reviewing your Financial Aid offer**
If you have applied for scholarship or financial aid, you will receive an email notifying you when your Financial Aid Offer is ready to view online in your Financial Aid Dashboard. You will need to log in to Inside ArtCenter with your username and password to access this information.

Financial Aid Offer notification is sent separately from your decision notification. They will typically begin going out in early April for the Fall term, mid-November for the Spring term, and early March for the Summer term. After these initial dates, Financial Aid Offers will go out on a rolling basis, typically within 3 weeks of an applicant’s acceptance and/or receiving an applicant’s completed FAFSA if required. Early Action applicants for the Fall term will typically receive notification by mid-January.

We recommend that you review your Financial Aid Offer prior to making your nonrefundable tuition deposit. You can also review A Guide to Your Financial Aid, which explains ArtCenter Scholarship and Grant Policies and other important information.

**Final and Official Transcripts**
If you provided unofficial copies of your transcripts as a part of your application, then your acceptance is contingent upon receipt of official transcripts with high school graduation date, which must be received one week prior to the start of your first term at ArtCenter. Submit official transcripts to the Admissions Department in a sealed official envelope sent directly from each institution you have attended, or electronically via secure electronic transcript service like Naviance, Parchment, National Student Clearinghouse, Scribbles, or eTranscript.

**International Students Applying for an F-1 Visa**
International students will be required to show financial means for two semesters of tuition and fees and three semesters of living costs. This is required by the U.S. government in order to study on an F-1 visa. The amount can be covered through bank statements and any scholarship support received.

Once you receive your login information to ArtCenter’s student portal, inside.artcenter.edu, you can submit your documents online through isscse.artcenter.edu.

Your I-20 document, necessary to apply for the F-1 visa, will be issued no more than six months before the term begins. Please allow 2-3 weeks for processing.

**Veterans**
Veterans should contact the Financial Aid Office at 626 396-2215 or finaid@artcenter.edu for information.
**Rescind Offer of Admission**

Admitted students can view ArtCenter’s Student Handbook at [artcenter.edu/handbook](http://artcenter.edu/handbook), which contains additional policy information. ArtCenter, at its discretion, reserves the right to rescind an offer of admission if any information contained in the Admission Application is found to be incomplete, inaccurate, or misleading, if subsequent information leads to serious concerns, or if any submitted documents, materials, or test scores are inaccurate or are the result of wrongful or fraudulent activity. Violation of this Policy may result in rescinding an offer of admission, expulsion after enrollment, and retraction of degrees awarded.

**Arrival and housing**

We hope that you will call on the Center for the Student Experience staff to help with questions or needs related to your arrival. We recommend arriving at least two weeks before classes if you are moving to Pasadena from within the U.S. If you are an international student, we recommend arriving three to four weeks before the beginning of the term to find housing, get a driver’s license and get accustomed to Pasadena.

While ArtCenter does not offer on-campus housing, the Center for the Student Experience coordinates information regarding local housing and roommate options on the housing website: [offcampushousing.artcenter.edu](http://offcampushousing.artcenter.edu). This resource lists a variety of living arrangements, including rooms within homes, guesthouses, apartments and houses for rent. For questions regarding housing, please contact the Center for the Student Experience by email housing@artcenter.edu or phone 626 396-2323.

ArtCenter arranges with Universal Student Housing (USH) to make its listings available to ArtCenter students. USH lists affordable housing in the homes of approved local families and individuals.

**Living expenses and supplies**

ArtCenter does not currently offer dormitories, and living costs vary greatly based on the type of housing a student chooses. However, we estimate an average amount for rent and food per term to be $7,169 for students not living at home. In addition, students should allow an average of $1,912 for personal expenses, $1,445 for transportation, and $2,000 for supplies each term. The supply amount is variable by major and individual projects. At the start of each term, individual instructors provide students with lists of necessary supplies.

**ArtCenter Student Health Insurance**

All ArtCenter students enrolled for courses that carry units and are charged tuition, with the exception of those enrolled in our fully-online MDes programs, will be automatically enrolled in a College-sponsored student health insurance program for that semester (and the break weeks that immediately follow). This benefit and service to students is provided at no additional charge. Enrollment in the student health insurance program provides medical health coverage for the enrolled student (additional coverage such as dental, vision, and dependents can be added at the student’s choice, but will be charged directly to the student). Enrollment in the student health insurance program is a College policy requirement and cannot be waived.

**New Student Orientation and class scheduling**

New students, both undergraduate and graduate, attend a mandatory week-long New Student Orientation program, which is held the week before the first day of the term. At that time they will be given access to their finalized schedule of classes.

The Orientation schedule will be sent the month prior to the start of the term to students who have submitted their tuition deposit.
During Orientation, students prepare for their ArtCenter experience by receiving valuable information on campus life, academic expectations and policies. They will also have opportunities to develop relationships with other students, faculty, department chairs and staff.

**Schedules**
Class schedules are arranged so that many subjects are taught once a week. Many classes are from 8 a.m.–12:50 p.m. and from 2–6:50 p.m. Some classes are scheduled in the evening and on Saturdays. Humanities and Sciences classes normally meet at 9 a.m. or at 1, 4 or 7 p.m. on weekdays, and occasionally on Saturdays. Independent-study courses are available by special permission starting in a student’s 5th term.

**Your program and length of study**
Most students will enroll in a program that takes a minimum of eight 15-week terms (semesters). Students entering the Bachelor of Science degree programs should expect the possibility of eight to nine semesters for completion. There are three scheduled terms in each academic year: Fall, Spring and Summer. Progress toward the degree is dependent on the course load chosen by the student.

Students can attend one, two or three terms per year, depending on the rate at which they wish to complete the program. Students who attend year-round for three terms can finish in a minimum of two years and eight months, with the exception of Entertainment Design students. The Entertainment Design program offers Summer enrollment, but with a limited slate of studio classes which might make it advisable for some students to enroll in Fall and Spring terms only.

**Graduation rates**
The Student Right-to-Know Act mandates that all institutions disclose their retention rate and six-year graduation rate. The first-year retention rate for first-time fresh-men who entered in Fall 2020 was 85 percent. The six-year graduation rate for first-time freshmen who entered in Fall 2015 was 76 percent. (This information does not include transfer, exchange or special nondegree students.) For further information, please contact the Center for Educational Effectiveness at cee@artcenter.edu.
TRANSFER CREDIT

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

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

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

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

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

Transfer credit will be accepted from colleges or universities that are accredited by one of the U.S. regional associations of schools and colleges—Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Commission of Higher Education (NECHE), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Western Association of Schools and Colleges (WASC)—or by the National Association of Schools of Art and Design (NASAD). International programs will be evaluated on an individual basis.

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

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

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

All transfer credit must be finalized by the end of a student’s first term at ArtCenter. If a student attends another college after enrolling at ArtCenter, those classes will not be eligible for transfer. Students matriculated in ArtCenter’s degree program cannot use ArtCenter Extension courses to meet their degree requirements after enrollment.
Studio Art Credit
Studio art credit is awarded based on a combination of portfolio work and prior college credit. It is never awarded solely on a listing of courses on a transcript. The Admissions Committee will determine whether similar content was covered in a comparable class based on the portfolio work. Portfolios and transcripts are evaluated for studio credit at the time of admission.

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

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

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

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

Please note that transfer credit for graduate programs is limited in nature and is offered at the discretion of the individual graduate program, with some graduate programs allowing for no transfer credit at all. Studio transfer credit is evaluated based on portfolio equivalency to ArtCenter classes and a transcript demonstrating eligible classes and is evaluated by the Graduate Admissions Committee, which includes the department chair, faculty and admissions staff.

Graduate Programs Transfer Credit
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 on an official transcript are eligible for consideration. In order to be considered, any prospective transfer credits must be from colleges or universities that are accredited by one of the six regional associations of schools and colleges. International transcripts will be evaluated on an individual basis.

A maximum of 15 credits may be transferred. Notification of any prematriculation transfer credit will be provided at the time of admission.

For a detailed description of eligible transfer credit by category, visit [www.artcenter.edu/transfer](http://www.artcenter.edu/transfer).
TUITION

Each term, tuition fees include up to 19 credits for undergraduate students and 24 credits for graduate students.

Fall 2022 through Summer 2023

- **Undergraduate Tuition** (per term): $24,471
- **Graduate Tuition** (per term): $25,863
- **Universal Access Fee** (required each term): $500

Tuition due for the academic year beginning Fall 2022 is $24,471 for undergraduates, and $25,863 for graduate students, minus any financial aid that has been awarded. The Universal Access Fee allows full access to all campus shops and computer facilities and will be added to the tuition amount.

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

**Universal Access Fee**
A $500 Universal Access Fee is charged each term to all students. The Universal Access Fee (UAF) covers specialized costs associated with technology and equipment usage that facilitate learning and making specific to art and design education across departments. This includes, but is not limited to, software access and licensing as well as usage of the Shops and 3D Modeling labs, computer labs, Educational Media Equipment Center, and the support, upgrades, and maintenance related to providing such resources. Due to increased demand for these critical services, the proliferation of digital making across all departments, and expanded multimodal course offerings, periodic adjustments to the UAF may be necessary to insure that students have access to critical, specialized tools necessary for their development and learning. Fees are subject to change and are refundable on the same schedule as tuition.

**Due Dates and Payment Process**
Tuition and fees can be paid at the Cashier Window located at 1111 South Arroyo Pkwy, Suite 410.

Student tuition is due and payable by Friday of the first week of class (Week 1). If full payment is not received by this date, a one-time non-refundable Payment Plan Fee of $75 will be assessed. Tuition may be paid by check, credit card, cashier’s check, ACH or wire transfer. Contact StudentAccounts@artcenter.edu for bank instructions to send an ACH or a wire.

If paying by check, please make check, money order or cashier’s check payable to ArtCenter College of Design.

Mail checks to:

ArtCenter College of Design  
P.O. Box 843727  
Pasadena, CA 90084-3727

Include your name and student ID

Checks may be dropped off at the South Campus drop box at:
Please do not place cash in drop box!

Financial aid will be credited to your account and deducted from the amount due. If you are expecting financial aid, please only pay the amount that is not covered by your aid. This can be viewed online by the student by logging in to Inside.ArtCenter.edu.

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

**Methods of Payment**

**Single Payment Plan**
Full payment is due on Friday of the first week of school.

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

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

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

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

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

If the Withdrawal is completed:

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

**Fee Forgiveness**
Course fees are forgiven per the same schedule as tuition forgiveness, except as otherwise noted above. Regardless of the date of the official withdrawal, finance charges are not forgiven.
Also, if the tuition is not paid in full by the date of the withdrawal, the student may have a balance due to ArtCenter.

**Exchange and Study Away program withdrawal, dismissal or cancellation and refund policy**

Should a student decide to cancel enrollment in any study away program for which he or she applied and was accepted, the student must immediately notify in writing the College’s Exchange and Study Away office. ArtCenter is not responsible for costs paid directly by the student, including, but not limited to, passport and visa fees, vaccinations, insurance, housing, 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**
The $300 (undergraduate) and $400 (graduate) program down payment / deposit required for commitment to most programs is non-refundable.

Prior to the start of the program, the student is eligible for a full refund of tuition. However, 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 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 had already been deposited or cashed 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 the College’s Tuition Forgiveness Policy below.

**Withdrawal Tuition Forgiveness**
- Prior to start of program 100%
- Week 1—100%
- (with a $500 late withdrawal fee)
- Week 2—80%
- Week 3—60%
- Week 4—40%
- Week 5—20%
- Week 6—0%

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 among the faculty team leader, the Director of Exchange and Study Away, and the Associate Provost for Student Affairs (or designee). 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 as follows:

Students who encounter unplanned medical issues once the term (or study abroad experience) has begun may request a Leave of Absence (“LOA”) due to a medical condition (medical leave). Although any student may take an LOA from ArtCenter at any time, a medical leave indicates a sudden and unexpected medical condition that prohibits the student from completing all classes in a term and from taking Incompletes. In these cases, some adjustments may be made to the student's billing and financial aid based on the date that the Leave of Absence form was received by Enrollment Services and the additional completed documentation was received. Medical leaves are not granted routinely. They are granted only after careful evaluation of each individual's situation and documentation.

Documentation for the medical condition must meet the following standards:

- Communication from a treating physician on letterhead (not a prescription form) with the full name of the patient/student, a description of the illness and treatment, and an indication of the limitations in function due to the illness or the treatment.
- The treating physician must be a medical doctor (MD), clinical psychologist (PhD) or licensed clinical social worker (LCSW). The treating provider may not be a relative of the student, nor can he or she be employed by ArtCenter.

The student requesting a medical leave must also give permission for the Associate Provost for Student Affairs (or designee) to contact the treating provider to discuss the case, or to verify the diagnosis or treatment.

To qualify for medical leave, students must show that their condition or course of treatment renders them incapable of 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 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 class, he or she must provide the Associate Provost for Student Affairs (or designee) with a letter on letterhead from the treating provider certifying that the student is well enough to return to the rigors of the ArtCenter curriculum. The Associate Provost for Student Affairs (or designee) may request that the student check in once or twice during the course of the term as a condition of enrollment.

Students may be on medical 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. 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.

**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.

**General Program Cancellation**
Student safety is of critical importance. The College reserves the right to cancel any exchange or study away program in a location that is considered unsafe by the Study Away Emergency Response Team.
(“SAERT”) or for which the U.S. Department of State has issued a Travel Alert. SAERT regularly reviews information provided by the U.S. Department of State and monitors other sources, such as announcements from the Overseas Security Advisory Council (OSAC), Center for Disease Control (CDC) and the World Health Organization (WHO) for information about the locations where ArtCenter students are or will be studying.

Should a program cancellation become necessary for safety reasons, an emergency, the continued COVID-19 pandemic, or for other reasons beyond the College’s control prior to student departure, every effort will be made to refund all recoverable costs to participants. The time of program cancellation will determine the actual recoverable costs. The closer the program is to the start date, the less recoverable costs will be available. The Exchange and Study Away office will make its best efforts to notify students of a potential program cancellation as soon as it is known so that other academic options may be considered as a back-up.

Should a program cancellation become necessary for safety reasons, an emergency, the continued COVID-19 pandemic, or for other reasons beyond the College’s control, after students have arrived overseas, our refund policy is that every effort will be made to refund recoverable costs to the participants. Additionally, the Exchange and Study Away office and academic departments will make every effort to help students complete the academic work from the program and, depending on the circumstances, possibly earn the intended academic credit from the program. Whether or not this is possible depends largely on the particular program, the circumstances of the academic work of the program, and the length of time remaining in the program after the official cancellation date.

Unrecoverable program expenses including, but not limited to, passport and visa fees, vaccinations, housing fees, or airline costs, paid for directly by the student cannot be refunded. In addition, payments made either by ArtCenter or the student directly to a partner institution or any third party provider are often unrecoverable and cannot be refunded or reimbursed.

Because full refunds are often not possible, students should consider purchasing trip cancellation insurance. This is at an additional cost and is not a program inclusion. During the COVID-19 pandemic, travelers can purchase additional “Cancel/Interrupt For Any Reason” (CFAR/IFAR) coverage through Cultural Insurance Services International’s (CISI) partner, Travel Insured International, to supplement the existing CISI coverage provided through ArtCenter. This coverage will help protect students’ financial investment should they need to cancel the program. Students are encouraged to compare policies.

The Financial Aid office will review program cancellations on a case-by-case basis for students who are receiving financial aid.

**Students Receiving Financial Aid**

**Withdrawal and Leave of Absence**

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

**Return of Title IV Funds**

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

**Additional Costs**

Additional costs for each term include required course supplies and living expenses.
ArtCenter does not currently offer dormitories, and living costs vary greatly based on the type of housing students choose. Additionally, we ask each student to look at his or her own lifestyle to estimate these costs.

The cost of supplies varies by major, and students will receive specific supply lists from faculty in each class during the first week of classes. The amounts listed below are general estimates.

- Housing and food: $6,765 (living away from home); $4,342 (living at home)
- Supplies and books: $2,000
- Transportation: $1,397
- Miscellaneous/personal: $1,849
FINANCIAL AID

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

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

In Fall 2019, 65% of our students qualified for aid, receiving individual grants, loans, scholarships, part-time employment or a combination of aid.

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

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

Financial aid for U.S. Citizen and Permanent Resident students—Undergraduate Programs
Students applying for financial aid and scholarship should submit the FAFSA at fafsa.gov and list ArtCenter’s school code of 001116. The FAFSA opens October 1st of each year and you should submit the FAFSA by the application priority dates listed below.

The Cal Grant, which is for students who attended high school in California, has a FAFSA and grade-point verification deadline of March 2. Forms may be obtained at csac.ca.gov and should be certified by the registrar at your current school.

Once you have submitted your FAFSA, the Financial Aid Office will be able to consider your eligibility for programs such as the Federal Pell Grant, Federal Work Study, Federal Stafford Loans and ArtCenter scholarships. The Financial Aid office will notify you of your aid after your acceptance into ArtCenter.

Continuing students must submit their FAFSA each year in order to maintain their eligibility for all types of financial aid.

Financial aid for U.S. Citizen and Permanent Resident students—Graduate Programs
ArtCenter encourages all students in need of financial aid to apply for funding. Domestic graduate students (U.S. citizens or permanent residents) are eligible to apply for several federal loan programs and Federal Work Study, and they can also apply for ArtCenter scholarships, which are generally need- and merit-based. For assistance in applying for financial aid, for more detailed information, or to request the Financial Aid brochure, contact the Financial Aid Office at 626 396-2215, or visit artcenter.edu.

International Students
Much of the information on this website relates to U.S. students, as it outlines federal and state financial aid programs.
International students can apply for ArtCenter scholarships, and should meet the deadlines for scholarships.

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

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

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

**Application procedure**

U.S. citizens and permanent residents must complete both the admissions requirements and the FAFSA (Free Application for Student Aid) to be considered for scholarships and financial aid. International students need only submit admissions materials. All applicants should meet the priority scholarship application deadline for the term for which they are applying. Depending on availability, it may still be possible to receive aid if those dates are not met.

**Federal Work Study (FWS)**

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

Students earn money for college costs through part-time employment in an approved on- or off-campus job. It is the student's responsibility to review the job postings, contact employers, interview, and accept a position in order to earn the funds provided through FWS. Students may work up to 20 hours per week during a term and up to 29 hours weekly during breaks with approval from the Financial Aid Office.

Amount: $1,000 per term for undergraduates; $2,000 per term for graduate students. Hourly rates vary from $16.11 to $18.50. The amount of work and salary is determined by the difficulty of the job and the amount of federal funding the College receives for the program. Students must submit timesheets to receive a biweekly paycheck. No Federal Work Study is available during the Summer Term.

ArtCenter participates in the Community Service including the America Reads program, under which students provide tutoring to elementary school children. Students may also work for the Pasadena Public Library, or in local high schools through the ArtCenter High School Mentor program. Pay is $19.00 per hour.

**Other Student Employment**

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

**Grants**

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

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

**Federal Pell Grants**

Based on need, Federal Pell Grants are awarded to undergraduate students who are citizens or eligible noncitizens and who have not earned a bachelor’s degree and are enrolled at least half-time in a degree-granting program.
Students who file the Free Application for Federal Student Aid (FAFSA) are automatically considered for a Pell Grant. The amount awarded is determined by the federal government and is based on your estimated family contribution.

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

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

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

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

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

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

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

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

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

**California Chafee Grant for Foster Youth**
For CA Foster Youth. The California Department of Social Services will verify your foster youth eligibility status. Check with the CSAC for more information.
Contact the California Student Aid Commission (CSAC)
The California Student Aid Commission (CSAC)
Customer Service Branch toll-free at 1-888-224-7268

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

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

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

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

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

Priority scholarship dates
- Summer term: January 15
- Fall Term (Early Action): November 15
- Fall term (Priority Date): February 1
- Spring term: October 1

Notification of scholarship awards
Accepted applicants will be notified by:
- Summer term: March 1
- Fall Term (Early Action): Jan 31
- Fall term (Priority Date): April 1
- Spring term: November 15

If you miss the priority dates listed above, scholarship funds may still be granted on an as-available basis, and other forms of aid—such as Federal Stafford Loans and Federal Pell Grants—may be available as well. Applicants will be notified of scholarship awards on a rolling basis at the time of admission.

For assistance in applying for financial aid, contact the Financial Aid Office at finaid@artcenter.edu or 626 396-2215.

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

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

International students need only to submit their portfolios.

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

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

Students who did not receive scholarship on entry or who would like to apply for an additional amount may apply through the Continuing Scholarship Review process. This process currently takes place each term for undergraduate students. The dates to apply for continuing undergraduate students are distributed each term by their department, and can also be found each term on The Financial Aid Office website. The graduate student continuing scholarship review varies by department. Graduate students should check with their department for dates.

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

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

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

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

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

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

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

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

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

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

Scholarship search:
- finaid.org
- fastweb.com

Outside scholarship information:
- inside.artcenter.edu/go/outsidescholarship

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

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

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

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

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

Information regarding various loan programs is available on our website artcenter.edu under Financial Aid.

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

Apply for Aid
Follow these steps to apply for financial aid:

1. **Complete the FAFSA by the priority deadline each year: March 1**
   Domestic students must complete the Free Application for Federal Student Aid (FAFSA) online or by downloading the Mystudentaid app in the Apple store or on Google Play.

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

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

2. **List ArtCenter as a recipient school—School code 001116**

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

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

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

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

Yellow Ribbon Program
The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post-9/11 Veterans Educational Assistance Act of 2008.
This program allows degree granting institutions in the United States to voluntarily enter into an agreement with the Veterans Administration (VA). Under this agreement, ArtCenter College of Design will contribute up to $4,000 of tuition expenses, and the VA will match that amount. Detailed information about the Yellow Ribbon Program can be found at: http://www.benefits.va.gov/gibill/yellow_ribbon.asp.

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

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

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

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

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

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

Military Transcript Request Sites
Army, Coast Guard, Navy, and Marine Corps https://jst.doded.mil/official.html


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

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

Begin with apply for benefits:

- VA Form 22-1995 - Request for Change of Program or Place of Training
- VA Form 22-5495 - Dependents' Request for Change of Program or Place of Training
- VA Form DD-2384 - Notice of Basic Eligibility (NOBE) - Reservist Only
Continuing Students
Once your benefits have been established, you will need to register each term.

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

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

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

Mitigating Circumstances
Mitigating circumstances are circumstances beyond the student's control that prevent the student from continuing in school or that cause the student to reduce credits. The VA requires schools to document potential mitigating circumstances. Any withdrawal with a mitigating circumstance selected will require additional documentation of the mitigating circumstance to be submitted to ArtCenter prior to the mitigating circumstance being reported.

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

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

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

Complete the FAFSA by the March 1st priority deadline.

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

ArtCenter College of Design agrees to:

- Provide detailed information about the terms and conditions of the loans offered by our suggested lenders, as required under section 153(a)2(a) of the Higher Education Act. Loan terms and conditions can be found and compared on the College’s FASTChoice page.
- Disclose why we entered into an arrangement with each lender, particularly with respect to terms and conditions or provisions favorable to the borrower.
- Disclose that students do not have to borrow from a lender on the suggested lender list.
- Ensure that the list contains at least two unaffiliated lenders for private education loans. The list must specifically indicate whether a lender is or is not an affiliate of each other lender on the list. If a lender is an affiliate of another lender, the institution must describe that affiliation.
- Disclose the method and criteria used in selecting the lenders. ArtCenter’s lenders have primarily been selected based on those lenders our students have successfully used in the past.
- Compile the list with care and without prejudice for the sole benefit of students and their families.
- Refrain from denying or impeding the borrower’s choice of a lender or unnecessarily delay certifying a loan for a borrower who chooses a lender not on the list.
- Provide information for a private education loan, upon request of an applicant. The institution must also provide the form required under section 128(e)(3) of the Truth in Lending Act, and any information needed to complete the form, to the extent the College has that information. Truth in Lending information can be found for each lender listed on the College’s FASTChoice page.
- Refrain from accepting gifts or expense reimbursement from lenders in exchange for loan volume or preferred lender status. This includes revenue sharing, custom printed materials or co-branded websites, any financial benefit as compensation for any type of consulting, staffing assistance or receiving any compensation for serving on any lenders advisory board.

**Verification Policy**

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

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

**Federal Satisfactory Academic Progress**

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

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

**Scholarship Satisfactory Academic Progress Policy**

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

**Federal Aid and Drug Conviction**

Drug convictions no longer affect federal student aid eligibility. When you complete the FAFSA form, you will be asked whether you had a drug conviction for an offense that occurred while you were receiving
federal student aid. If the answer is yes, you will be provided a worksheet. Please do answer the questions on the worksheet; however, your answers won’t affect your federal student aid eligibility.

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

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

Federal and State Degree Audit Requirements
According to federal regulations, students are not eligible to receive Title IV assistance (Federal Student Aid) for course work that will not count towards the completion of that student’s degree program requirements. In compliance with federal financial aid regulations, ArtCenter is only able to disburse federal and state financial aid funds toward classes that are required on a student’s degree audit. This means that classes taken that go beyond the requirements for degree completion are not eligible for any federal or state financial aid. Students should expect their federal and/or state financial aid to be prorated or removed completely depending upon the courses they choose to enroll in each term. The system will verify that the first 12 units count towards the degree requirements. Only courses that satisfy a degree requirement will result in eligible payment. Students who have been approved to substitute a course must submit the Waive-Sub Forms to Enrollment Services prior to the term in order to receive eligible funding on schedule.

COURSE SCHEDULE

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

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

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

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

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

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

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

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

Degrees Offered
The College currently offers programs leading to the following degrees:

- Bachelor of Fine Arts—BFA
- Bachelor of Science—BS
- Master of Design—MDes
- Master of Fine Arts—MFA
- Master of Science—MS
- Joint Master of Science/Master of Business Administration—MS/MBA (in conjunction with Claremont Graduate University’s Drucker School of Management)

Minors are offered in the following subjects

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

ArtCenter offers programs of undergraduate study leading to a Bachelor of Fine Arts degree in Creative Direction, Film, Fine Art, Graphic Design, Illustration and Photography and Imaging and a Bachelor of Science in Entertainment Design, Interaction Design, Product Design, Spatial Experience Design and Transportation Design.
ArtCenter offers programs of graduate study leading to the Master of Fine Arts degree in Art, Film, Graphic Design, and Media Design Practices. A Master of Science degree is offered in Furniture, Lighting and Fixtures, Industrial Design, Spatial Experience Design, and Transportation Systems and Design, and a Master of Design degree is offered in Interaction Design and Brand Design and Strategy.

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

Change of major
Once enrolled, a student can apply for a change of major through a portfolio review process. Changes of major are not guaranteed, and students who change majors must meet all the requirements for their new major. This may entail additional terms of study.

Undergraduate Programs

Undergraduate students entering Spring 2002 to Summer 2014:
- BFA programs must complete 135 total units (90 studio units and 45 Humanities & Sciences units).
- BS programs must complete 144 total units (99 studio units and 45 Humanities & Sciences units).

Undergraduate students entering Fall 2014 to Summer 2020
- BFA programs must complete 120–132 total units (75–87 studio units and 45 Humanities & Sciences units). See individual program requirements for details.
- BS programs must complete 144 total units (99 studio units and 45 Humanities & Sciences units).
- Minor in Designmatters must complete 18–21 units (beginning Summer 2017).
- Minor in Business or Creative Writing must complete a minimum of 15 units as part of the Humanities and Sciences requirements (beginning Spring 2020).

Undergraduate students entering Fall 2020 or later
- BFA programs must complete 120–132 total units (75–87 studio units and 45 Humanities and Sciences units). See individual program requirements for details.
- BS programs must complete 132–144 total units (87–99 studio units and 45 Humanities and Sciences units). See individual program requirements for details.
- Minor in Designmatters must complete 18–21 units.
- Minors in Business, Creative Writing, Material Science or Research must complete a minimum of 15 units as part of the Humanities and Sciences requirements.

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

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

Current course requirements for each program are listed online at Inside ArtCenter (inside.artcenter.edu) 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.
Students must graduate in the term in which they complete their Humanities and Sciences course requirements, all required studio courses, and any needed studio electives, and in which they have a cumulative GPA of 2.50 or higher. Students may not enroll in a subsequent term and defer graduation.

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

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

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

**Cumulative GPA**
Undergraduate students must maintain a minimum cumulative GPA of 2.50.

**Graduate Programs**
Unit requirements vary by graduate program. Refer to program requirements under Course of Study on our website.

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

**Thesis Requirement**
In addition to completing the coursework for the program, students in Master of Fine Art and Master of Science programs must complete a thesis in order to be eligible for graduation.

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

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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Prerequisite and Co-requisite
A prerequisite is a course or other requirement that a student must have taken prior to enrolling in a specific course.
A co-requisite is a course or other requirement that a student must take at the same time as another course or requirement.

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

Course Load
Students are expected to be enrolled on a full-time basis (registered in a minimum of 12-credits). Degree programs are full-time only, requiring a course load of between 12 and 19 units per term. Permission must be obtained to drop below 12 units or for the course load to exceed 19 units. However, students can enroll in a part-time term, called ArtCenter Lite (ACL), twice during their course of study. Entering students cannot start their studies with an ACL term. Graduation from ArtCenter is based upon successful completion of the curriculum of the department to which the student was admitted. This is estimated to take a minimum of eight terms, depending on availability of classes and amount of transfer credit awarded. Students entering the Bachelor of Science degree programs should expect the possibility of eight to nine semesters for completion. For undergraduate students, full-time tuition covers 12-19 credits. For graduate students, full-time tuition covers 12-24 credits.

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

- Class level 1 0 – 36 completed credits
- Class level 2 37 – 69 completed credits
- Class level 3 70 – 94 completed credits
- Class level 4 95 or more completed credits

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

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

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

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

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

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

**Exchange and Study Away Programs**

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 your responsibility to ensure that your transcript is received by Enrollment Services. It is important that you complete the Study Abroad Exchange 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.
CREDIT HOUR

Credit Hour Policy
All courses at ArtCenter College of Design must meet the federal requirement for credit hours. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for one semester or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The above policy is applicable to all courses offered, regardless of the mode of delivery and/or session length (e.g. full term-length, weekend mode, abbreviated term, face-to-face, hybrid, online, etc.).

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

GRADING

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

A student’s GPA is calculated beginning with the first term of study. Classes taken prior to enrollment are not included in this calculation. The GPA is computed by multiplying the semester hours of each course attempted by the grade points earned in the particular course and then dividing the total number of hours attempted excluding those hours for which a non-computed grade is recorded. All Grade Point Averages include only courses attempted at ArtCenter.

ArtCenter uses the following grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points</th>
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</thead>
<tbody>
<tr>
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<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>Excellent</td>
<td>3.75</td>
</tr>
<tr>
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</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.75</td>
</tr>
<tr>
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<tr>
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<td>Fair</td>
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</tr>
<tr>
<td>C-</td>
<td>Fair</td>
<td>1.75</td>
</tr>
<tr>
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<tr>
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<tr>
<td>N</td>
<td>Non-attendance Failure</td>
<td>0.00</td>
</tr>
<tr>
<td>N*</td>
<td>Non-attendance Failure (repeat)</td>
<td>N/A*</td>
</tr>
<tr>
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<td>No Pass</td>
<td>N/A*</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

Pass/Fail Grade
Courses graded “Pass” will not be included in the student’s GPA. Courses graded “Fail” will be included in the student’s GPA.
ENROLLMENT STATUS

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

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

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

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

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

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

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

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

To enroll in an Internship Term, students must submit an approved Internship Registration form to Enrollment Services by Friday of Week 1 of the Internship Term. During an Internship Term, students may not enroll in additional courses, and can only be enrolled for a three-unit or six-unit internship officially approved through CPD. Students who wish to enroll in additional courses and earn credit through an internship should be enrolled full time (12 or more units) or in an approved ArtCenter Lite term (if enrolled in less than 12 units). All internships registered through CPD will be noted on the academic transcript.
This policy does not apply to students who are employed off-campus for no course credit.

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

Graduate Thesis Research or Project Term
Master of Fine Art and Master of Science students must complete all course work, including a thesis, to graduate from the College. 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.

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

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

Special Status Programs
On occasion, ArtCenter admits a few select students to its Special Status Program. These students are allowed to attend ArtCenter classes for up to three terms without the intent to complete a degree. These students are charged the current tuition rate. Certain academic policies do not apply to these students; however, they must still abide by all College deadlines, policies, financial obligations, enrollment policies and student conduct policies.
Those admitted under Special Status are not entitled to all benefits, programs and services afforded to degree-seeking students, including financial aid, scholarships or institutionally sponsored internships. Courses taken in this program will not be applied toward an ArtCenter degree at any time. Admission to this program is subject to the approval and terms established by the Admissions and the Department Chairs offices.

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

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

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

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

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

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

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

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

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

Financial aid beyond tuition remission is not available for the Graduate Fellows Program.
International students should consult with the International Student Advisor in the Center for the Student Experience regarding eligibility for the Graduate Fellows Program.

ACADEMIC PROGRESS

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

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

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

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

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

Students will be placed on extended probation after two terms on academic probation if their term GPA is 3.00 or higher but their cumulative GPA remains below 2.50. They may remain on extended probation while maintaining a term GPA of 3.00 or higher until their cumulative GPA is raised to 2.50 or higher.
Academic suspension is a one-time action. Students who re-enter or who are readmitted are placed on extended probation. Undergraduate students who do not attain the required 2.50 cumulative GPA or 3.00 term GPA within one term following their re-entry or readmission are placed on academic dismissal.

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

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

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

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

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

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

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

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

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

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

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

Dismissal
ArtCenter reserves the right, at its sole discretion, to dismiss students for violations of academic or student conduct policies.
Change of Major
Change of Major requests must be approved by the Department Chair of the new major. Students will be required to submit their portfolio to the Chair of the new department. A change of major may require additional terms of study to complete a degree.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Please refer to the Add/Drop and Course Withdrawal policies and procedures.

## LEAVE OF ABSENCE, WITHDRAWAL AND DISMISSAL

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

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

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

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

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

International students must meet with the International Student Advisor prior to taking an LOA or Withdrawal from ArtCenter. International students are only permitted to take a term off for their annual vacation or for an internship after having completed two consecutive terms. International students who do not follow the requirements and deadlines to take a term off for an LOA or Withdrawal and then do not properly enroll for the term will fail to maintain visa status, and their United States SEVIS I-20 records will be terminated.

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

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

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

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

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

**Medical and Psychological Leave Policy**
Students who encounter unplanned health issues once the term has begun may request a Leave of Absence (LOA) due to a health condition (see Leave of Absence Policy). While a student may take an LOA from ArtCenter for a variety of reasons, an LOA for health purposes indicates a 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 conned 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.
CAMPUS ACCESS AND PARKING

ArtCenter ID
You will need an ArtCenter ID to be on campus.

As a part of the College’s commitment and strategy to ensuring the safety and security and improving our services to students at all campus locations, all students, faculty and staff are required to obtain and carry ArtCenter-issued photo identification that can also be used to access facilities.

Most campus building perimeter access points will require ArtCenter ID access. You do not need to touch the ID reader when you swipe. Please do not hold the door open for others; each person should produce a unique swipe.

Parking
Parking Permits
Students, faculty and staff must display a current hang tag on any vehicle parked on campus. Hang tags are issued to a vehicle (not individuals) so you must obtain a separate tag for any vehicle you park on campus. New students are given an opportunity to register their vehicle(s) during Orientation. Staff and faculty should register their vehicle(s) with Campus Security when they onboard. Forms may be picked up at the Security front desk in any building or you can register online.

Report any lost hang tags to Campus Security.

Replacement hang tags can be obtained at the Command Center. You will need a copy of your vehicle registration and your ArtCenter ID. For occasional use of an unregistered vehicle (such as a loaner or rental vehicle), check in with the Security Desk after parking.

Vehicles that are not displaying hang tags after Week 2 of each term may be subject to towing at the expense of the vehicle owner.

Visitor Parking
Please let Security know if you are expecting visitors to campus. Visitors park in the South (Student) Parking Lot at Hillside and any available lot at South Campus. All visitors should sign in with Security at the front desk of the building they are visiting.

Overnight Parking
Overnight parking is not allowed on either campus. You must be physically on campus between the hours of 11 p.m–7 a.m. in order to park on campus. In the event of vehicle trouble, please notify Security before leaving campus. Any vehicle left overnight without approval will be cited and a notice to tow will be placed on the vehicle. After 72 hours, the vehicle will be towed off campus, at owner’s expense. Click on link below to request for overnight parking.

Parking Reminders
- Do not park in red zones. These marked curbs are for emergency vehicles only.
- The Reserved Parking Lot at Hillside is for guests only and spaces must be reserved with Security. Students, faculty and staff are not permitted to park in this lot.
- Staff and Faculty can access the Staff/Faculty Lot at Hillside with their ArtCenter ID/key card.
- Do not park in marked Handicap spots without a valid state-issued handicap placard.
- Loading zones are restricted to 30 minutes for loading and unloading only.
- Please watch out for deer when driving on campus.
- Be respectful of our neighbors when coming to and from Hillside Campus and obey posted speed limits.
- E.V. Parking spots are designated for actively charging vehicles only. Please be mindful of others and move your vehicle after charging.

**Photo Drive**
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.

**Driving in Our Neighborhood**
The Hillside Campus is located in a residential community and our South Campus locations are areas with substantial foot traffic. 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, racks for bicycles are provided in the north parking lot and on Photo Drive.

At South Campus, racks 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).

**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 for emergency use. If you need to leave your car overnight, you must contact Campus Security for authorization.

ArtCenter Shuttle
ArtCenter provides free shuttle service Monday–Saturday between the Hillside and South campuses, with stops in close proximity to three Metro Gold Line stations (Memorial Park Station, Del Mar Station and Fillmore Station) in downtown Pasadena.

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.

FACILITIES

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.

Shops
ArtCenter is a college of makers. And much of the physical making process occurs in the Shops at Hillside and South Campus.

Students from all disciplines learn to use the latest professional equipment required to complete projects in woodworking, metal fabrication, vacuum forming, plastic sheet fabrication and fiberglass and composite fabrication. Additional facilities are dedicated to sanding and buffing, rubber-mold making, plastic casting, sandblasting, spray-painting and plaster fabrication.

Students have access to the latest in rapid prototyping technologies in our 3D prototyping shops, including various 3D printers that use plastics and powder, mills and routers, as well as the only 3D printer that uses ordinary copy paper as the build material to print photorealistic color as accurately, vividly and intricately as a document printer. Laser-cutters are also available to cut or etch plastic, wood or composites for a wide range of projects.

The Shops also feature a well-stocked tool and equipment checkout area and a retail material sales area, making it easy to finish projects without driving to home supply centers.
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.

**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:

- Products that contain turpentine are banned from ArtCenter campuses.
- Some materials may have hazardous potential and students must use appropriate protection.
- Isolate the working environment from the living environment.
- Use safer alternatives whenever possible.

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).

**Library**
Looking for inspiration, cutting-edge research, personalized help or a collaborative workspace?

You can find it at the ArtCenter Library, which offers a comprehensive collection of resources on art and design including more than 90,000 volumes of books and periodicals; subscriptions for more than 400 magazines; 11,000 DVDs of feature films, animation, documentaries and more. In addition to providing a quiet space for students to work independently or in groups, the Library also features extensive collections of zines and video games; plus subscriptions to dozens of online databases. A reference librarian and other trained staff are available for research assistance and online resource instruction to aid students in fulfilling their creative vision.

Pickup service available at the Hillside and South Campuses. Checked-out materials are due at the end of the term.

**Online Portal**
The library’s online portal allows you to search its database of more than 97,000 volumes of books; subscriptions for 430 magazines; 13,300 films; and more. It also provides access to online resources for digital libraries and archives, and research guides for book collections and resources related to your subject(s) of interest.
ArtCenter Archives
The Library also includes the ArtCenter Archives, a repository for official and unofficial records that document ArtCenter’s history. The Archives contains historical images and material of enduring value generated by faculty, academic departments, administrative offices, students and campus organizations.

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.

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.

Photo and Film Stages
Two fully equipped 4,600-square-foot stages provide ample space to shoot any type of project—from elaborate photo shoots to special effects-enhanced film scenes to entire automotive commercials. A 24-foot strobe box, multiple lighting modifiers including Kino Flo, Profoto, and Broncolor enable students to bring their creative ideas to life in still or moving images. An onstage kitchen facilitates the styling of prepared food for photography and videography.

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.

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. The Copy Center has paper cutters, a mat cutter, foam core and illustration board cutters for student use. The Copy Center maintains self-service on-campus copy machines in all campus buildings. Non-refundable copy cards can be purchased from the Copy Center and from the vending machine at South Campus.

You cannot use money on your printing account to purchase prints at the Copy Center. Payment can be made with either cash or credit.
Printing on campus
Students are given a printing account with an allowance of $30 every term.

When printing in a computer lab or at the Library, you print and pay through the PaperCut Client (PCClient) software. When prompted, enter your username and password (same as your Inside ArtCenter account). Once you have chosen a print location, select “Jobs Pending Release” in the left column and then select “Print” in the “Action” column for the documents you’d like to print.

You can also select “Release All” to print all jobs listed. When finished, please remember to pick up your prints, exit the browser, and log off. To add money or credit to your account, go to Room 104 at Hillside Campus.

Photo labs
ArtCenter’s state of the art photography labs enable students to print, process, scan and finish any image they conceive.

The Digital Imaging Lab is equipped with workstations for high-resolution scanning. Hasselblad scanners, digital printing from desktop to wide format, and manipulation are available. The photography labs house Inkjet and Chromira printers that allow students to print gallery-quality images.

The Black-and-White Photography Lab features large darkrooms for normal and alternative processing techniques. The lab is equipped with manual deep tank and automated film processing, a Kreonite print processor and enlarging capability for all film formats from 35 mm to 8” x 10”. A communal darkroom offers 40 enlarging stations.

The Color Photography Lab offers automated processing for E-6 and C-41. Color enlargements are made with De Vere 4” x 5” and 8” x 10” enlargers in private printing rooms. The digital lab has more than 20 up-to-date Apple computers with current adobe software for image manipulation. The room is color-balanced for ideal print quality control. In addition, available to students are 20- and 30-inch RA-4 processors that print from negatives.

Model Office and Prop Room
Whether you’re an artist, illustrator, designer, photographer or filmmaker, ArtCenter’s Model Office and Prop Room help bring the images and ideas of our visual artists to life.

The Model Office schedules art models to pose for classes throughout the year. In addition to your studio classes, the Model Office works with ArtCenter’s Integrated Studies Department to arrange open studio drawing and painting workshops available to any student who wants to practice and exercise their skills. An art model and instructor is provided with seating on a first-come, first-served basis several days of the week, every term.

The Model Office is also a great resource for students needing information, guidance or referrals to acquire art models locally.

The Prop Room at Hillside Campus (P1) is a treasure trove of furniture, period pieces, background sets, décor and wardrobe, which students may check out to add depth and dimension to creative projects across all disciplines. Items are constantly in rotation with new items added regularly to our eclectic collection.

The Prop Room at South Campus (P2) runs exclusively to service onsite classroom needs in the 1111 building.
Bruce Heavin Media Production Studio
The Bruce Heavin Media Production Studio was established to support online learning and create greater awareness of the College. This is achieved in a number of ways, including a new series of videos that tell the stories of our alumni, faculty and students; video capture of on campus lectures; and the development of online course offerings.

The studio boasts a state-of-the-art film stage, audio/visual technology, sound isolation rooms, editing bays and a viewing lounge. The Studio is intended to support the College in delivering online learning experiences.

Fine Art Studios
Modern light-filled studios are available to Fine Art and Illustration students seeking a space of their own to create and collaborate.

Graduate Art Complex
The Graduate Art Complex provides a one-of-a-kind forum for events, conferences, exhibitions, residencies, screenings and publications, centered around a former supersonic jet-testing facility on ArtCenter’s South Campus.

The dedicated studio building has individual workspaces guaranteed for all candidates, from the first through the sixth term, where concentrated art-making is assured equally concentrated and careful attention from faculty. The Graduate Art Complex features cutting-edge software and hardware and the equipment that goes with it, as well as a fabrication shop, several gallery spaces, and dedicated computing and moving-image production labs.

HMCT Archetype Press
ArtCenter’s Archetype Press, managed by the Hoffmitz Milken Center for Typography, is California’s largest letterpress printing facility, providing students with a full-immersion typographic education.

HMCT Archetype Press offers students the unique opportunity to practice what has become a Digital Age rarity: setting type and printing by hand. Archetype’s collection of rare American and European metal fonduy type, wood type and ornaments—originally belonging to Vern Simpson’s legendary typesetting shop in Hollywood—is the largest in California, and among the largest of any design school in the country. The extensive metal and wood type collection resides in 2,500 antique wooden drawers. Students learn to set and print type on an impressive set of printing presses: nine Vandercook proof presses, a Chandler & Price platen press and a Heidelberg Windmill press.

Established at the College in 1989, the scope of Archetype Press was expanded in 2015 when the College created the Hoffmitz Milken Center for Typography, which strives to advance the research, teaching and understanding of letterform design and typography.

Printmaking Studio
ArtCenter students practice the art of printmaking in a state-of-the-art studio run by one of the world’s great masters of the form.

ArtCenter’s printmaking facilities enable students to explore intaglio, screen printing, stone and plate lithography as well as various photographic printmaking techniques. The 3,000-square-foot Printmaking Studio houses a press room, etching room and darkroom, as well as storage and office space.

Sewing Lab
Sewing Lab classes not only teach students how to sew but they reinforce core visual, creative, technical and analytical skills.
The Sewing Lab at ArtCenter supports the development of projects by undergraduate and graduate students from across all majors, fostering a unique understanding of design research methodologies, business principles, wearable technologies, manufacturing processes, global trends and sustainability.

While the Sewing Lab is open to all students, it serves as an unofficial base of operations for Product Design students specializing in Wearables and Soft Goods. Studio classes in Wearables and Soft Goods at ArtCenter are not about fashion. Rather, students design footwear, clothing, headwear, equipment, bags and accessories with a focus on the human-centered design process, 3D fabrication and materials innovation.

The Lab also allows Illustration students studying Surface Design an opportunity to further explore the process of developing a design, creating different repeat systems, presenting different design approaches, building a collection based upon a theme and creating working color palettes.

**Immersion Lab**
Augmented reality, mixed reality and virtual reality are a collection of spatial technologies: wearable displays, architectural sensors, and mobile cameras. As more information is embedded within the world around us, spatial computing offers new opportunities for artists and designers to rethink our experiences within these overlapping physical and digital environments.

The Immersion Lab at ArtCenter College of Design is a space designed to immerse students in making with spatial computing technologies. Located at ArtCenter’s South Campus, the lab hosts eight workstations and a dynamic technology library that includes: HTC Vives, Oculus Rifts, Microsoft HoloLens and Mixed Reality headsets, 360 cameras, Leap Motions, and mobile motion capture suits.

Departments across ArtCenter utilize the lab for courses, workshops and lectures. Through the lab’s dedicated prototyping space and experiential learning curriculum, students and faculty use hands-on research, prototyping, and design to explore new opportunities within the field.

As a transdisciplinary resource, the Immersion Lab serves as a center for students, faculty and the spatial computing community to exchange skills and ideas, advancing the discourse around the future of augmented reality, mixed reality, virtual reality and everything in between.

**CMTEL**
Dedicated to design research, Color, Materials and Trends Exploration Laboratory (CMTEL) hosts classes, lectures, workshops and projects with an emphasis on color, materials, trends and technology.

Courses that take place inside the lab include material explorations, lighting technologies, trend insights and designing for sustainability. Using CMTEL’s resources, students and others have developed material sample collections for more than 150 manufacturers. CMTEL has also become a vital resource for the College’s Design Storms—one- to three-day intensive, innovative workshops during which ArtCenter students and faculty collaborate with sponsoring partners to explore a material technology or future market opportunity. Additionally, ArtCenter’s student-led EcoCouncil holds weekly meetings here, discussing issues, sharing resources and developing special projects based on responsible design.

CMTEL was founded in 2006 with the generous support of $2 million from the Nokia Corporation.

**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, studios 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.

**Equipment Insurance**

Educationally related computer equipment, accessories and production equipment are covered by the College’s equipment insurance plan. We highly recommend you take photos of all your equipment, save every receipt, and install tracking software on your equipment. ArtCenter recommends Undercover (Mac) or Lojack (PC and Mac) for laptops. You will need to have proof of tracking software installation in order to submit a theft claim.

**Surface Design Research Lab**

Initially limited to textile design or wall decoration, Surface Design has come into its own as a field of study, with artists and designers exploring an array of techniques for imbuing surfaces of all kinds—mobile devices, home furnishings, soft goods and more—with individual style.

To inform their work, ArtCenter Surface Design students research influential contemporary California Modernist design history with a focus on vibrant printed design in our state of the art research lab and display studio.

The Surface Design Research Lab is a 100 square foot space that houses an archive of surface design projects, a library of leading American Modernist monographs—including the work of ArtCenter’s very own contributor to the Modernist movement, Alvin Lustig—and publications and examples of the work of Los Angeles’ famed Charles and Ray Eames. The Lab also houses modern surface design publications and a database of surface design influencers, designers and organizations.

**ArtCenter Student Store**

It's not your typical campus bookstore. Yes, ArtCenter's Student Store sells textbooks and apparel, but you'll also find discounted art and school supplies, educationally priced hardware, and a uniquely curated selection of art books and magazines to get your creative juices flowing.

Our Student Store is also certified as an authorized Apple campus store, allowing students to test-drive Apple products, take advantage of special offers and get ongoing service, support and repairs from our certified Apple Technicians.

**Exhibition Spaces and Galleries**

Our primary exhibition spaces include The Alyce de Roulet Williamson Gallery, housed at ArtCenter’s Hillside Campus; ArtCenter DTLA, located in Los Angeles' vibrant historic core; and our two South Campus spaces: The HMCT South Campus Gallery and the Peter and Merle Mullin Gallery. While each of these venues maintains a distinct mission and vision, they share a unified intent to spark vital conversations among and around emerging and established works of art and design that are addressing the most pressing issues of our times.

The scope of the Exhibitions Department extends beyond ArtCenter’s formal exhibition spaces to include indoor or outdoor locations that showcase long-term or pop-up displays of artwork.

These additional exhibition spaces include the Hillside Student Gallery, a rotating selection of exemplary student projects; the Hutto-Patterson Exhibition Hall, curated by the Fine Art and Illustration...
Departments; Outside In murals created by street artists RISK and Kenny Scharf; a Keith Haring mural, painted on-site by the artist/activist in 1989 in conjunction with the second annual World AIDS Day; the Petersen Automotive Museum, which includes a 2,000 square foot exhibition space and satellite studio; and our Sculpture Garden, a sprawling lawn that contains a handful of permanent, landscape adorning sculptures.

**Student Gallery**
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.

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.

**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.

**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**
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.
STUDENT SERVICES

CSE
The Center for the Student Experience (CSE) manages student health insurance, offers leadership programs, provides international student services, supports student clubs and organizations, arranges out of classroom activities and handles student conduct issues and grievances. Find out more about CSE and how to contact the appropriate person on their Inside page.

Counseling
Confidential mental health counseling is available for all currently enrolled students free of charge. Appointments are available between 9:00 a.m. – 5:00 p.m. Monday through Friday. Students are eligible for up to five therapy sessions each term, following the initial intake appointment. Our counselors are licensed mental health clinicians.

To schedule a counseling appointment or consultation, please contact the CSE at 626 396-2323 or complete this appointment request form. Note: Counselors do not access this account 24/7, so if you need to see a counselor urgently please call during business hours noted above. Due to the Coronavirus pandemic, we are providing telehealth services. Students must be residing in California in order to receive counseling services.

The Center for the Student Experience (CSE) office can also provide referrals for off-campus counselors and psychiatrists that are covered by ArtCenter's student health insurance.

For after-hours/weekend emergencies, please call 877 7-CRISIS.

International Student Services
International Student Services (ISS) at the Center for the Student Experience (CSE) assists international students in successfully adjusting to studying and living in a new culture while maintaining F-1 nonimmigrant status. International Student Services helps international students understand and navigate the benefits and responsibilities of F-1 status from visa acquisition to enrollment requirements, employment authorization and more.

Center for Diversity, Equity and Inclusion
Support for diverse initiatives and populations is provided through the Center for Diversity and Inclusion.

DEI Creativists and Programming
The DEI Creativist are a team of activist-minded student workers who channel their creativity to make change throughout ArtCenter. The Creativists come from all walks of life, all backgrounds and are encouraged to bring their full selves to their role. Below the Creativists share their favorite DEI event and why it had an impact on them.

Respect and Compassion
Regardless of laws, regulations and policies, we ask you to respect one another and to treat each other with kindness and compassion. To learn from each other and to support each other.

Center for Advising and Academic Success
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.

Center for Advising and Academic Success offers 4 different types of advising appointments

- **Incoming Student Meeting** (First term of enrollment at ArtCenter): First appointments include an overview of degree requirements (course, unit, and GPA requirements), the creation of an educational plan, introduction to campus resources, and the development of short and long-term goals.

- **Degree Progress Check**: This is a great opportunity to check on your academic progress. We recommend seeing your academic advisor at least once a term to review your degree audit report and address any advising questions/concerns you may have.

- **Unofficial Graduation Evaluation**: Once students have completed 90 units or more of their degree program, they can schedule an unofficial graduation evaluation. An academic advisor will thoroughly review your degree audit report and create a list of your remaining course, unit, and GPA requirements. You will use this information to discuss your final degree requirements with your major advisor and/or Enrollment Services.

- **Financial Aid/ Scholarship Academic Progress**: Students who have academic-related questions regarding their Financial Aid and Scholarship status can schedule an advising meeting to review their academic progress, related policies, and important GPA information, including calculating a projected GPA. Please note that academic advisors are not Financial Aid Counselors and do not have access to any financial information.

- **Academic Probation**: Only students who have been notified of Academic Probation are required to schedule this meeting type with an academic advisor. Students should refer to their ArtCenter email for specific requirements.

Information and resources can be found on the Advising and Academic Success Inside page. Contact advising@artcenter.edu for more information.

**Career and Professional Development**
Offers one-on-one career advising, resume and cover-letter reviews, internship search and preparation in addition to skills workshops, lectures and panel discussions.

**ArtCenter Connect**
ArtCenter Connect is the college’s online career platform and the Career and Professional Development’s (CPD) digital office. It houses the job board which includes internships; full-time, part-time and freelance positions; residencies; and fellowships. Students are also able to schedule advising appointments, register there for-credit internships, view resources in the digital library, and search and RSVP for CPD programming.

Every ArtCenter student has an account. To assess Connect, visit CPD’s Inside page.

**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.

**Peer Coaches**
Peer Coaching is a program at ArtCenter that provides peer-to-peer learning support.

Upper-term students work as coaches for early-term students. Coaches have proficiency in at least 4 of the Areas of Support and are in good standing in their department and with the College. Coaches also have a range of experiences and interests to provide insight to others.

**Creativity and Time Management**
Jay Chapman, Art Center's Creativity and Time Management Coach, is available to help through one on one meetings every day throughout the term. He can help you to organize your schedule, generate ideas, improve your academic success, and teach you how to tap into your own creative impulses. This service is offered for free to all students regardless of your term level or major.

**Economic Response Team**
The Economic Response Team (ERT) is designed to help assist students who are experiencing severe economic hardship on a case by case basis. The ERT membership includes leadership from Financial Aid; the Center for Diversity, Equity and Inclusion (DEI) and the Center for the Student Experience (CSE).

See the Economic Response Team Inside page for more information.

Any student experiencing severe economic hardship can confidentially contact the Economic Response Team at ert@artcenter.edu.

**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 page on Inside ArtCenter.

**CARE**
CARE is an ArtCenter wide initiative that provides outreach to students who are demonstrating signs of behavioral, emotional, and/or academic distress. Find out more about CARE on their Inside page.

**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 by Friday of Week 2 each term to be considered active. 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 though 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.

**Sporting and Recreational Activities and Equipment**

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.

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**DISABILITY POLICY/CLASSROOM ACCOMMODATIONS**

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

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

**ArtCenter Disability Policy**

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

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

**Definitions**

A person with a disability is any person who:

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

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

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

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

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

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

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

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

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

Students not requiring accommodations do not need to make their disabilities known. The information on a student’s disability and accommodations is treated as confidential information under applicable federal and state laws and is only provided to individuals who are privileged to receive such information on a need-to-know basis. Faculty members informed of a disability only receive information regarding accommodation at the student’s request and are advised that this information is confidential.
In cases where only minor accommodations are required (such as requesting to sit in the front row because of a visual or hearing impairment), the student should feel free to simply make a request to the faculty member. If requests for minor accommodations are not responded to adequately, the student should make the request to the Student Disability Services Coordinator.

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

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

Verification of Physical or Psychological Disability
A student with a physical or psychological disability must provide professional verification documentation certified by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist or other professional health care provider who is qualified in the diagnosis of the disability, is not related to the student and is not an employee of the College. The verification documentation must reflect the student’s present level of functioning of the major life activity affected by the disability. The assessment must provide data that supports the request for the particular adjustment sought.

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

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

Documentation verifying the learning disability must:

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

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

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

**Verification of Temporary Disability**

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

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

**Academic Dismissal and Readmission**

Academically dismissed students sometimes raise disability as the basis for the academic difficulty. The burden is on the student to clarify why the disability was not brought to the attention of the administration if it was not previously, to explain why accommodations were not requested, or to explain why provided accommodations were not adequate. Please note that regardless of whether or not a student requests accommodations, he or she is required to meet all academic standards and maintain satisfactory academic progress.

**Course Waivers or Substitutions**

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

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

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

**Grievances**

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

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

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

**Requesting Accommodations**

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

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

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

**General Guidelines for Documentation of a Disability**

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

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

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

- 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.
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.

As appropriate to the disability, documentation should have:

- A diagnostic statement identifying the disability, the date of the current diagnostic evaluation and the date of the original diagnosis. The diagnostic systems used by the Department of Education, the State Department of Rehabilitative Services or other state agencies, and/or the current editions of either the American Psychiatric Association’s Diagnostic and Statistical Manual of Mental Disorders (DSM) or the International Statistical Classification of Diseases and Related Health Problems (ICD) from the World Health Organization are the recommended diagnostic taxonomies.

- A description of the diagnostic criteria and/or diagnostic test used. This description should include the specific results of diagnostic procedures and diagnostic tests utilized. When available, both summary and specific test scores should be reported as standard scores and the norming population identified. When standard scores are not available, the mean, standard deviation and the standard error of measurement are requested as appropriate to the construction of the test. Diagnostic methods used should be congruent with the disability and current professional practices within the field. Informal or non-standardized evaluations should be described in enough detail that a professional colleague can understand their role and significance in the diagnostic process.

- A description of the current functional impact of the disability. The current functional impact on physical, perceptual, cognitive and behavioral abilities should be described either explicitly or through the provision of specific results from the diagnostic procedures. Currency will be evaluated based on the typical progression of the disability, its interaction with development across the life span, the presence or absence of significant events (since the date of the evaluation) that would impact functioning, and the applicability of the information to the current context of the request for accommodations.

- A description of treatments, medications, assistive devices, accommodations and/or assistive services in current use and their estimated effectiveness in ameliorating the impact of the disability. Significant side effects that may impact physical, perceptual, behavioral or cognitive performance should also be noted.

- A description of the expected progression or stability of the impact of the disability over time. This description should provide an estimate of the change in the functional limitations of the disability over time and/or recommendations concerning the predictable needs for reevaluation.

- Information describing the certification, licensure and/or the professional training of individuals conducting the evaluation. The individual providing the evaluation should be licensed for practice in the United States and should not be a relative or family member of the individual who was evaluated.

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

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

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

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

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

Access for the Physically Challenged
ArtCenter complies with all state and federal laws regarding access for persons with disabilities. Ramps and elevators are provided throughout campus. Any student with a disability who encounters difficulty accessing any facility on campus should notify the Student Disability Services Coordinator at 626.396.2323. The Student Disability Services Coordinator and the Director of Facilities will work together to ensure that no student is denied access to any ArtCenter facility due to a disability.

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

What is the definition of a person with a disability?
There are two definitions that are used by ArtCenter.

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

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

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

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

When is an impairment considered to be substantially limiting?
An impairment is substantially limiting if it prohibits or significantly restricts an individual’s ability to perform a major life activity as compared to the ability of the average person in the general population to perform the same activity.
What is the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act?
The Americans with Disabilities Act (ADA) and Rehabilitation Act of 1974 are federal civil rights anti-discrimination laws that protect people with disabilities. They give federal civil rights protections to individuals with disabilities. They guarantee equal opportunity for individuals with disabilities in state and local government services, public instructions that received federal aid (including student financial aid), public accommodations, employment, transportation, and telecommunications.

What do I do if I have a disability and need accommodations?
Schedule an appointment with the Student Disability Services Coordinator by calling 626.396.2323 or emailing cse@artcenter.edu. The Student Disability Services Coordinator will provide needed forms and information about deadlines and documentation during this appointment. Please see the Disability Policy section of the Student Handbook for information on required documentation criterion.

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

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

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

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

If I receive disability-related accommodations, what will it cost?
The cost of obtaining the professionally verified documentation and any supplemental assessment documentation shall be borne by the student. All reasonable accommodation granted by the Student Disability Services Coordinator and associated costs will be borne by ArtCenter.

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

Where can I find the entire ArtCenter disability policy?
Students will be given a copy of the policy during their initial appointment with the Student Disability Services Coordinator.
Will my disability and documentation be shared with anyone?
Student disability status, medical histories, files and documentation are kept confidential, and are only shared with others on a need-to-know basis, and require the student to sign a “release of information” form prior to information sharing. This includes letters provided to faculty members requesting accommodations, which do not disclose the specifics of the student’s disability, but rather that the student is covered by law and what accommodations have been granted.

What do I do if I experience disability-related discrimination or needed accommodations are not provided by faculty or staff?
Contact the Student Disability Services Coordinator for information on resolutions and the grievance procedures. If requested accommodations are not being provided, the Student Disability Services Coordinator will work with that faculty or staff member to make sure that the granted accommodations are provided.

What do I do if I’m an international student with a disability?
Aside from your required meetings with the International Advisor, you will want to meet with the Student Disability Services Coordinator to discuss needed accommodations. Professionally verified documentation from international students needs to be translated into English prior to being given to the Student Disability Services Coordinator, and needs to meet all the same requirements of documentation required of American students. International students should note that not all accommodations received aboard may be granted.

What do I do if I’m having physical access problems on campus?
Contact the Student Disability Services Coordinator with the problem, and s/he will work with the Facilities Department, Director of Environmental Safety and come to a resolution regarding the access issue.

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

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

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

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

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

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

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

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

**Registering a Service Animal on Campus**

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

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

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

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

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

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

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

- Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service/support animals. The machinery and/or chemicals in these rooms may be harmful to animals.
- Areas Where Protective Clothing is Necessary: Any room where protective gear or clothing is worn is off-limits to service/support animals. Examples impacting students include but are not limited to all shops and rooms with equipment including the metal shops, wood shops and machine shops, and spray booths.
- Areas Where There is a Danger to the Service Animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g. molten metal or glass); where there is a high level of dust; where there are harmful chemicals or materials; or where there is moving machinery is off-limits to service/support animals.

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

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

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

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

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

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

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

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

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

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

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

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

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

Definitions

1. “ArtCenter” and “College” mean ArtCenter College of Design.
2. “Advisor” means any current student, faculty or staff member. Off-campus individuals, parents or those who have no affiliation with the College cannot serve as advisors. Current faculty or staff cannot serve as advisors to their own children. The advisor may not be separately compensated for his or her time and, in most instances, cannot be a licensed attorney.
3. “Aggravated assault” means a violation that results in, or could reasonably result in, significant damage to persons or property or that otherwise poses a substantial threat to the stability and continuance of normal College life or College-sponsored activities.
4. “Distribution” means sale or exchange for personal profit.
5. “Complainant” means the party who makes the complaint.
6. “Group” means a number of persons who are associated with each other and who have not complied with College requirements for registration as an organization.
7. “Organization” means a number of persons who have complied with ArtCenter requirements for registration.
8. “Preponderance of evidence” means such evidence that, when weighed with that opposed to it, has more convincing force and the greater probability of truth.
9. “Reckless” means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property, or that would otherwise be likely to result in interference with normal College or College-sponsored activities.
10. “Student” includes all persons taking courses or enrolled to take courses in the future at the College, both full- and part-time, pursuing undergraduate, graduate or Public Programs; those who, though not officially registered for classes during a given term, have a continuing relationship with the College as a result of being on a College-sanctioned Leave of Absence, internship or study away program; or those who withdraw during a disciplinary proceeding.

11. “ArtCenter community” means students, staff and faculty of the College, as well as contracted personnel.

12. “College premises” means buildings or grounds owned, leased, operated, controlled or supervised by ArtCenter.

13. “College-sponsored activity” means any activity on or off campus, which is initiated, aided, authorized or supervised by ArtCenter or an ArtCenter group/organization.

14. “Weapon” means any object or substance designed to inflict a wound, cause injury or incapacitate, including, but not limited to, all firearms, chukka sticks, explosives, pellet guns, switchblade knives, knives with blades two or more inches in length and chemicals such as mace or tear gas.

Prohibited Conduct
Prohibited conduct includes but is not limited to the following:

1. Violation of the Academic and Creative Integrity Policy.
2. Violations of federal, state and local laws. A criminal conviction is not necessary for a student to be subject to discipline under the Code of Conduct.
3. Violations of ArtCenter College-wide policies, including but not limited to, the Alcohol and Illegal Drugs Policy. Please note, allegations regarding Gender Equity and Sexual Misconduct are governed by Title IX and are adjudicated pursuant to the College’s Title IX policy.
4. Submission of false, incomplete, or misleading information, material, or documentation in connections with an Admission Application.
5. Intentionally or recklessly causing physical or psychological harm to any ArtCenter community member, to yourself, or to any person on College premises or at College activities either on or off campus, or causing reasonable apprehension of such harm. This includes, without limitation: email, social media, texts, telephone, social, racial harassment or assault; verbal or written threats; stalking; intimidation; and verbal and physical abuse or harassment.
6. Intentionally or recklessly interfering with normal College or College-sponsored activities, including but not limited to studying; teaching; research; College administration; judicial proceedings; or fire, police or emergency services.
7. Failure to comply with the directions of College officials acting in performance of their duties, including but not limited to staff, faculty and Campus Security officers. This includes verbally threatening, abusing or harassing any of the above in the performance of his or her duties.
8. Intentionally or recklessly destroying, defacing or damaging College property or the property of others on College premises or at College-sponsored activities.
9. Intentionally and substantially interfering with the freedom of expression of others on College premises or at College-sponsored activities.
10. Intentionally furnishing false information to any designated College official and to the College or failure to provide valid ArtCenter photo identification when requested by a College official.
11. Intentionally initiating, or causing to be initiated, any false report, warning or threat at College sponsored activities.
12. Theft of property or services on College premises or at College-sponsored activities, or knowingly possessing stolen property.
13. Unauthorized use, possession or distribution of alcohol on College premises. Refer to the Alcohol and Illegal Drugs Policy for more information.
14. Use, possession or actions under the influence of any controlled substance, alcohol, illegal drug or drug-related materials.
15. Unauthorized distribution or possession for purposes of distribution of any controlled substance, illegal drug or paraphernalia.
16. Engaging in disorderly conduct, public intoxication or lewd, indecent or obscene behavior either in any College on-campus facility or at a College-sponsored activity located at non-College owned property.
17. Violation of the Weapons Policy. Unauthorized use, possession or storage of any weapon on College premises or at College-sponsored activities.
18. Intentionally or recklessly misusing, disabling, tampering with or damaging College safety equipment, doors and signs.
19. Unauthorized use or possession of reworks and/or other incendiary materials on College premises or at College-sponsored activities.
20. Unauthorized use, forgery or unauthorized alteration of any College document or instrument of identification.
21. Unauthorized presence in or use of College premises, facilities or property.
22. Violation of the Appropriate Use Policy for Information Technology. Any behavior that disrupts or causes disruption of College computer services; damages, alters or destroys College data or records; or adversely affects College computer software, programs, systems or networks. This may include the intentional introduction of any computer contaminant into the College’s computer system.
23. The use of College data, computer systems or networks to devise or execute any scheme to defraud, deceive, or extort or wrongfully obtain money, property or data. Unauthorized use of College computer files or unauthorized access to College restricted network systems or computer files.
24. Excessive or repeated traffic and/or parking violations. Reckless driving of a four- or two-wheel vehicle on campus or on non-College owned property, or the abuse of campus parking rules and regulations.
25. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

**Student Conduct Meetings**

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

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

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

1. The student shall be notified in writing (which may be delivered by email) of the allegations and the date, time and location of the hearing, and composition of the Hearing Board.

2. The Hearing Board shall comprise at least two faculty or staff members (not including the Assistant Dean of Students) and one student and shall be convened by the Assistant Dean of Students. Quorum must be met for the hearing to take place. Quorum shall be defined as at least one faculty or staff member and one student.

3. The responding party shall have the right to challenge any member of the Hearing Board on the basis of bias by delivering such challenge to the Assistant Dean of Students in writing, setting forth with specificity the nature of the alleged bias within one business day after receipt of the notice of the time and date when the Hearing Board will consider the case. The Assistant Dean of Students may appoint a replacement member after reviewing the written challenge.

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

5. Students who do not respond to the request for a student conduct meeting with the Assistant Dean of Students or by the Hearing Board shall have their cases determined in absentia. Failure to appear will not constitute grounds for appeal; evidence introduced after a decision on the case has already been made will not constitute new information merely because the charged student was absent.

6. At the hearing, the Assistant Dean of Students shall specify the nature of the alleged misconduct, including the time, date and place where such conduct is alleged to have occurred. A student shall have the opportunity to respond to the evidence against him or her. The Assistant Dean of Students shall preside over the hearing.

7. Hearings are private. However, the responding party and any student who has alleged the prohibited conduct shall each be entitled to bring an advisor to the hearing to help support and guide the student during the hearing. In cases where the alleged violation may also be violations of the law, the student may request to bring an attorney as their advisor. However, the advisor’s role is not to represent the student or to question any witnesses in the hearing. The responding party and any student who has alleged the prohibited conduct are responsible for presenting their own information, and therefore advisors are not permitted to speak or to participate directly in any hearing, unless otherwise determined by the Assistant Dean of Students.

8. The responding party and any student who has alleged the prohibited conduct shall each be entitled to bring witnesses to present pertinent information to the Hearing Board. The Hearing Board shall call such additional witnesses as it deems appropriate. Witnesses shall be asked to affirm that their testimony is truthful. Witnesses and prospective witnesses, other than the responding party, may, at the discretion of the Assistant Dean of Students and upon the advisement of the Hearing Board, be excluded from the hearing at any time except when they are providing testimony. Witnesses will provide information to and answer questions from the Hearing Board. Questions may be suggested to the Hearing Board by the responding party and any student who has alleged the prohibited conduct, but shall not be asked by them of the witnesses directly. The Assistant Dean of Students may, at his or her sole discretion and upon the advisement of the Hearing Board, determine to adjourn the meeting and reconvene should the Hearing Board believe that witnesses not present should be heard.

9. The Assistant Dean of Students shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. Any person,
including an advisor, a responding party or a student who has alleged the prohibited conduct, who disrupts a hearing or who fails to adhere to the rulings of the Assistant Dean of Students may be excluded from the proceedings.

10. The Hearing Board may accommodate concerns for the personal safety, well-being and/or fears of confrontation by a responding party, any student who has alleged the prohibited conduct, and/or any witness, by permitting participation in the hearing by telephone, video call, videotape, audio tape, written statement or other means, which are determined, at the sole discretion of the Assistant Dean of Students and upon advisement of the Hearing Board, to be appropriate.

11. After the hearing, the Hearing Board shall make a determination of whether it is more likely than not that the responding party has engaged in prohibited conduct and, if so, the sanctions to be imposed, and shall advise the responding party in writing of the determination and any sanctions. Such sanctions may not be modified except in writing by the Associate Provost for Student Affairs/Dean of Students, after a successful appeal or by the Hearing Board in the event of discovering an error in testimony or evidence. When warranted and agreed upon by the Hearing Board, cases may be re-opened to hear new testimony or evidence.

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

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

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

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

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

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

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

Such an interim suspension may be imposed only:
1. To ensure the safety and well-being of members of the ArtCenter community or the preservation of ArtCenter property;
2. To ensure the student’s own physical or emotional safety; or
3. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

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

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

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

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

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

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

**Student Groups and Organizations**
Student groups and organizations may be charged with the violation of any section of the Code or violation of any policies and procedures included in the Student Handbook. A student group or organization and its officers may be held collectively or individually responsible for violations of this Code when those associated with the group or organization have received the tacit or overt consent or encouragement of the group or organization, or of its leaders, officers or spokespersons. The officers, leaders or any identifiable spokesperson(s) for a student group or organization may be directed by the Assistant Dean of Students or a designee to take appropriate action designed to prevent or end violations of this Code by the group or organization. Sanctions for group or organization misconduct may include, among other things, revocation or denial of registration.
Violations of Law and Disciplinary Regulations
Students may be accountable to both criminal and civil authorities and to ArtCenter for acts that constitute violations of law and of this Code. Disciplinary action at the College will normally proceed despite any pending criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

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

1. Dismissal from The College
   Permanent separation of the student from the College. Notification will appear in the student’s permanent file. The student may also be permanently barred from College premises.

2. Suspension from The College
   The student may be prohibited from participating in any College-sponsored activity and may be barred from College premises for the period of suspension.

3. Disciplinary Probation
   The student may be restricted from participating in future student and College activities. This includes, but is not limited to, involvement in student organizations and employment on campus. Additionally, the student is given written and verbal notice that any further infractions of College policies may result in possible suspension or dismissal from the College.

4. Ineligibility for Graduation
   A graduating student involved with policy violations prior to graduation may be prevented from graduating, participating in graduation activities and ceremonies, or receiving a diploma until the case has been adjudicated and sanctions completed.

5. Restitution
   The student is required to make payment to the College or to other persons, groups or organizations for damages incurred as a result of a violation of this Code. Restitution must be made within 30 days, unless otherwise negotiated with the Student Conduct Officer, and can be applied to the student’s account.

6. Community Service/Educational Project
   Community work, work on campus, research projects or other appropriate learning experiences may also be assigned. Such assignments must be approved by the Assistant Dean of Students.

7. Restriction
   The student may be restricted from specific areas of campus.

8. Disciplinary Warning
   The student is given verbal or written warning that future misconduct may result in more severe disciplinary action.

9. Other Sanctions
   The Assistant Dean of Students and/or the Associate Provost for Student Affairs/Dean of Students retains the right to impose additional sanctions after review of the proceedings of the hearing and supporting evidence.

Disciplinary Files and Records

1. Case referrals may result in the development of a disciplinary file in the name of the student. These files are maintained by the Assistant Dean of Students.

2. These records are covered by the Family Educational Records Privacy Act (FERPA). When students sign a release offered by prospective employers, graduate schools or other parties, this release provides these parties access to student disciplinary files.
Policies for Students enrolled in Exchange and Study Away Programs

Student Code of 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 Center for the Student Experience coordinates, implements and responds to questions about the Student Code of Conduct.

Prohibited Conduct

Prohibited conduct includes but is not limited to the following:

1. Plagiarizing the idea, language or image of another person in part or in whole, including the improper citation of source documents or lack of correct acknowledgment of authorship. Please see the Academic and Creative Integrity Policy in the Student Handbook for more information.
2. Violations of federal, state and local laws, and violations of ArtCenter policies, including but not limited to the Alcohol and Illegal Drugs Policy, Policy Against Harassment, Discrimination, Harassment and Title IX Policy, Weapons Policy, Appropriate Use Policy for Information Technology Resources and Parking Policy.
3. Intentionally or recklessly causing physical or psychological harm to any ArtCenter community member, 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: computer, telephone, social, racial and sexual harassment or assault; verbal or written threats; stalking; intimidation; and verbal and physical abuse or harassment.
4. 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.
5. Failure to comply with the directions of College officials acting in performance of their duties, including but not limited to staff, faculty and campus safety officers. This includes verbally threatening, abusing or harassing any of the above in the performance of his or her duties.
6. Intentionally or recklessly destroying, defacing or damaging College property or the property of others on College premises or at College-sponsored activities.
7. Intentionally and substantially interfering with the freedom of expression of others on College premises or at College-sponsored activities.
8. Intentionally furnishing false information to any designated College official and to the College or failure to carry and/or provide valid ArtCenter photo identification.
9. Intentionally initiating, or causing to be initiated, any false report, warning or threat at College-sponsored activities.
10. Theft of property or services on College premises or at College-sponsored activities, or knowingly possessing stolen property.
11. Unauthorized use, possession or distribution of alcohol on College premises. Please see the Alcohol and Illegal Drugs Policy in the Student Handbook for more information.
12. Use, possession or actions under the influence of any controlled substance, alcohol, illegal drug or drug-related materials.
13. Unauthorized distribution or possession for purposes of distribution of any controlled substance, illegal drug or paraphernalia.
14. Engaging in disorderly conduct, public intoxication or lewd, indecent or obscene behavior.
15. Unauthorized use, possession or storage of any weapon on College premises or at College-sponsored activities.
16. Intentionally or recklessly misusing, disabling, tampering with or damaging fire safety equipment, doors and signs.
17. Unauthorized use or possession of fireworks and/or other incendiary materials on College premises or at College-sponsored activities.
18. Unauthorized use, forgery or unauthorized alteration of any College document or instrument of identification.
19. Unauthorized presence in or use of College premises, facilities or property.
20. Any behavior that disrupts or causes disruption of computer services; damages, alters or destroys data or records; or adversely affects computer software, programs, systems or networks. This may include the intentional introduction of any computer contaminant into the computer system.
21. The use of data, computer systems or networks to devise or execute any scheme to defraud, deceive or extort or wrongfully obtain money, property or data. Unauthorized use of computer files or unauthorized access to restricted network systems or computer files.
22. Reckless driving of a four- or two-wheel vehicle on or off-campus, or the abuse of campus parking rules and regulations.
23. Violating the terms of any disciplinary sanction imposed in accordance with this Code.

**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 abroad. Faculty leaders may consult with the Director of Exchange and Study Away and the Associate Provost for Student Affairs (or designee) throughout the process. At the discretion of the Associate Provost for Student Affairs (or designee) and in consultation with the faculty leader, the Associate Provost for Student Affairs (or designee) may assume jurisdiction for, and render a decision on, any cases involving students studying off-campus.

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 accused student, 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 (or designee) prior to making a decision if the faculty leader deems it necessary. If the accused is found guilty of a violation of applicable policies, regulations, etc., the decision will specify the violating behavior and 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 abroad 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**
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.

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.

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 on future education abroad opportunities, and suspension from the College.

**Prohibition of Sexual Misconduct**
ArtCenter College of Design (“ArtCenter” or “the College”) is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. All Students have the right to participate fully in ArtCenter programs and activities free from Discrimination, Harassment and Retaliation. ArtCenter is committed to maintaining an inclusive community that is supportive of students and employees. Part of this commitment is providing an educational and working environment that is free of sexual misconduct. ArtCenter does not unlawfully discriminate on the basis of sex in its education programs and activities, including admission and employment practices, as required by Title IX of the Higher Education Amendments of 1972. Title IX prohibits discrimination on the basis of sex in education programs and activities receiving federal funding.

The Sexual Misconduct Policy prohibits behaviors within and outside of Title IX regulations. These prohibited behaviors may be committed by any person upon any person, regardless of the sex, sexual orientation and/or gender identity of those involved. Prohibited conduct includes: sexual harassment; sexual assault; dating and domestic violence; stalking; discriminatory harassment on the basis of sex; sex/gender-based discrimination; sexual exploitation; threats, intimidation, hazing, or bullying on the basis of sex; retaliation; bad faith complaints of sexual misconduct. This policy applies to any student, staff or faculty member of the ArtCenter Community. ArtCenter may be limited in how it can respond when applying these regulations to non-ArtCenter individuals.
ArtCenter utilizes a preponderance of evidence standard to determine whether it is “more likely than not” that a violation of College policy occurred. “More likely than not” means that the information supporting one outcome (responsible or not responsible) outweighs or is more than the information supporting the opposite outcome.

**What is Consent?**
Consent is an informed, affirmative, conscious, voluntary, and mutual agreement by all participants to engage in sexual activity, communicated through mutually understandable words and/or actions. It is the responsibility of each person involved in sexual activity to ensure that they have the affirmative consent of the other participant(s) to engage in the sexual activity before doing so. Affirmative consent must be voluntary and given without coercion, force, threats, or intimidation.

If you believe that you have experienced sexual misconduct and would like to seek medical treatment immediately contact your travel insurance provider, CISI (for exchange and faculty-led programs), to locate the closest hospital for medical treatment: 1.609.986.1234 (collect outside the U.S.)
Email: medservices@assistamerica.com.

**Procedures for Filing Complaints**
Students can report any incident of sexual misconduct with your faculty leader or report it directly to the Title IX office at titleix@artcenter.edu. More information on Title IX Policies, Procedures and Reporting Options can be found on Inside ArtCenter under Campus Information > Policies, Procedures & Guidelines > Title IX. Students also have the right to file a report, or not report allegations of sexual misconduct with local law enforcement, ArtCenter will always support an individual who wishes to make a report to the police or other local authorities. Students should contact CISI to receive advice on in-country police reporting, especially in countries that may not have laws to prevent sexual misconduct.

**Alcohol and Other Drug 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 commits an alcohol infraction, 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 Center for the Student Experience for referrals priors to departure or utilize CISI to locate treatment and assistance locations at the program site.

**Guests Prohibited**
To maintain the academic, cultural, and logistical integrity of any study program, students are prohibited from inviting any guests to participate on an Art Center faculty-led study away program, including staying overnight in program accommodations, whether paying or not. If participating in an exchange program, guest privileges are subject to the partner institution’s policies (e.g., residence hall policies).
Program Housing
Students are required to live in established program housing when it is provided by the College or host institution. The College finds housing partners and accommodations with consideration for cost, health, safety, security, and educational needs of the students and specific study away program.

Housing information will be solicited from students prior to departure; however, we cannot guarantee individual requests and preferences. If a student has a disability that requires specific accommodations, the disability needs to be filed as soon as possible, upon notification of acceptance, directly with the Center for the Student Experience in order for these arrangements to be made. (See also Student with Disabilities section.)

Should a housing conflict arise, we encourage students to bring it to the attention of the faculty leader and/or the Exchange and Study Away office so we may assist in resolving it. If the conflict involves a violation of the Student Code of Conduct or other College policies, then additional school officials will be called upon to address the conflict as appropriate, following campus procedures.

Students will be responsible for housing damages, lost keys, and any other fees incurred during their stay. The Exchange and Study Away office will notify students of these additional charges that will be applied to the student’s account.

If a study away program does not provide housing, the student will accept all associated risks, be solely responsible for all expenses and arrangements related to housing, and be required to provide the Exchange and Study Away Office with the address and contact information of where they will be residing.

Transportation Policy
Traffic-related accidents are the leading cause of student injuries and deaths while abroad. Students are prohibited from driving motor vehicles (including but not limited to scooters, motorbikes, motorcycles, and cars) while participating in an Art Center Study Away Program outside of the U.S. unless they possess a valid driver’s license and driver’s insurance in the host country. Students should obey all local vehicle and pedestrian laws and use public transit wherever that option exists and is safe. A student’s personal liability coverage takes precedence over Art Center liability coverage should a motor vehicle be used.

Exceptions to this policy may be considered for the content of the program curriculum, associated field trips, and supervised projects. All such considerations must be discussed with the academic department and Exchange and Study Away office in advance.
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 (626 396-2340) and undergo special reporting and investigation procedures. All other civil rights violations, College policy violations, and Student Code of Conduct violations should be reported to the Associate Dean of Students (626 396-2323).

Unfair Treatment

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

Non-Retaliation for reporting Misconduct

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

Reporting Procedure

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

Grievances should be submitted within 90 days from when the alleged incident occurred, or within 90 days after the complainant may have known about the alleged incident or violation. If there is reasonable cause, the Associate Dean of Students may extend the time limitation for up to 365 days from the alleged incident. Civil rights violations may be reported within the time limitation imposed by statute.

Informal Grievance Procedure

1. Upon receiving a complaint or grievance, the Associate Dean of Students will serve as conciliator. If the grievance is against the Associate Dean of Students, the Associate Provost for Student Affairs/Dean of Students will appoint an alternate conciliator. The conciliator will assist the student in resolving the problem informally.

2. The conciliator shall refer the student to the appropriate person(s) at ArtCenter to try to work out the problem in an informal way. If appropriate, the conciliator will also initiate contact with any
other party involved to try to resolve the grievance. The conciliator will keep the student informed of developments during these preliminary stages. If involvement to resolve the grievance is requested from other departments or individuals at ArtCenter, the conciliator will request written updates or responses from those parties within 21 business days of when the grievance was filed by the student. These reports will be shared with the student.

3. If the student is satisfied with the results of the informal efforts at resolution, the conciliator will close the case. If the student is not satisfied with the results, he or she has the option to file a formal, written request to be heard by the Grievance Committee. The request must be filed no later than seven business days after the student has received the written outcome of informal mediation.

**Formal Grievance Procedure**

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

1. The Chair of the Committee (Chair) shall distribute copies to each member of the Committee.
2. A hearing before the Grievance Committee is required in all circumstances where the grievance is not resolved informally. Testimonial and/or documentary evidence is required to be taken at the hearing. The determination of facts is vested solely with the Grievance Committee.
3. A student's waiver or failure to take advantage of any important right (such as the right to be present and participate in a hearing) under the grievance procedures shall be documented.
4. The Committee will hold a hearing at a time agreeable to the student in a timely manner, but no later than 10 business days after the Committee receives the notice of appeal.
5. The Committee shall hear testimonial and/or documentary evidence. The determination of facts is vested solely with the Grievance Committee.
6. The student is permitted to present information and relevant documents to the Committee. The Chair shall rule on the method and length of the presentation.
7. The student may request the presence of a fellow student or College faculty or staff member (who is not an attorney or an officer of the College) to assist the student in the presentation of the grievance.
8. The Chair may request to hear testimony from other individuals who may have relevant information to provide to the student's case or may have been named in the grievance by the student. The student shall be notified in writing of any such individuals who have been invited to testify.
9. The student filing the grievance has the right to hear all information presented verbally to the Committee and to receive a copy of all relevant documents considered by the Committee.
10. The student may request that the Chair call other persons to present information or call for other relevant papers and documents. Such requests will be granted if the Chair believes that the presentation of additional witnesses or documents will not unnecessarily prolong the hearing or pose an undue burden.
11. The student is encouraged to submit written questions to the Committee on information presented by others who have testified and on documents considered by the Committee. The student may also ask questions verbally, when authorized by the Chair. The Chair will control the extent and manner of questioning.
12. The student is entitled to submit a written statement or report on the Committee proceedings for inclusion in the case file.
13. The Committee shall make a determination based on a review of the evidence presented, and the testimony of the student and others who were called before the Committee during the proceedings.
14. The Chair shall communicate findings to the student within five business days of the conclusion of the hearing, unless otherwise specified in writing. This determination is final and may not be appealed.

**Grievance Committee Membership and Responsibilities**

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

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

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

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

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

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

**California State Reporting Option**

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

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: 916 431-6924
Fax: 916 263-1897
Website: bppe.ca.gov
EQUAL OPPORTUNITY

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

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

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

Sexual Misconduct and Title IX
ArtCenter does not discriminate on the basis of sex in its education programs and activities as required by Title IX, including in its admission and employment practices. Inquiries about the application of Title IX at ArtCenter may be referred to ArtCenter’s Title IX Coordinator and/or to the Assistant Secretary for Civil Rights at the U.S. Department of Education.

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

Brittany Raygoza
Director of Title IX Compliance and Programs
Brittany.raygoza@artcenter.edu
626-396-2340

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

# 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.

## A. Matters Constituting Academic Misconduct

The following constitutes academic misconduct:

### Plagiarism

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

### Creative dishonesty

Using another person’s words, ideas, or images, borrowed or stolen, in whole or in part, without appropriate permission and acknowledgment. Artists and designers commonly draw on others’ works, such as for reference or inspiration or a conceptual use of an appropriated image. This type of exploration is encouraged and expected; however there is an important distinction between drawing inspiration from a piece and copying it, which may vary by discipline. Within individual departments and classes, while students are ultimately responsible for the creative integrity of their work, chairs and faculty should make efforts to clarify what practices do and do not constitute creative dishonesty.

### Submission of the same work

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

### Unauthorized collaboration

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

### Cheating

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

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

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

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

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

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

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

**D. Procedures for Processing a Policy Violation**
The procedures for processing a violation of the Policy shall be as follows:

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.

1. In the case that a faculty member is uncertain if a violation has occurred, the faculty member can consult with their Department Chair, the Committee, the Associate Provost for Faculty Affairs or the Associate Provost for Student Affairs/Dean of Students prior to bringing the suspected violation forward to the student. The Committee will periodically review the cases that were consulted on to ensure consistency of policy communication.

2. Following notification of the student, the faculty should report the incident by submitting an Academic and Creative Violation Form (“Report”), which can be found at https://cm.maxient.com/reportingform
within 10 days of the identified violation. Any supporting materials should be submitted to the Committee along with the Report. Faculty should provide the recommended academic sanction on the Report for the Committee’s review (e.g., no credit in the course, no credit on assignment, resubmit assignment or exam, reduced credit on final grade).

a. If someone other than a faculty member suspects a violation (such as a staff member or student) the violation should be brought to the attention of either the faculty of the course that the specific violation took place, the chair of the department the student in question is enrolled, or submit a Report to the Committee for further investigation.

3. The Committee will review all materials and request in writing that the student appear before the Committee to represent their case and answer questions of the Committee. The student is permitted to bring an advisor to the committee hearing as outlined in the Student Conduct Hearing Board Procedures. The faculty member may also be asked to appear before the Committee to supply additional information if needed. Should the violation occur in a studio course, the Committee will request the corresponding department chair address the standards of appropriation in the discipline.

4. Initiating a recommendation for an academic sanction is the responsibility of the faculty member. However, the Committee may support and/or make additional recommendations to ensure consistent interpretation of the policy and appropriate sanctions. The Committee will decide upon any disciplinary sanctions (such as probation or suspension from the college) based on the severity of violation and any past academic misconduct violations.

5. Students awaiting action on a case of academic or creative integrity violation are not permitted to drop the course in question.

6. The Committee’s recommendations for academic sanctions and disciplinary action will be communicated to the reporting faculty and the chair of the department in which the student is enrolled. The student will receive written notification of the outcome of the Committee’s review. The academic and disciplinary sanctions will be recorded in the student’s conduct record. The student is allowed 5 business days following the notification of sanctions to appeal the decision.

INSTITUTIONAL POLICIES

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, and is required by law to provide you with our written policies on these issues.

ArtCenter’s concern over the illicit use and the abuse of alcohol and drugs results 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 Substance Abuse. 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 illegal drugs and alcohol. It 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.

**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 registered.

**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 Office of Student Life and the Director of Campus Safety prior to the event so that the respective office can work with planners in arranging their 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.
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, and signify that the organization agrees to abide by ArtCenter procedures and applicable law.
5. Professional bartenders are required at any event where alcohol is served and those under legal drinking age are present. Professional bartenders may also be required at the discretion of ArtCenter. 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. 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 Dean of Students or the Associate Dean of Students and Director of Student Life grants an exception.
9. All events must conclude by the time governed by ArtCenter policy, which is 2 a.m. The bar must be closed by 2 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, trash-can punches and beer fridges.
11. Drinking games or any other activity which promotes 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 potentially 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. A student who is found to be selling or providing illegal drugs can 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, or
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. An event may be closed immediately or other measures may be taken to correct the violation. Disciplinary action may 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 invoke more stringent penalties than otherwise might be levied.

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

**Campus Security Policies**

**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. These logs and reports are distributed by officers to senior administrators and select members of the College community. Copies may be requested from the Office of Campus Safety.

Additionally, in compliance with federal law, ArtCenter prepares an annual report that discloses campus crime and certain security policies, which is available on this website. The crime statistics are compiled using reports made to campus security, deans 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.
Regular Campus Safety and Health email alerts also help keep the campus population informed of security issues and possible dangerous situations that arise, such as dangerous weather conditions and wildlife observed on campus.

ArtCenter is aware that crimes may go unreported to law enforcement and strongly encourage our students, staff, faculty and visitors to immediately report any crimes that have occurred within our community to ArtCenter Campus Security officers. To report a crime, unusual situation or event during business hours, contact a Campus Safety officer immediately. Campus Safety personnel are on campus 24 hours a day, seven days a week, including holidays and term breaks.

Campus Safety personnel are stationed at the reception desk of individual buildings on both campuses. You can also contact the main reception line by phone at 626-396-2200.

If you cannot locate an officer, you can contact Campus Safety by calling 626-396-2299, by dialing extension 2211 from an on-campus phone or by using one of the emergency phones, which are located throughout each campus.

Most crimes can be prevented. At ArtCenter, crime prevention is a partnership between the College and its students. 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 Safety in an emergency.
3. Campus Safety educates the campus community about preventing crime before it happens.
4. Campus Safety officers enforce school regulations and policies on campus and in the surrounding areas.
5. Campus Safety compiles crime statistics, conducts security surveys and inspects campus grounds to identify and address future security and safety needs.

Sex Crimes Prevention Act
The federal Campus Sex Crimes Prevention Act was enacted in 2000. The law requires institutions of higher education to issue a statement advising the College community as to where law enforcement agency information concerning registered sex offenders may be obtained. It also requires offenders, already required by state law to register in a state, to provide notice to each institution of higher education in that state at which the person is employed, carries on a vocation or is a student.

In California, convicted sex offenders must register with their local law enforcement agencies. Commonly called Megan’s Law, this law allows the public to access 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 may be accessed online at meganslaw.ca.gov.

Jeanne Clery Disclosure Act
The Jeanne Clery Act, a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is made publicly accessible through the university's annual security report.

Under the Act, institutions must provide survivors of sexual assault, domestic violence, dating violence, and stalking with options such as changes to academic, transportation, or living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.
Colleges and universities must outline specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, and stalking and campus crime reporting processes.

**Timely Warning 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 dangerous situation. 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 and Chief Financial and Administrative Officer, 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.
Annual Security Report
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 Safety, the Pasadena Police Department, 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.

The Annual Security Report is published annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. If you are unable to access the online report, you may obtain a copy by contacting the Director of Environmental Health and Safety.

Family Education Rights and Privacy Act (FERPA)

Education Records
The Family Education Rights and Privacy Act (FERPA) is a United States federal law that affords students certain rights with respect to their education records. They are:

- The right of the student to inspect and review his or her education records within 45 days of the day the College receives a request for access. Students should submit a written request that identifies the record(s) they wish to inspect to the Director of Enrollment Services and Registrar, Associate Provost for Student Affairs/Dean of Students, Department Chair or other appropriate officials. College officials will make arrangements for access and notify the student of the time and place where the records may be viewed. If the requested records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the correction of education records that the student believes to be inaccurate or misleading. The student should write to the College official responsible for the record, clearly identifying the part of the record(s) they want corrected and specifying why it is inaccurate or misleading. If the College decides not to correct the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

- The right of consent to disclosures of identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. An exception to the policy against disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic, research or support-staff position (including law enforcement unit personnel and health staff), and may include a student serving on an official committee or assisting another school official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities. The College may disclose certain information, known as Directory Information, at its discretion without consent. If a student does not want this information released, the student must complete a Non-Release of Directory Information form, available in the Enrollment Services office. Other examples of non-Directory Information that may be disclosed without consent include, but are not limited to, a response to subpoenas and/or search warrants, or in cases of emergencies where the life or safety of a student or others is endangered. Upon request, the College may disclose education records without a student’s consent to officials of other schools in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failure by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue SW, Washington, DC 20202-4605

Directory Information
The College has established the following information as Directory Information: student name, major field of study, enrollment status (full- or part-time), dates of attendance, participation in officially
recognized activities, degrees, honors and awards received, and the most recent educational institution attended.

**Freedom of Expression Policy**
ArtCenter values and supports freedom of speech, thought, inquiry, and artistic expression for all of its students. The curricular and co-curricular practice of the College fosters and encourages open dialogue and learning through engagement of diverse perspectives of complex social, political, and artistic topics that are integrated into the creative exploration essential to any individual's learning.

The College maintains that free expression and speech are an essential right of all students. This freedom may include viewpoints, images, ideas, language, and speech that challenge another person's values, beliefs, or position in life. Different opinions and opposing viewpoints, including those that may even be viewed as offensive or disturbing, are valued as part of the learning environment and will be protected with the exception of unlawful harassment. The College expects that every student has the responsibility for respecting the rights of others to express their opinions as well as maintaining an awareness of the impact that their opinions and expressions have on others. Additionally, as a private institution, ArtCenter maintains the right to regulate the manner in which students pursue free expression.

Students will be protected against expression, speech, and actions that target the safety of an individual or group, provoke violence, unlawfully discriminate against another individual or group, deny someone's educational or employment access, or violate local, state, and/or federal laws or the College's Non-Discrimination Policy. The College will investigate and make determinations about any actions that may or may not violate such laws and policies and/or that affect campus safety or the educational mission of the institution. Students who believe that their rights have been infringed upon should report the incident to the Assistant Dean of Students in the Center for the Student Experience to initiate a student code of conduct investigation or grievance. Additional assistance and support is available at any time by contacting Campus Security.

Questions about this policy may be directed to the Center for the Student Experience.

**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 at 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 curriculum 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, and including workers hired on a temporary basis, are considered Staff other than when 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:

- **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, and 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; and 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, for example, 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 data bases and documentation. Computer software is covered separately in ArtCenter's Technology Information Policy.
Ownership of Work

General Premise: Except as otherwise specified in this policy, faculty and students generally retain their rights in 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 holdback 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'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 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 member 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.

Coursework: Faculty own the syllabi, lectures and teaching materials they create. ArtCenter will have, without additional compensation, College Use Rights for 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) to use, reproduce, display and exhibit such lecture, 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, the faculty retains ownership of materials prepared for ArtCenter Online Courses. ArtCenter may negotiate ownership when significant use will be or has been made of the Institute's resources. If student course work is placed 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
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, student may need to use copyrighted material to prepare coursework 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 College of Design’s criteria for copying copyrighted materials.

1. Policy Statement and Regulatory Compliance,
   o It is the policy of ArtCenter College of Design that all members of the ArtCenter community must comply with United States Copyright Law.
   o Copyrighted materials may be copied freely by the owner of the copyright on the materials.
2. Fair Use Standards
   o 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:
     1. **The purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes.**
Non-profit educational purposes, such as duplication for classroom purposes rather than commercial purposes, often support a finding of fair use.

2. **Nature of the copyrighted work.**
   Is the work published or unpublished, fact or fiction? Published factual works, such as form 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, creative works.

3. **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 quantitatively and qualitatively 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 critical part of the copied or used work.

4. **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.

5. **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, which exceed those established under law. Though such claims may be made, faculty, staff and student are under no legal obligation to follow them.

6. **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.

7. 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. 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.

3. “Safe Harbor” Guidelines
   o **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 proprietor 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 in the Library, at ArtCenter and on ArtCenter’s Web site.

4. **Compliance with Copyright**
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 are not in good faith or that do 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.

1. If any ArtCenter faculty or staff 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.

2. If any ArtCenter faculty or staff 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.

3. 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 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), faculty 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 faculty 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 the 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 Common Licensed Materials”). ArtCenter shall clearly identify materials it is making available as ArtCenter Creative Common 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 Common 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:

- **Non-commercial Use of ArtCenter Creative Common Licensed Materials**: Use of ArtCenter Creative Common Licensed Materials is open to all except for persons or profit-making entities who charge a fee for access to educational materials. ArtCenter Creative Common Licensed Materials may not be sold by any nonprofit entity except as permitted under the 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 Web site, 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 College of Design 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 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:
Example:
Jane Doe, Advanced Graphic Studio 1, Spring 2010. (ArtCenter College of Design),
artcenter.edu/catalog (Accessed February 24, 2010). License: Creative commons BY-NC-SA

Procedures
This 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 complete and effective as of the publication date set out above, 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. Amendments will be effective as of their date of publication.

Misrepresentation Policy
ArtCenter College of Design is prohibited under federal regulations from making any false, erroneous, or misleading statement directly or indirectly to a student, prospective student, member of the public, accrediting agency, state agency or to the Department of Education. Misleading statements includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This includes student testimonials given under duress or because such testimonial was required to participate in a program.

Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person’s detriment.

The regulations regarding misrepresentation describe misrepresentation with respect to:

- Nature of the education program
- Nature of financial charges
- Employability of graduates
- Relationship with the Department of Education

A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.

Any violation of this directive will be taken seriously and the College will ensure that it is not repeated.

Rights of Pregnant and Parenting Students
1. Rationale for Policy
A. Policy Statement
ArtCenter College of Design (“ArtCenter” or “the College”) is committed to maintaining an inclusive community that is supportive of all students. As defined by ArtCenter’s Sexual Misconduct Policy, the College prohibits harassment and discrimination on the basis of sex, in accordance with Title IX of the Higher Education Amendments of 1972 (“Title IX”), which prohibits discrimination on the basis of
sex in education programs and activities. Specifically, in compliance with Title IX, ArtCenter does not
unlawfully discriminate against any student or exclude any student from its education program or
activity, including any class or extracurricular activity, on the basis of that student’s pregnancy,
childbirth, false pregnancy, termination of pregnancy, or recovery from such conditions. ArtCenter is
committed to providing relevant resources and accommodations, including granting appropriate
leave, for the period of time deemed medically necessary by the student’s physician, ensuring that
the student is reinstated to the same status they had prior to the leave.

This Policy has been developed to specifically outline the rights of pregnant and parenting students,
as a part of ArtCenter’s ongoing efforts to ensure the protection and equal treatment of students who
are pregnant, who are living with pregnancy-related conditions, and who identify as new parents.
ArtCenter fully recognizes that pregnancy is not a disability. In terms of institutional assistance,
students who are pregnant can expect similar accommodations and support as an individual with a
temporary disability. As described in this Policy, ArtCenter will take reasonable steps to ensure that
students have opportunities for academic adjustments as necessary, including ensuring that a
student does not lose academic progress or access to their course catalog when taking a leave of
absence or medical leave related to pregnancy or parenting status.

B. Scope of Policy
This Policy applies to all ArtCenter students in all aspects of ArtCenter’s educational programs and
activities, which includes, but is not limited to, admissions related activities, extracurricular activities,
student employment, etc.

For the purposes of this Policy, the term “parenting” refers to raising a child in a reasonably
immediate post-partum period. “Reasonable accommodations” are changes to a student’s academic
environment or typical operations to enable a pregnant student or a student with pregnancy-related
conditions to continue to pursue their education at ArtCenter, thereby ensuring equal access to the
College’s education program or activity. Such accommodations are provided following coordination
with appropriate ArtCenter administrators and when deemed a medical necessity by the student’s
selected health care provider.

C. Enforcement of Policy
The Center for the Student Experience (CSE) and the Title IX Office work collaboratively to ensure
equal access for students under Title IX. General questions about this Policy and available
supportive measures should be directed to the Title IX Coordinator:

Title IX Coordinator
Brittany Raygoza
Director of Title IX Compliance and Programs
Brittany.raygoza@artcenter.edu
626 396-2340

The point of contact within the CSE regarding this Policy and other issues of student equity is:

Jessica Krause
Associate Director for Student Equity
Jessica.krause@artcenter.edu
626 396-2323

2. Non-Discrimination and Reasonable Accommodation
Title IX specifically prohibits discrimination against or harassment of students who are pregnant,
have just given birth, or are experiencing pregnancy-related conditions. ArtCenter is committed to
providing a safe environment for such students to continue their academic program free of
harassment and discrimination and without limitations due to pregnancy or related conditions.
A. Accommodations for Students Affected by Pregnancy, Childbirth or Related Conditions

ArtCenter College of Design is committed to providing reasonable accommodations for students affected by pregnancy, childbirth, or related conditions. ArtCenter and its faculty and staff will not require students to limit their participation in education programs and activities or take a leave of absence as a result of pregnancy or pregnancy-related conditions. As such, ArtCenter is committed to providing the following reasonable accommodations:

1. Students affected by pregnancy, childbirth, or related conditions will receive benefits and services no less than those provided to students with temporary medical conditions.
2. Students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations designed to help them continue in their academic coursework without limitations or disadvantages due to their condition.
3. ArtCenter will not impose artificial deadlines or time limitations on students’ requests for reasonable accommodations, but the College is limited in its ability to impact or implement accommodations retroactively.
4. Reasonable accommodations may include, but are not limited to:
   a. Adjustments/accommodations requested by a pregnant student to protect the health and safety of the student and/or the pregnancy, such as allowing the student to maintain a safe distance from hazardous substances;
   b. Modifications to the physical environment, such as accessible seating;
   c. Mobility support;
   d. Granting breaks from class (in person or online) to use the restroom or adjust the physical body;
   e. Extended deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences;
   f. Not academically penalizing for medically-necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member or department);
   g. Granting a leave of absence per ArtCenter’s Medical Leave Policy or implementing incomplete grades for classes that will be resumed as a future date; or
   h. Allowing breastfeeding students reasonable time and space to pump breast milk in private, clean, and reasonably accessible Lactation Rooms, which are available on both Hillside and South Campuses. Each lactation room is a private locking space with a sink, small counter/table, lounge-type chair, carpet, mirror, electrical outlet, phone, and a refrigerator for storing breast milk. Students can gain key access to these locked facilities by contacting the Title IX Office, Center for the Student Experience or Human Resources. Reservations are not required for use of Lactation Rooms. More information on Lactation Rooms is available for students, faculty, and staff on the Title IX Inside page.

Students may seek assistance from the Center for the Student Experience or the Title IX Office for the above accommodations. ArtCenter will treat pregnancy, childbirth, and related conditions in the same manner as temporary disabilities. This means that pregnant students will be treated by ArtCenter the same as a student who is experiencing a temporary disability, and will receive similar options and resources. The College may require a pregnant student or student who has given birth to submit medical certification for participation in any program only if the program also requires such certification from all students with other conditions requiring the attention of a physician. Options for online course completion, make-up assignments, and extended deadlines will be employed similar to how they are utilized with students experiencing other temporary medical conditions.

Information about pregnant students’ requests for accommodations will be kept private and only shared with faculty and staff to the extent necessary to provide the reasonable accommodations or adjustments to the students’ schedule. Any ArtCenter employee who receives this information will regard it as private and will not disclose the information unless necessary. The Title IX Coordinator
takes responsibility for the appropriate documentation of reasonable accommodations under this policy.

Students are encouraged to communicate with their faculty members and relevant departments listed in Section 1C of this Policy to determine a plan for how to best address conditions as pregnancy progresses, anticipate any changes to reasonable accommodations and effectively remain on track with academic progress as comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

B. Academic Leave of Absence
As long as students can maintain appropriate academic progress, ArtCenter does not require students experiencing pregnancy, childbirth, or related medical conditions to take a leave of absence, limit their academic course load, or withdraw. Pregnant and parenting students interested in taking a leave of absence may do so under the College’s Leave of Absence (LOA) Policy or Medical and Psychological Leave Policy. Students taking a leave of absence under this Policy are asked to provide notice of their intent to take leave as soon as practicable, so that the College may work with them to make appropriate arrangements for their leave and return. Students who are not the birth parent may also be granted a leave of absence. Students are not required to reapply to the College unless they have not attended courses for two or more years.

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. International students may have addition requirements or restrictions on LOA processes and must meet with the International Student Advisor prior to taking a LOA or Withdrawal from ArtCenter. As described in the Student Handbook, a LOA or Withdrawal is effective according to the date that the form was approved and signed by Enrollment Services. Students who are enrolled in ArtCenter Extension that are intending to withdraw from ACX classes must submit a Change of Program form, available, through the ACX office. Taking a LOA or Withdrawal from ArtCenter may have financial implications, as 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 are welcome to discuss this with the College prior to their leave. Students on a LOA who withdraw or take a term off from the College are not covered by student health insurance. The Center for the Student Experience can provide students with information about alternative insurance options, including the option of purchasing the school’s health insurance plan.

To the extent possible, ArtCenter will take reasonable steps to ensure that students who take a leave under this Policy are able to return to their academic program in the same status as when the leave began, without a tuition penalty or academic penalty. Tuition penalties do not include regularly scheduled tuition raises. Continuation of students’ scholarships or similar College-sponsored funding during the leave term will depend on the students’ registration status and the policies governing the scholarship or funding program. ArtCenter is committed to ensuring that students will not forfeit their future eligibility for scholarships or College-sponsored funding by exercising their rights under this policy.

C. Student Employee Leave
Students who are employed by ArtCenter are entitled to protections under the Family and Medical Leave Act. For employment purposes, including any relevant leave or benefits, pregnancy and related conditions are treated as any other temporary disability. Students may take a leave of absence from their ArtCenter positions following applicable policy. Students who are also full-time or part-time employees should work with the Title IX Office and Human Resources to arrange for a medical leave of absence or work-related accommodations as necessary.
D. Modified Academic Responsibilities for Parenting Students

1. Students with child caretaking/parenting responsibilities who wish to remain engaged in their coursework while adjusting their academic responsibilities because of birth or adoption of a child or placement of a foster child may request an academic modification period during the first [X] months from the time the child entered the home. Extensions may be granted when additional time is required by medical necessity of extraordinary caretaking/parenting responsibilities.

2. During the modification period, the student’s academic requirements will be adjusted and deadlines postponed as appropriate, in collaboration among the Title IX Office, the Center for the Student Experience, and the appropriate academic department(s).

3. Students seeking a period of modified academic responsibilities may consult with their department chair or with the Title IX Office to determine appropriate academic accommodations requests. The Title IX Office will communicate all requests under this policy to students’ department chairs or directors and coordinate accommodation-related efforts with the academic department unless the students specifically requests otherwise. Students are encouraged to work with their advisors and faculty members to reschedule course assignments, projects, examinations, or other requirements, and/or to reduce their overall course load, as appropriate, once authorization is received from the Title IX Office and the Center for the Student Experience. If, for any reason, caretaking/parenting students are not able to work with their faculty members to obtain appropriate modifications, students should alert the Title IX Office and/or the Center for the Student Experience as soon as possible, and these offices will help facilitate needed accommodations and modifications.

4. Students can request modified academic responsibilities under this policy regardless of whether they elect to take a leave of absence.

5. While receiving academic modifications, students will remain registered and retain benefits accordingly.

E. Additional Protections Against Discrimination

Title IX specifically prohibits discrimination against or harassment of students who are pregnant, have just given birth, or have pregnancy-related medical conditions such as false pregnancy, termination of pregnancy, recovery from any of these conditions, or those who take a leave of actions due to the birth or adoption of a child. ArtCenter prohibits discrimination on these bases in Section 5 of the College’s Sexual Misconduct Policy. Prohibition of harassment or discrimination applies to all classes, co-curricular programs, opportunities for student leadership, or other aspects of the College’s education program and activities. Retaliation is also prohibited under the Sexual Misconduct Policy. Any student who believes that they have experienced harassment or discrimination because they are pregnant, have pregnancy-related conditions, or have taken or sought a parental leave should contact the Title IX Coordinator.

3. Application of Policy

A. Policy Application

This Policy is effective on May 26, 2021. The College reserves the right to make changes to this Policy as necessary, and once those changes are posted online, they are in effect. This Policy will be reviewed and updated annually by the Title IX Coordinator.

Inquiries about the application of Title IX at ArtCenter may be referred to ArtCenter’s Title IX Coordinator and/or to the Assistant Secretary for Civil Rights at the U.S. Department of Education. Questions about this Policy or reports of potential violations of this Policy may be made at any time, including outside of business hours, to:

Title IX Coordinator
Brittany Raygoza
Director of Title IX Compliance and Programs
In addition to reporting to the Title IX Coordinator, students may file a complaint with the Office for Civil Rights (“OCR”) within the Department of Education:

Office for Civil Rights (OCR) Headquarters
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: 800 421-3481
Facsimile: 202 453-6012
TDD#: 877 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Office for Civil Rights, California Office
U.S. Department of Education
50 United Nations Plaza
Mail Box 1200, Room 1545
San Francisco, CA 94102
Phone: 415 486-5555
Fax: 415 486-5570
TDY: 800 877-8339
Email: ocr.sanfrancisco@ed.gov
Web: http://www.ed.gov/ocr

B. Updated Resources
Additional information about Title IX and relevant resources may be found at artcenter.edu/title-ix.

All students are encouraged to familiarize themselves with the Sexual Misconduct Policy, Lactation Room locations, and gender inclusive restroom locations, all outlined on the Title IX Inside Page.

Social Media Policy
ArtCenter has established these standards and rules that must be followed by anyone posting, approving, or otherwise engaging in social media on behalf of the College. Please remember when you are posting on an ArtCenter account, you are speaking for and representing the institution, not yourself. If you have any concerns about whether or not something is appropriate to post, do not post it until you have received approval from a supervisor. Anyone posting, approving, or otherwise engaging in social media on behalf of the College is required to familiarize themselves with and adhere to the standards and rules set forth in this policy:

- Become familiar with and adhere to the Student Code of Conduct and/or the Employee Ethics and Professional Conduct standards (in the Employee Handbook) when engaging on social media on ArtCenter’s behalf.
- People posting on ArtCenter’s institutional accounts are reminded that information is being shared with the public and is subject to defamation, privacy, trademark, and copyright laws and regulations, as well as other state, local, and federal statutes and regulations, and individuals may be held personally responsible for any offending content.
- Do not post hate speech, threats of violence, or racial epithets.
- Do not use social media platforms to harass or demean others.
- Posting hate speech, threats of violence, harassment, or racial epithets on ArtCenter social media accounts will not be tolerated.
- Do not use social media to post or display comments about coworkers, supervisors, students, faculty, or the College that are vulgar, obscene, threatening, intimidating, untrue, or that violate the College’s workplace policies against discrimination, harassment, or hostility on account of age, race, religion, sex, ethnicity, nationality, disability, or other protected class, status, or characteristic.
- Do not post any information or conduct any online activity that may violate local, state, or federal law. Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through social media.
- In any use of social media on behalf of ArtCenter, employees—including faculty, staff, and student employees—must follow applicable state and federal requirements including, but not limited to, those regarding student and employee privacy.
- Do not express political opinions or engage in political activities.
- As a non-profit organization, ArtCenter is prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elected public office. The College may only promote non-partisan voter education or registration activities.
- Do not post confidential or proprietary information about ArtCenter students, faculty, staff, or alumni. The College’s confidential or proprietary information includes but is not limited to: financial information, future business performance and business plans, business and brand strategies, and information that is or relates to College trade secrets. All College rules regarding College confidential or proprietary information and personal information, including the College’s written information security program, are applicable to all social media channels and platforms, including blogs and social networking sites. For example, any information that cannot be disclosed through a conversation, a note, a letter, or an e-mail also cannot be disclosed on a social media platform. This includes private or direct messaging on any social media platform.
- Respect the copyright and intellectual property (IP) rights of others and of the College. For guidance, consult ArtCenter’s intellectual property policy. Never post artwork that incorporates someone else’s IP (creative work) if it hasn’t been properly licensed for use by the College because that poses significant potential risk to the College. It is the responsibility of the artist/designer/filmmaker who is using someone else’s work to secure appropriate permissions.
- Do not solicit funds or donations on social media for the College, including for use by the department. Do not promote individual or other organizations’ fundraising efforts. Any fundraising activities must be done in consultation with the Development Department. As a non-profit organization, the College is prohibited from promoting third-party fundraising and individual crowd-funding efforts.
- The Marketing and Communications Department (Marcom) will maintain a list of College-sponsored social media pages and sites. Departments or College units that have a social media presence or would like to start one must notify Marcom so that they can be included on this list.
- All College-sponsored social media sites must designate a full-time employee responsible for monitoring the site and ensuring that the content is accurate and reasonably current. Out-of-date or unmonitored social media sites should be removed.
- All social media accounts created by College employees on behalf of the College remain the property of ArtCenter College of Design. Account information, including passwords and email addresses linked to a specific social media account, should be stored in a secured location (e.g., a Google doc or ArtCenter email address) that the supervisor is aware of and has access to. This information must also be provided to Marcom.
- During a local, state, or campus emergency, or a similar state of heightened awareness, Marcom is responsible for all outgoing communications from the College as developed in coordination with the Executive Cabinet, Senior Leadership and/or the Emergency Response Team. Individuals should refrain from posting messages on individual social media accounts unless done so under the advisement of the Marcom team.

These policies are enforced by Marcom which reserves the right to edit or delete disparaging, inappropriate, and/or offensive posts, including content that violates ArtCenter policy or federal or state law. Any individual or department who falls out of compliance is subject to disciplinary action,
including the potential suspension of any social media or online presence created by the individual or department.

**Tobacco-Free and Smoke-Free Campus Policy**

ArtCenter College of Design (ArtCenter) is committed to providing a safe and healthy working and learning environment for our students, faculty and staff on its campuses. To that end, it hereby adopts a Tobacco- and Smoke-Free Campus Policy effective January 1, 2019.

ArtCenter adopts this policy to protect the public health and welfare by prohibiting smoking, including the use of electronic nicotine delivery systems (also known as vapes or e-cigarettes), on ArtCenter campuses; to guarantee the right of nonsmokers to breathe smoke-free air, while recognizing that the need to breathe smoke-free air shall have priority over the desire to smoke; and to encourage a healthier, more productive learning environment for all members of our campus community.

**Policy**

ArtCenter campuses shall be entirely tobacco- and smoke-free effective January 1, 2019.

The Tobacco- and Smoke-Free Campus Policy applies to all ArtCenter facilities, property and vehicles, owned or leased, regardless of location. No smoking will be allowed anywhere on our campuses, including all indoor and outdoor spaces. This policy applies to all students, faculty, staff and other persons on campus, regardless of the purpose for their visit.

Cigarettes and tobacco products, including but not limited to vapes, electronic cigarettes, cigars, pipes, hookahs and chewing tobacco shall not be used, sold or distributed as samples on campus grounds, either in vending machines or any area on campus.

No tobacco or electronic smoking device related advertising or sponsorship shall be permitted on ArtCenter property, at ArtCenter-sponsored events or in publications produced by ArtCenter, with the exception of advertising in a newspaper or magazine that is not produced by ArtCenter and which is lawfully sold, bought or distributed on ArtCenter property. Further exceptions exist for the depiction of smoking and tobacco use in artistic works created by students for the purpose of storytelling and character development.

This policy supplements and further restricts tobacco use as outlined in municipal codes established by the State of California and the City of Pasadena.

Questions regarding this policy should be handled through existing departmental administrative channels and administrative procedures.

**Resources**

In enacting this policy, ArtCenter has ensured our student and employee health insurance plans include cessation resources to support students, faculty and staff who want to quit smoking. Please contact the Center for the Student Experience (CSE) or Human Resources (HR) for support.

**Enforcement**

We are initiating this policy to address the overall health and wellness of our community and its environment. ArtCenter does not require students, faculty and staff to quit using tobacco products, however, we do expect individuals to follow the policy while on campus.

While the College’s Tobacco- and Smoke-Free Policy is not meant to be punitive, repeat offenses may become a student or employee conduct issue and referred to CSE or HR.
The success of this policy will depend on the thoughtfulness, consideration and cooperation of smokers and nonsmokers alike. All students, faculty and staff share in the responsibility for adhering to and enforcing it.

**Vaccination Policies Effective September 1, 2021**

**Vaccination Policy for Students**

The COVID-19 pandemic continues to pose serious health risks to our community. Fortunately, there now are vaccinations readily available that have shown to be effective in protecting individuals from hospitalization and death caused by the COVID-19 virus.

The Centers for Disease Control and Prevention (CDC) has declared that COVID-19 vaccines are safe and effective, and everyone 12 years of age and older is now eligible to get a COVID-19 vaccination.

ArtCenter is committed to providing a safe and healthy educational environment for all members of our community, including our students. Guided by the latest information from the CDC, the California Department of Public Health and the Pasadena Public Health Department, commencing for the Fall 2021 term, ArtCenter will be re-opening its facilities to those who are fully vaccinated.

In order to obtain campus access and enter an ArtCenter building, students will be required to provide proof of being fully vaccinated for COVID-19. Annual vaccines or booster vaccines will be required based on FDA recommendations.

For those students who will not or cannot get vaccinated for any reason, ArtCenter will continue to offer effective remote learning options, as has been done throughout the pandemic. Students seeking an exemption to the vaccination requirement will engage in an interactive process, on an individual basis, to determine if there is a reasonable accommodation that can be provided.

**Vaccination Policy for Employees**

The COVID-19 pandemic continues to pose serious health risks to our community. Fortunately, there now are vaccinations readily available that have shown to be effective in protecting individuals from hospitalization and death caused by the COVID-19 virus.

The Centers for Disease Control and Prevention (CDC) has declared that COVID-19 vaccines are safe and effective, and everyone 12 years of age and older is now eligible to get a COVID-19 vaccination.

ArtCenter is committed to providing a safe and healthy work environment for all members of our community, including our faculty and staff. Guided by the latest information from the CDC, the California Department of Public Health and the Pasadena Public Health Department, commencing for the Fall 2021 term, ArtCenter will be re-opening its facilities to students who are fully vaccinated, and faculty and staff who directly support students will need to return to work at the ArtCenter facilities.

Accordingly, commencing for the Fall 2021 term, ArtCenter is imposing a mandatory COVID-19 vaccination policy for any employee working at or visiting an ArtCenter facility, campus or partner facility for any reason, and proof of vaccination will be required. Annual vaccines and/or booster vaccines will be required based on CDC or FDA guidance.

For those faculty and staff covered by this policy who cannot get vaccinated for medical or religious reasons, they will need to provide appropriate documentation, and ArtCenter will engage in an interactive process, on an individual basis, to determine if there is a reasonable accommodation that can be provided.
**Vaccination Policy for Visitors**

The COVID-19 pandemic continues to pose serious health risks to our community. Fortunately, there now are vaccinations readily available that have shown to be effective in protecting individuals from hospitalization and death caused by the COVID-19 virus.

The Centers for Disease Control and Prevention (CDC) has declared that COVID-19 vaccines are safe and effective, and everyone 12 years of age and older is now eligible to get a COVID-19 vaccination.

ArtCenter is committed to providing a safe and healthy environment for all members of our community, including campus visitors. Guided by the latest information from the CDC, the California Department of Public Health and the Pasadena Public Health Department, commencing for the Fall 2021 term, ArtCenter will be re-opening its facilities to those who are fully vaccinated.

Accordingly, commencing for the Fall 2021 term, any visitor, contractor, vendor, trustee, guest or student-contracted vendor entering an ArtCenter facility, campus or partner facility must provide proof of being fully vaccinated for COVID-19, including booster vaccines when eligible.

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**OTHER POLICIES**

**Photographing students and student work**

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

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

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

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

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

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

The College currently employs network monitoring technology to manage network traffic and to ensure that the College’s network use is the result of legal purposes only. As such, you are expected to comply with requests from Information Technology (IT), if contacted, to ensure that the College’s network is utilized only for legal purposes.
Penalties for copyright infringement can include expulsion from the College and both civil and criminal penalties; anyone found liable for infringement may be ordered to pay either actual damages or statutory damages. For “willful” infringement, penalties increase substantially.

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

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 (ACID) 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 ability to access multiple services with a single password, it is all the more important to keep your account protected.

Changes to policies, procedures and fees
ArtCenter reserves the right to modify tuition, fees, and the calendar, and to discontinue or modify course offerings, majors, graduation requirements, student services, rules, policies, and procedures as it deems appropriate. Students will be provided with notice of these changes whenever possible through means such as the College website, posted notices, Catalog, and the Student Handbook. No exceptions may be made to any of the academic or academic-related policies. No representation by any College employee to the contrary may be considered authorized or binding.

For the most current and comprehensive academic information, as well as a complete list of institutional disclosures and policies, visit artcenter.edu Policies and Disclosures section.
Additional information is available to deposited and current students on our intranet, Inside ArtCenter. If you have questions that are not answered either here or on our website, please contact the Admissions Office 626-396-2373 or admissions@artcenter.edu.

APPENDICES

Appendix A—Campus Maps
Appendix B—Portfolio, Video and Essay Requirements by Major—Undergraduate Programs
Appendix C—Portfolio Requirements—Graduate Programs
Appendix D—Course of Study and Learning Outcomes by Major
Appendix E—Title IX policy
Appendix F—ArtCenter at a Glance