

Art Center Extended Studies Summer Teens Programs Policies

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01. PROGRAM OVERVIEW AND DESCRIPTION

These policies describe

- **Age and Grade Limits:** These summer programs are for students in grades 9-12 or recent high school graduates.
- **Dates and Times:** The summer classes are one week long. The classes will be scheduled the week of July 14-18 or July 21-25.
- **Location:** Classes will be held at the ArtCenter South Campus in Pasadena. The exact room location will be provided via the email address provided during the registration process.
- **Contact Information:** For more information, contact us at acx@artcenter.edu.

02. REGISTRATION AND PAYMENT

- **Registration Process:** Students can be registered for the courses at www.artcenter.edu/acx
- **Payment Schedule and Methods:** Payment is required in full in order to register and to reserve your seat. The system allows payment by credit card (for an additional fee) or ACH bank transfer.
- **Confirmation of Enrollment:** Upon completing the enrollment and payment process a confirmation email will be sent to the provided email address.
- **Tuition & Deadlines:**

Registration Type	Tuition	Deadline
Early Bird Rate	\$750	June 15, 2025
Full Tuition	\$795	Until Course Start

03. SCHOLARSHIPS AND FINANCIAL SUPPORT

- **Availability of Scholarships:** ArtCenter is fortunate to have many generous donors who join us in our commitment to making creative education accessible through scholarships. If cost is a concern, we encourage you to apply for a need-based scholarship.
- **Application Process:** To apply, complete the form at <https://connect.artcenter.edu/register/acx-scholarship>. Please apply by the published deadline for full consideration. After the deadline, if scholarship funds remain, additional applications will be considered on a rolling basis.
- **Scholarship Information:** Scholarships are limited. You will be notified by email once a decision has been made. Space in courses is limited and scholarships do not guarantee a space in your preferred course. You may elect to hold your space in your preferred course (full tuition required) and receive a refund should scholarship be awarded. Scholarships will be awarded for specific courses and are not applicable beyond that individual course.

04. CANCELLATION AND REFUNDS

- **Participant Cancellation Policy:**
 - **Cancellation Policy:** ArtCenter Extended Studies will process cancellations with a refund until 4 weeks prior to the start of the course. A \$50 cancellation fee will be charged to cover processing costs.
 - **How to Cancel:** If you need to cancel, contact us at acx@artcenter.edu.
- **Program Cancellation by ArtCenter:**
 - **Reasons for Cancellation:** If a class must be cancelled due to insufficient enrollment or unforeseen circumstances, ArtCenter will contact enrollees at the email provided during registration. Decisions about cancellation due to insufficient enrollment will be made no later than 14 days before the start of class.
 - **Refund Policy in Case of Program Cancellation:** If ArtCenter cancels a class, enrolled students will receive a full refund.
 - **Rescheduling Options:** ArtCenter may elect to reschedule a class or offer a place in a different class. Students who cannot or do not wish to participate in these options will receive a full refund.

05. RECORD-KEEPING, TRANSCRIPTS, GRADES, AND PROOF OF ATTENDANCE

- **Grades:** The 2025 summer programs are non-credit programs and student work will not be graded.
- **Proof of Attendance:** Attendance will be taken at each class. If you need a letter confirming proof of attendance, please send your request to acx@artcenter.edu.

06. CAMPUS LOCATION AND MAPS

- [Campuses Overview](#)
- **Hillside Campus**

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

 - [Get Directions \(Google Maps\)](#)
 - [Hillside Campus Overview](#)
 - [Ellwood Building Map](#)
- **South Campus**

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

 - [Get Directions \(Google Maps\)](#)
 - [South Campus Overview](#)
 - [870 Building Map](#)
 - [888 Parking / 908 South Campus Shop Map](#)
 - [950 Building Map](#)
 - [1111 Building Map](#)

07. ATTENDANCE AND CONDUCT

- **Attendance Policy:** The practice of design is a human-centered practice which inherently involves collaboration with others. Our instructors and teaching assistants use a project-based methodology, which may require students to collaborate and work together on some projects. For this reason, please plan to attend the entire class each day. If an absence, late arrival, or early departure is unavoidable, please alert your instructor as soon as possible so the disruption to the class and classmates can be minimized if possible.
- **Classroom Expectations:** ArtCenter is committed to maintaining a civil and safe learning environment, free from bias, coercion, and harassment for all. The classroom is a shared environment where all parties are accountable for behavior and contributions to a productive and supportive atmosphere. We understand that our members represent a rich variety of backgrounds and perspectives and are committed to providing a set of conditions for learning that respects diversity. While working together to build this community **we ask all members to:**
 - Be open to the views of others
 - Honor the uniqueness of colleagues
 - Communicate in a respectful manner
 - Recognize differences in learning, language, approach and ability
 - Appreciate the opportunity that we have to learn from each other in this community
 - Respect the work and materials of others
 - Be prepared to work individually and with partners over the duration of a project or assignment
- **Code of Conduct:** Members of the ArtCenter community have a collective responsibility to maintain a productive educational environment and the well-being of the community. It is through shared values of respect, social responsibility, integrity, and honesty that this is achieved. Everyone is responsible for their conduct and holding others accountable as stewards of the College's values. Students are expected to review the [Student Code of Conduct \(Code\)](#) with a responsible adult to understand the expectations of behavior by students that are essential to ArtCenter's educational mission and its community life. A few elements of this code are highlighted here:
 - Alcohol, tobacco, marijuana, and illegal drugs, regardless of age, **are prohibited** on ArtCenter's campus. Refer to the [Alcohol and Illegal Drugs Policy](#) and the [Tobacco-Free and Smoke-Free Campus Policy](#) for more information.
 - Intentionally or recklessly causing harm (physical or otherwise) to any ArtCenter community member, to any person on College premises, or at College activities either on or off campus, or causing reasonable apprehension of such harm **is prohibited**. This includes, without limitation email, social media, texts, telephone, harassment or assault, verbal or written threats, stalking, intimidation, and verbal and physical abuse or harassment.
 - Threatening to reveal or release personal information or media about a person electronically or through other means of communication **is prohibited**.
 - No student shall post or distribute disparaging or compromising images of another, altered or otherwise, or post denigrating text on, but not limited to, the following modes: internet websites or newspapers, without the express consent/authorization of the other individual.
 - There are **NO** real firearms or weapons allowed on campus at any time. No prop firearms or weapons will be used in classes with minor students.

08. ACCESS AND EQUAL OPPORTUNITY

- **Physical Access:** 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.
- **Nondiscrimination:** ArtCenter has a long-standing commitment to promoting equal opportunities and will not engage in any unlawful discrimination. 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. Please see our [Nondiscrimination Policy](#) for more information.
- **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. **The Center for the Student Experience has more information on Disability Services, policy and Resources for students. Please see the full [Disability Policy](#) for more information.**

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 contact CSE@artcenter.edu.

- **Service Animals:** Pets and other animals are restricted on ArtCenter's Campus with the exception of service and support animals as defined by the Americans with Disabilities Act (ADA). Individuals who work with service and support animals shall not be excluded from ArtCenter's facilities or activities. This policy is in place for the safety of the animals as well as the community. Please see the complete [Service and Support Animal Policy](#) for more information.
- **Chosen Name and Gender:** Any current student or employee may indicate a preferred first name in addition to the legal name and preferred pronouns when completing the waiver and emergency information form. Designating a preferred name or preferred pronouns is optional.
- **Language Skills:** The language of instruction in Extended Studies summer classes is English, however, there is no language assessment required to participate in classes. If a student, parent, or guardian have questions or concerns about whether a student's English skills are strong enough to benefit from the class, contact us at acx@artcenter.edu for more information.
- **Title IX:** 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. Visit our [Title IX policy page](#) for more information about these policies or to contact the Title IX coordinator.

09. CREATIVE INTEGRITY

Academic and creative integrity is essential to personal and educational growth of students, which all members of the ArtCenter community are expected to uphold.

- **Plagiarism and Creative Dishonesty:** Using another person's language, image, or idea without proper acknowledgment and appropriate permission is plagiarism. When using the exact words of another in the presentation of written materials, those words must be placed in quotation marks with attribution to the original source, including proper citation of the source.

Artists and designers commonly draw on other's works, such as for reference, inspiration, or as 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. Please consult with the class instructor to determine if a particular usage is appropriate. Refer to the complete [Academic and Creative Integrity Policy](#) for more information.

- **Intellectual Property:** ArtCenter has established an 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. Some elements of this policy are most relevant to Extended Studies are reproduced here, but refer to the complete [Intellectual Property Policy](#) for more information.
 - It is the policy of ArtCenter College of Design that all members of the ArtCenter community must comply with United States Copyright Law.
 - 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.
 - **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. College Use Rights allow 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.
 - Intellectual Property is complex. For more information on topics like Fair Use, Derivative Works, and ArtCenter Owned Intellectual Property, please refer to the complete [Intellectual Property Policy](#).

10. COMPUTERS AND TECHNOLOGY

- **Lab usage and access:** Extended Studies students can only use computer labs when they are enrolled in a class that is scheduled in the labs and when the instructor or teaching assistant is present in the lab with them. Students must follow all [Computer Lab Policies](#).
- **Internet access** is provided for educational use only. Visiting sites (viewing or printing) of inappropriate nature or that may be considered offensive by other individuals is not considered acceptable use of this service at ArtCenter.

- **Prohibited Use of Technology**

- Any behavior that intentionally or unintentionally disrupts College computer services; damages, alters or destroys College data or records; or adversely affects College computer software, programs, systems, or networks.
- The use of College data, computer systems, or networks to devise or execute any scheme to defraud, deceive, extort, or wrongfully obtain money, property, or data. Unauthorized use of College computer files or access to College restricted network systems or computer files.
- Gaining access by using another person's name, password, access codes, or personal identification.

11. HEALTH AND SAFETY

- At ArtCenter, campus safety is a top priority. We are dedicated to fostering a secure environment through proactive crime prevention, clear and accessible reporting, and timely alerts. On-campus security personnel are available at the main entrance of all campus buildings and all visitors will be asked to check in with security upon arrival.
- If you are experiencing COVID-19, cold, or flu-like symptoms, please consider the safety of our staff and classmates and do not attend classes at that time. If a verified illness prevents your attendance in the class, please contact us at acx@artcenter.edu to discuss options for refund or rescheduling.
- **Accident and Injury Procedures:** In case of accident or injury, personnel will attempt to contact the student's emergency contact. Should the ArtCenter personnel determine that the accident or injury is serious and requires immediate attention, they will contact 911.

12. OTHER IMPORTANT INFORMATION

- **Materials and Supplies:** Generally, students are required to purchase the materials they will use in their classes. For Summer 2025's limited offerings, however, materials will be provided.
- **Lunch and Breaks:** Lunch will be provided each day. Unfortunately, we cannot accommodate individual dietary requirements at this time. You are always welcome to bring food that meets your needs.
- **Field Trips (if applicable):** An instructor may sometimes take the students outside of the classroom to do creative work, such as to take photographs or draw from nature. Such activities will be supervised and will be within walking distance of the classroom. Any field trips requiring transportation must be planned and shared with enrolled students before the first day of class. If minors are in the class, permission slips will be required.
- **Communication:** ArtCenter Extension will communicate with you via email at the email address you provide during registration. You will also be given an Inside ArtCenter username and password to access information specific to your class.

13. WAIVER AND EMERGENCY INFORMATION

Parents or guardians should complete this form including emergency contact information and permission for their Student to participate in the program. This waiver includes a release from liability and a likeness release.

14. ADDITIONAL INFORMATION ABOUT ARTCENTER

- **Admissions:** For more information about ArtCenter degree programs, please visit our [Admissions Page](#).
- **Campus Tours:** If you would like to take a tour of campus, you can sign up [Here](#).
- **Changes to Policy:** ArtCenter reserves the right to modify these policies as required. If ArtCenter changes its published policy, these changes will apply to Extended Studies programs as well.