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College Directory

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Academic Calendar 2005-06

FALL 2005

AUGUST
Monday, August 15
Fall 2005 tuition due ($25 late fee after this date)
Saturday, August 20
New Student Apartment Check-in
Monday-Friday, August 22-29
New Student Orientation – AFA and BFA
Monday, August 29
Late Registration begins ($250 late fee)
New Student Orientation – MA in Interior Design
Wednesday, August 31
First day of Fall 2005 classes
Students with outstanding Fall 2005 tuition balances on or after this date will incur a $75 late fee

SEPTEMBER
Monday, September 5
Labor Day (College and Offices closed)
Wednesday, September 14
Last day to ADD
Saturday, September 17
Constitution Day and Citizenship Day
Last day to DROP with partial refund
Tuesday, September 27
Last day to DROP
OCTOBER
Wednesday, October 5
Last day to DROP without refund
Wednesday, October 12
Mid-Semester Warning Deadline
Saturday, October 15
SAPB Apple Picking Day
Wednesday, October 19
Advising begins
Wednesday-Friday, October 19-21
MA and BFA/Senior Registration
Monday, October 24
AFA and BFA/Freshman/Sophomore/Junior Registration begins
Friday, October 28
SAPB Halloween Party
Sunday, October 30
Daylight savings time ends

NOVEMBER
Tuesday, November 8
Advising ends
Wednesday, November 9
Last day to WITHDRAW with “W”
Tuesday, November 15
Spring 2006 tuition invoices mailed
Wednesday, November 23
Classes do not meet (Offices open)
Thursday-Sunday, November 24-27
Thanksgiving (College and Offices closed)

DECEMBER
Thursday-Sunday, December 8-11
Off the Walls Student Art Sale
Thursday, December 15
Spring 2006 tuition due ($25 late fee after this date)
Monday, December 19
Last day of Fall 2005 classes
Saturday-Monday, Dec. 24-January 2
Winter Recess (College and Offices closed)

SPRING 2006

JANUARY
Wednesday, January 11
New Student Apartment Check-in
Thursday-Friday, January 12-13
New Student Orientation – AFA and BFA
Monday, January 16
Martin Luther King, Jr. Day (College and Offices closed)
Tuesday, January 17
Late Registration begins ($250 late fee)
Wednesday, January 18
First day of Spring 2006 classes
Students with outstanding Spring 2006 tuition balances on or after this date will incur a $75 late fee

FEBRUARY
Wednesday, February 1
Last day to ADD
Tuesday, February 14
Last day to DROP with partial refund
President’s Day (College and Offices closed)
Monday, February 20
15-week Monday classes meet this Wednesday. This week only.
15-week and 14-week Wednesday only classes do not meet this day. This week only.
Wednesday, February 22
Last day to DROP without refund
Rising Sophomore Program

MARCH
Wednesday, March 1
Mid-Semester Warning Deadline
Friday, March 17    Freshman Declaration of Major and Concentration form due to Office of the Registrar
Monday, March 13    Financial aid applications due
Monday-Sunday, March 13-19    Spring Recess (Offices open)
Monday, March 20    Classes resume
Wednesday, March 22    Advising begins
Wednesday-Friday, March 22-24    MA and BFA/Rising Senior Registration
Sunday-Sunday, March 26-April 2    SAPB Spring Fest 2006
Monday, March 27    AFA and BFA/Rising Sophomore/Rising Junior Registration begins

APRIL
Sunday, April 2    Daylight savings time begins
Wednesday, April 5    Last day to WITHDRAW (with “W”)
Tuesday, April 11    Advising ends
Friday, April 14    Summer 2006 tuition invoices mailed
Saturday-Sunday, April 15-16    Corcoran Application for Institutional Aid due
Tuesday, April 18    FAFSA Application due
Easter (College and Offices closed)

MAY
Thursday-Friday, May 4-12    Senior Week 2006
Wednesday, May 10    Last day of Spring 2006 classes
Thursday, May 11    Apartment check-out: Freshmen, Sophomores, and Juniors
Saturday, May 13    COMMENCEMENT
Sunday, May 14    Apartment check-out: Seniors (Graduates)

SUMMER 2006
MAY - AUGUST
Monday, May 15    Summer 2006 tuition due ($25 late fee after this date)
Monday, May 29    First day of Summer 2006 classes
Monday, June 19    Memorial Day (College and Offices closed)
Tuesday, July 4    Camp Creativity begins
Monday-Friday, July 10-21    Independence Day (College and Offices closed)
Friday, July 14    Pre-College 1 (Day Program)
Sunday-Saturday, July 23–August 5    Fall 2006 tuition invoices mailed
Sunday-Saturday, July 23-29    Pre-College 2 (Residential Program)
Monday, August 1    Focus on Photojournalism
Last day of Summer 2006 classes (except Camp and Pre-College 2)
Academic Policies

ACADEMIC STANDING

**Academic Progress**

Academic Progress is the standard by which progress towards a degree is measured. It is measured in terms of quality (GPA) and quantity (number of credits earned towards graduation). In order to remain in good academic standing AFA and BFA students must maintain a minimum semester and cumulative GPA of 2.00. BFA students must also earn a grade of "C" or better in each required core studio course. MA students must maintain a minimum semester and cumulative GPA of 3.00. The maximum time limit for completing degree requirements is five years for BFA students and six years for AFA and MA students.

**Undergraduate**

**Dean's List:**

AFA students carrying a minimum of 6 credit hours and achieving a semester GPA of 3.50 or better are placed on the Dean's List. BFA students carrying a minimum of 12 credit hours and achieving a semester GPA of 3.50 or better are placed on the Dean's List. Dean's List achievements are noted on the transcript and become part of the student's permanent academic record.

**Academic Probation:**

AFA students: Failure to earn a minimum of 2.00 semester grade point average (GPA) or failure to earn a minimum of 2.00 cumulative GPA results in a notation of academic probation on the student's transcript. Students who are placed on academic probation have two semesters in which to resolve their academic deficiency. To be removed from academic probation the student must successfully complete a minimum of six credits toward the degree, earn a minimum of 2.00 cumulative GPA, and earn a grade of "C" or better in each class. Failure to meet these requirements within two semesters will be considered unsatisfactory academic progress and will result in academic dismissal from the AFA degree program. Academic dismissal will also occur if the cumulative GPA falls below 1.00.

BFA students: Failure to earn a minimum of 2.00 semester grade point average (GPA), failure to earn a minimum of 2.00 cumulative GPA, or failure to earn a grade of "C" or better in each required core studio course results in a notation of academic probation on the student's transcript. Students who are placed on academic probation have one semester in which to resolve their academic deficiency. To be removed from academic probation the student must attempt a minimum of twelve credits for the next semester of enrollment, earn a minimum of 2.00 semester GPA, earn a minimum of 2.00 cumulative GPA, and earn a grade of "C" or better in each required core studio course. Failure to meet these requirements will be considered unsatisfactory academic progress and will result in academic dismissal from the BFA degree program.

**Academic Dismissal:**

AFA students: Failure to earn a minimum of 1.00 cumulative grade point average (GPA) or failure to remove oneself from academic probation within two semesters will result in academic dismissal from the AFA degree program.

BFA students: Failure to earn a minimum of 1.00 cumulative grade point average (GPA), earning two consecutive semesters of academic probation, or earning a grade of "F" in a required core studio course (and the opinion of the Department Chair is that it would be highly unlikely that the student will achieve good academic standing in the following semester) will result in academic dismissal from the BFA degree program. There is a mandatory "wait-out" period of two semesters (Fall/Spring or Spring/Summer) before a dismissed student may be considered for readmission into the BFA degree program. Dismissed students who are pursuing readmission must demonstrate that their academic difficulties have been overcome by earning a grade of "C" or better in a minimum of twelve credits in the Corcoran's Continuing Education Program or at another accredited institution. Courses taken at another institution during the "wait-out" period should be pre-approved by the Department Chair and the Director of Student Affairs.

**Graduate**

**Dean's List:**

MA students are not eligible for Dean's List.

**Academic Probation:**

Failure to earn a minimum of 3.00 semester grade point average (GPA), or failure to earn a minimum of 3.00 cumulative GPA results in a notation of academic probation on the student's transcript. Students who are placed on academic probation have one semester in which to resolve their academic deficiency. To be removed from academic probation the student must successfully complete a minimum of six credits toward the degree and earn a minimum of 3.00 cumulative GPA. Failure to meet these requirements within one semester will be considered unsatisfactory academic progress and will result in academic dismissal from the MA degree program.

**Academic Dismissal:**
Earning a grade of “F” in two graduate courses, earning nine credits of unsatisfactory grades (B-, C+, C, or F) in all attempted graduate courses, or failure to remove oneself from academic probation within one semester will result in academic dismissal from the MA degree program.

### Appeal of Academic Standing

Students who believe that their academic probation or academic dismissal is unfair may appeal to the Academic Appeals Committee in writing. In these cases, the burden of proof rests with the student, and the student must provide clear and convincing documentation to support the contention that the decision was unfair. In rare cases where students are granted a second academic probation (in lieu of academic dismissal), financial aid is cancelled.

### Attendance Policy

Students are expected to attend all class sessions and course-related activities for each course in which they register. Students may not attend any class for which they have not officially registered for. Three absences (two during the summer semester) within a given class, or 20% of the semester, are grounds for automatic failure of the course. In exceptional circumstances, the Director of Student Affairs in coordination with the Department Chair may approve emergency absences for medical or other legitimate reasons. In such cases, students are required to provide medical or other supporting documentation. Absences due to religious holidays must be pre-approved by the instructor one week in advance of the absence.

Although students may miss up to two class sessions, they are not relieved of the obligation to fulfill all course assignments, including those that can only be fulfilled in class. Of special note to all students: Instructors may modify the standard attendance policy (stated in this handbook) according to how they weigh various components of the curriculum throughout the semester. If there are any changes to the standard policy, they will be written into the course syllabi which are reviewed on the first day of class.

### Change of Academic Program

When considering a change of academic program, students should discuss their intentions with the appropriate Department Chair and the Associate Dean Academic Affairs. Students should consider their options carefully since a change of academic program will often require additional coursework due to varying requirements from program to program. The Declaration/Change of Academic Program forms are available in the Office of the Registrar and on-line at [http://corcoran.edu](http://corcoran.edu).

### Class and Faculty Evaluations

At the conclusion of each semester all students are asked to complete class and faculty evaluation forms. The evaluation is a method of obtaining constructive feedback from students and it is important that students be honest and thoughtful with their evaluations of course content and teaching methodology. This information is reviewed by the Chair of each department and the Associate Dean of Academic Affairs one week after the end of each semester. Copies of these evaluations are mailed to each faculty member two weeks later so that they can make adjustments accordingly for the new semester. Evaluations are anonymous.

### Course Substitution

Course substitutions are available to students who need to either take a class outside of Corcoran College of Art + Design to make up a requirement, or take a substitute course within the College in place of a requirement. It is necessary to obtain pre-approval from the appropriate Department Chair and the signed Course Substitution Form must be recorded with the Office of the Registrar before the student may take the substitute class. Course substitution approvals are revoked if the student does not complete the approved coursework within the specified semester.

If a class is taken at another institution, the student must make arrangements with the visited institution to have an official transcript mailed directly to the Office of the Registrar immediately after the coursework is completed and graded. Credits cannot be transferred until an official transcript is received. A satisfactory grade must be earned for a course to be accepted for transfer credit (“B” or better for MA students and “C” or better for AFA and BFA students). Graduate students may transfer back only graduate level courses. Permission to take a course elsewhere will not be approved for a course which the student has attempted at the Corcoran and earned an unsatisfactory grade.

**Note:** No more than nine credits may be taken outside of the Corcoran for transfer credit after a student has matriculated. In addition, minimum residency requirements must be met (see section on Graduation Requirements).

### Directed Studies Program

This option is appropriate for students who wish access to independent faculty supervision, lab areas and supplies for independent projects, and do not need or desire extensive course instruction. This option is justified only if 1) the project content cannot be covered in an existing course, 2) the student’s department deems it of substantive value to the student’s educational goals and interests, and 3) the project work will be done outside of regularly scheduled class time.

All directed studies are for credit (1.5 or 3 credits). Students cannot take more than three credits of directed studies per semester. Students enrolled in directed studies will have access to the facilities/equipment at times arranged by the instructor. To enroll, students must have written permission from the instructor and the Department Chair on the Directed Studies Contract which is available at the Office of the Registrar. The directed studies instructor will be responsible for working with the student to establish...
project goals, oversee progress, and determine final course grade. BFA foundation students are not eligible for the Directed Studies Program.

GRADING SYSTEM

Grade Point Average
The Semester Grade Point Average is computed at the close of each term by multiplying the number of credits for each course by the quality points associated with the student’s earned letter grade and then adding together all the quality points. This figure is then divided by the total number of credits attempted.

The Cumulative Grade Point Average is computed by applying the above formula to all coursework for which the student has enrolled for credit since the student’s first term at the Corcoran. Credits that have been transferred from other colleges and universities are not included in the Cumulative Grade Point Average. No credit above 4.00 is given.

Undergraduate
General grade descriptions for AFA and BFA students are as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
<th>Grade Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>outstanding achievement</td>
</tr>
<tr>
<td>A–</td>
<td>3.60</td>
<td>very high quality work</td>
</tr>
<tr>
<td>B+, B, B–</td>
<td>3.30, 3.00, 2.70</td>
<td>above average achievement</td>
</tr>
<tr>
<td>C+, C</td>
<td>2.30, 2.00</td>
<td>average achievement</td>
</tr>
<tr>
<td>C–, D+, D, D–</td>
<td>1.70, 1.30, 1.00, 0.70</td>
<td>below average *</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>failure, no credit *</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>incomplete</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>passing grade for internships</td>
</tr>
</tbody>
</table>

* Failing grades are assigned when the student has not fulfilled the appropriate requirements for a course (e.g. missing work, excessive absences, missed exams and critiques) and has neglected to withdraw or request an incomplete. As the specifics of the grading policy may differ from instructor to instructor (see section on Attendance Policy), students should make sure they understand the requirements for each class stated in the instructor’s syllabus. The grade of “C-” or lower in a required CORE class, regardless of semester GPA, indicates that the student has not achieved satisfactory progress. Because of the cycle of CORE classes it is likely that a student may have to wait one semester and up to one year before the necessary CORE class will once again be offered.

Graduate
General grade descriptions for MA students are as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
<th>Grade Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, A-</td>
<td>4.00, 3.60</td>
<td>satisfactory / passing</td>
</tr>
<tr>
<td>B+, B</td>
<td>3.30, 3.00</td>
<td>satisfactory / passing</td>
</tr>
<tr>
<td>B-, C+, C</td>
<td>2.70, 2.30, 2.00</td>
<td>unsatisfactory / passing *</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>unsatisfactory / failing</td>
</tr>
<tr>
<td>W</td>
<td>N/A</td>
<td>withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>N/A</td>
<td>incomplete</td>
</tr>
</tbody>
</table>

* Graduate students are advised that, although B-, C+, and C grades are passing grades for a course, failure to earn a minimum of 3.00 semester GPA results in a notation of academic probation on the student’s transcript. In addition, graduate students must maintain a minimum of 3.00 cumulative GPA to be eligible for graduation.

Change of Grade
Once a final grade in a course has been recorded by the Office of the Registrar, it can be changed only in cases of computational or recording error, or pursuant to a successful appeal of grade, as described below. A Change of Grade form, in cases of computational or recording error, or pursuant to a successful appeal of grade, must be submitted to the Office of the Registrar, by the instructor, no later than the last day of classes in the semester following that in which the course was taken. Additional work of any type submitted to improve a grade after the final grade has been assigned is never accepted.

Grade changes will not be considered official until the instructor submits a Change of Grade form to the Office of the Registrar.

Appeal of Grade
Any student who receives a grade that they feel is inappropriate may petition for an academic grade review with the instructor and the Department Chair by the following procedure:

1. The student should talk with the instructor. Whenever possible, conflicts over grades should be resolved informally between the instructor and student.
2. If not resolved, the student should write a letter outlining his/her objections to the instructor, along with an additional copy to the Department Chair, which should be submitted no later than the end of the first week of the following semester.
3. If the problem is still not resolved, the student should meet with the Department Chair under which the class is taught.
4. A final appeal may be made in writing to the Academic Appeals Committee whose decision is considered final.

**Incomplete Grade**
A grade of "I" (incomplete) is a temporary deferral of a final grade pending the make-up of a small amount of coursework. An "I" grade may be requested only under extraordinary circumstances when the completion of the coursework is unavoidably and justifiably delayed. A student is only eligible to request an incomplete when 80% of his/her coursework has already been satisfied. The faculty member has the right to refuse a student's request for an incomplete grade if the reasons are not deemed sufficient. The Request for Incomplete Grade form must be submitted to the Office of the Registrar, by the instructor, by the time that final grades are submitted. A grade of "I" is not calculated into a student's GPA until it is replaced by a letter grade.

Students will have 30 days from the last date of the class to complete the missing work. The faculty member may agree, on a case by case basis, to extend the deadline by noting the extended deadline on the Request for Incomplete Grade form. The incomplete deadline may be extended only until the last day of classes of the semester following that in which the course was taught. An "I" grade automatically becomes a "F" grade if a signed Change of Grade form is not submitted to the Office of the Registrar, by the instructor, within the pre-approved deadline.

**GRADUATION REQUIREMENTS**
For a degree to be conferred, the student must be actively enrolled at the Corcoran during his/her final semester of his/her degree program and must be in good academic standing at the end of the final semester. Also, all coursework must be completed, even if the coursework is not being applied to the degree. Undergraduate students who are within six credits short of fulfilling their degree requirements may participate in the annual Commencement ceremony in May; although they will not receive their diplomas until their degree requirements are met. Students fulfilling degree requirements in August or December will receive diplomas the following May.

Graduation Application forms are available in the Office of the Registrar and the Office of Student Affairs. Graduation Application forms must be submitted to the Director of Student Affairs prior to registration for the final semester of enrollment (i.e., early October for May graduation). A graduation fee of $50 will be included with the Spring tuition invoices. See below for additional graduation requirements:

**Undergraduate**
AFA students: Associate of Fine Arts Degree students must have completed all academic degree requirements; been enrolled for a minimum of 36 credits in residence at the Corcoran; satisfied all outstanding bills, charges and accounts including library items and fees; and have a minimum cumulative Grade Point Average of 2.00 or above.

BFA students: Bachelor of Fine Arts Degree students must have completed all academic degree requirements; been enrolled for a minimum of 48 credits in residence at the Corcoran; satisfied all outstanding bills, charges and accounts including library items and fees; and have a minimum cumulative Grade Point Average of 2.00 or above.

**Graduate**
MA in Interior Design students: Master of Arts in Interior Design students must have completed all academic degree requirements including defending and submitting a signed final copy of their thesis; been enrolled for a minimum of 48 credits in residence at the Corcoran; satisfied all outstanding bills, charges and accounts including library items and fees; and have a minimum cumulative Grade Point Average of 3.00 or above.

MA in the History of Decorative Arts students: MA in the History of Decorative Arts students must have completed all academic degree requirements including defending and submitting a signed final copy of their thesis (If not electing to write a thesis, a master's examination may be taken in the student's final semester); been enrolled for a minimum of 39 credits in residence at the Corcoran; satisfied all outstanding bills, charges and accounts including library items and fees; and have a minimum cumulative Grade Point Average of 3.00 or above.

**Academic Records After Graduation**
Students are issued complimentary copies of their official transcripts at graduation. Students are strongly urged to review these documents for errors, as changes can be made to the academic record only in the two month period following graduation.

**Honor Code**
To promote academic integrity as a core value for our learning community, we, the members of the Corcoran College of Art + Design, have set forth the following code of honor. The Honor Code addresses cheating and attempted cheating, plagiarism, lying, and stealing.

I. Cheating encompasses the following:
A. The use of unauthorized materials, information, study aids, or unauthorized collaboration on in-class examinations, take-home examinations, or other academic exercises. It is the responsibility of the student to consult with the instructor concerning what constitutes permissible collaboration. Cheating or assisting another student to cheat in connection with an examination or assignment is academic fraud.

B. The above may be accomplished by any means whatsoever, including but not limited to the following: fraud; duress; deception; theft; trick; talking; signs; gestures; and copying from another student.

C. Attempted cheating

II. Plagiarism encompasses the following:

1. Plagiarism, in any of its forms, and whether intentional or unintentional, violates standards of academic integrity. Plagiarism is the act of passing off as one's own the ideas or writings of another. Students are responsible for educating themselves as to the proper mode of attributing credit in any course. Faculty may use various methods to assess the originality of students' work. Note: plagiarism can be said to have occurred without any affirmative showing that a student's use of another's work was intentional.

2. False citation is academic fraud. False citation is the attribution of intellectual property to an incorrect or fabricated source with the intention to deceive. False attribution seriously undermines the integrity of the academic enterprise by severing a chain of ideas which should be traceable link by link.

3. Submitting work, either academic or studio, for multiple purposes. Students are not permitted to submit their own work (in identical or similar form) for multiple purposes without the prior and explicit approval of all faculty members to whom the work will be submitted. This includes work first produced in connection with classes at the Corcoran or at other institutions attended by the student.

III. Lying encompasses the following: The willful and knowledgeable telling of an untruth, as well as any form of deceit, attempted deceit, or fraud in an oral or written statement relating to academic work. This includes but is not limited to the following:

1. Lying to college staff and faculty members.

2. Falsifying any college document by mutilation, addition, or deletion. Any attempt to forge or alter academic documentation (including transcripts, letters of recommendation, certificates of enrollment or good standing, and registration forms) concerning oneself or others is academic fraud.

3. Lying to Honor Committee members during investigation and hearing. This may constitute a second charge, with the committee members who acted as judges during that specific hearing acting as accusers.

IV. Stealing encompasses the following:

Taking or appropriating without the permission to do so, and with the intent to keep or to make use of wrongfully, property belonging to any member of the Corcoran community or any property located on the college campuses or Student Housing. This includes misuse of college computer resources. This section is relevant only to academic work and related materials.

V. Responsibility of the Faculty

Faculty members are responsible, to the best of their ability, for maintaining the integrity of the learning and testing process, both in the classroom and outside of it, and for fostering conditions of academic integrity.

To alleviate misunderstandings, all instructors are required to delineate at the beginning of each semester what constitutes a violation of the Honor Code in their classes. This should include an explanation of

A. The extent to which collaboration or group participation is permissible in preparing term papers, studio work, reports of any kind, tests, quizzes, examinations, homework, or any other work

B. The extent to which the use of study aids, memoranda, books, data, or other information is permissible to fulfill course requirements and

C. Guidelines on what constitutes plagiarism, including requirements for citing sources

All instructors are encouraged to send the Honor Committee a written copy of their Honor Code policies, which are kept on file. These requirements should also be stated before each test, examination, or other graded work to clarify what is permissible.
Faculty members who witness an Honor Code violation should proceed as outlined under Procedure for Reporting a Violation.

VI. Responsibility of the Students

Students should request a delineation of policy from each instructor if none is given at the beginning of each semester. Students should also request an explanation of any part of the policy they do not understand. Students are responsible for understanding their instructors’ policies with regard to the Honor Code. Students are also responsible for understanding the provisions of the Honor Code.

As participating members of this community, all students have the duty to report to a member of the Honor Committee, within the prescribed time outlined under Procedure for Reporting a Violation, any violations of the Honor Code. This duty is important not only because it enforces the Honor Code, but also because it gives all students the opportunity to express their respect for personal integrity and an honest learning environment.

VII. Procedure for Reporting a Violation

All students, faculty, and staff members witnessing or discovering a violation of the Honor Code should enlist, wherever and whenever possible, one or more corroborating witnesses to the overt act. The accuser(s) (student, faculty, or staff), within five working days from date of realization, notifies the Honor Committee.

The Honor Committee will, within five working days, mail a letter of accusation to the suspected party. This letter is addressed to the accused student’s current mailing address listed with the Office of the Registrar. A copy of this letter will be sent to the students Corcoran email account. The letter informs the suspected parties that they have five working days from the date of the letter to contact the Honor Committee and make an appointment to see the chair of the Honor Committee (or his/her designee) who advises them of their rights and options. The Honor Committee begins an investigation, which does not involve a presumption of guilt on the part of the accused. Any member of the Corcoran academic community who knows of but does not report an Honor Code violation may be accused of lying under the Honor Code.

VIII. Appearance of Witnesses

The Honor Committee may require any member of the college community to appear as a witness before the committee at the time of the hearing. All requests for such appearances are issued by the chair of the Honor Committee. The appearance of the accuser is required.

IX. Verdict

To be found guilty of an honor violation, there must be a majority vote for a verdict of guilty. Clear and convincing evidence must be presented to find the student guilty.

A student may not be tried more than once for the same offense except when an appeal is granted.

X. Penalty

If the accused is found guilty of an honor violation, the Honor Committee determines the nature of the penalty by a majority vote.

The Honor Committee is not restricted to one kind of penalty but determines one commensurate with the seriousness of the offense. Typical of the range of penalties that may be given are the following:

A. Nonacademic warning: The student is given written warning that future misconduct may result in more severe disciplinary action. A written statement is placed in the confidential files of the Student Conduct Committee but not made part of the student's academic transcript.

B. Nonacademic probation: Ineligibility to participate in any activity representing the college and ineligibility to serve as a member of the Honor Committee, Student Conduct Committee, and the Student Activities Programming Board. A written statement is placed in the confidential files of the Honor Committee but not made part of the student's academic transcript.

C. Service hours: Library or other supervised college service hours to be completed by a specific time. Upon completion, the hold on the student's records is removed.
D. Failing grade: Recommendation in writing to the instructor for a grade of F for the work involved, or for the entire course. The student's permanent record reflects the academic evaluation made by the instructor.

E. Recommendation of suspension from the college for one or more semesters: A student's academic record would read, "Nonacademic suspension from (date) to (date)." The recommendation is made to the Director of Student Affairs. Nonacademic suspension requires the review and approval of the Director of Student Affairs who may alter, defer, or suspend the recommendation.

F. Recommendation of dismissal from the college: A student's academic record would read, "Nonacademic dismissal as of (date)." This penalty is recommended to the Director of Student Affairs only in extraordinary circumstances, such as for repeated offenses. Nonacademic dismissal requires the review and approval of the Director of Student Affairs who may alter, defer, or suspend the recommendation.

G. Other penalties: The Honor Committee retains the right to impose additional penalties, according to the specific needs of a situation.

XI. Appeal

A written request for an appeal, detailing new evidence, procedural irregularities, or other sufficient grounds that may have sufficient bearing on the outcome of the trial, must be presented to the chair of the Honor Committee within seven working days after the date on which the verdict was rendered.

The written request is reviewed by the Director of Student Affairs. If a new hearing is granted, no voting member from the original hearing may vote in a second or subsequent hearing of the same case.

XII. Keeping of Records

The records of the hearing are kept in the Honor Committee's files. These records include a tape or a full transcript of the hearing and all evidence presented at the hearing. If the evidence belongs to any person other than the accused, the original is returned to the owner and a copy kept with the records of the Honor Committee.

Honor Committee

I. Responsibility of the Committee

The Honor Committee's primary and indispensable duty is to instill the concept and spirit of the Honor Code within the student body. The secondary function of this group is to sit as a hearing committee on all alleged violations of the code.

II. Composition of the Committee

The Honor Committee is independent of the Academic Appeals Committee and the Student Conduct Committee. Members are appointed by the Director of Student Affairs and will consist of a minimum of three staff members and a minimum of three students. One of the three staff members is also appointed Chair of the Honor Committee and serves as a nonvoting member. In addition, the Associate Dean of Academic Affairs and/or the Associate Dean of Enrollment, acting as nonvoting advisors of the committee, sit with and advise the committee at all hearings.

The term of office for the Honor Committee members shall be a minimum of one year as determined by the Director of Student Affairs. Members may be re-appointed for additional terms. Previous Honor Committee members may serve during the Summer Term.

Student members of the Honor Committee who are found guilty of a violation of the Honor Code, the Student Conduct Code, or with a criminal offense may be disqualified from participation in the Honor Committee. Student members of the Honor Committee must also maintain good academic standing. In the event of a vacancy or disqualification of an Honor Committee member, the Director of Student Affairs will fill the vacancy.

III. The Challenging and Voluntary Withdrawal of a Member of the Committee from Participation in a Particular Hearing

An accused person who challenges the right of any member of the Honor Committee to sit in judgment on him or her must present cause to the chair of the Honor Committee. The Honor Committee then decides the validity of the challenge with the challenged member abstaining from voting. A simple majority decides the validity of any challenge. A successfully challenged committee member must not be present during the hearing.

A member of the Honor Committee who feels prejudiced as to the facts of the case, is a close friend or relative of the accused, or would not be able to render an impartial judgment must withdraw from a specific hearing.
IV. For more information, contact:  
Angela Guill  
Chair, Honor Committee  
202-639-1808  
202-639-1802 Fax  
honorcommittee@corcoran.org  

MID-SEMESTER WARNINGS  
Undergraduate students whose work falls below the “C” grade level (and graduate students whose work falls below the “B” grade level) during the first six weeks of the semester are given mid-semester warnings, indicating unsatisfactory academic progress. The warning is intended to make the student aware of his/her unsatisfactory progress. It is not punitive and will not become part of the student’s permanent academic record.

Students receiving academic warnings are required to meet with their instructors to plan strategies for bringing their grades back to a satisfactory level. After meeting with the instructor, both the student and the instructor should sign the Mid-Semester Warning form. The completed form should be turned in, by the instructor, to the Office of the Registrar within six calendar weeks after the first day of classes. Any student receiving two or more mid-semester warnings will receive a letter informing them of a required meeting with the Director of Student Affairs.

REGISTRATION POLICIES  
The Office of the Registrar serves alumni, faculty, staff, and students through course scheduling and registration, degree audits and graduation certifications, academic record keeping and reporting, enforcing FERPA compliance requirements, and coordinating mid-semester warning and final grading processes. This office can assist on matters concerning registration, add/drop/withdrawal procedures, course substitutions, health and immunization requirements, transcripts, and enrollment verification requests. Change of address, email, and/or telephone number should be reported to the Office of the Registrar immediately.

**Academic Load**  
The minimum full-time load for BFA students is 12 credits per semester. The maximum full-time load for BFA students is 18 credits per semester. BFA students must have written permission from the Associate Dean of Academic Affairs to register for fewer than 12 credits or more than 18 credits per semester. Credits in excess of 18 also incur additional tuition costs. Please be advised that BFA students who drop below 12 credits per semester, or AFA and MA students who drop below 6 credits per semester, may lose eligibility for financial aid.

**Auditing Courses**  
Full time BFA and MA students who wish to audit a credit course may do so as long as their academic load, including the credit hours the auditing course normally carries, does not exceed the maximum full-time load of 18 credits. Students exceeding this credit limit must pay for each credit in excess of 18 credits. Students may audit only one course per semester. Audited courses do not satisfy any degree requirement.

**Continuing Education**  
The Department of Continuing Education offers a variety of courses in art and design. Many of these courses are available to AFA, BFA, and MA degree students as studio electives within their prescribed programs of study. There is a wide range of elective offerings to help students experiment with diverse areas of interest from botanical art and illustration, ceramics and sculpture, digital media, drawing and painting, figurative studies, graphic design, interior design, jewelry, photography, photojournalism, and printmaking. Students may choose to explore a wide variety of studio electives or specifically concentrate on electives in one particular department. Declared concentrations are available for students pursuing the BFA degree in Fine Art. See the Chair of the Fine Art Department for further information about Fine Art Concentrations. To promote, support, and develop international and intercultural educational opportunities for students, the Department of Continuing Education also offers summer study abroad courses.

**Registration**  
Students are responsible for registering properly and paying by the deadline. Students should confirm the correctness of their enrollments (including add or drop) on CORCboard (http://corcboard.corcoran.edu). Students who have not activated their CORCboard accounts should contact the Office of the Registrar at registrar@corcoran.org or 202-639-1820.

An incomplete registration form will not be processed and the student may be responsible for any consequences, both academically and financially, that may result from it. Incomplete information includes, but is not limited to, student’s social security number, student’s signature, advisor’s signature, and incomplete course information. In addition, all outstanding bills and financial obligations, including library fees and overdue books, must be cleared before registration.

**Add/Drop/Withdrawal**  
After initial registration, an ‘Add/Drop/Withdrawal’ form is required for any schedule changes, which include adding or dropping classes, changing sections of classes, and/or changing credit status within a class. ‘Add/Drop/Withdrawal’ forms are available at the Office of the Registrar, the Georgetown Campus, and on-line at http://corcoran.edu. These forms must be completed in full, signed by the appropriate advisors and submitted to the Office of the Registrar. Please note that studio advisors must authorize changes in
studio classes and academic advisors must authorize changes in academic classes. Students who have not yet been assigned advisors (i.e., foundation students) may consult the Chair of Foundations or the Associate Dean of Academic Affairs.

The last day to add classes is two calendar weeks after the first day of classes. Registration or adds after the add period require written permission from the Associate Dean of Academic Affairs or the Associate Dean of Enrollment and are only allowed under extraordinary circumstances that were beyond the student’s control. “Retroactive credits” will not be awarded to students who report that they attended classes but were not on the official class rosters after the last day to add.

The last day to drop classes (without refund) is five calendar weeks after the first day of classes. All classes for which a student is enrolled past the last day to drop will remain part of the student’s permanent academic record.

The last day to withdraw from classes (with a grade of 'W') is ten calendar weeks after the first day of classes. A grade of 'W' is not calculated into the student’s GPA. Students may later re-enroll in courses in which they have withdrawn. Retroactive withdrawals after the last day to withdraw require written permission from the Associate Dean of Academic Affairs or the Associate Dean of Enrollment and are only allowed under extraordinary circumstances that were beyond the student’s control.

**TRANSFER CREDIT EVALUATION**

Transfer credit evaluations for courses taken prior to matriculation are completed by the Office of Admissions and are approved by the Department Chair when required. Students may petition to change the evaluations only during the first two semesters of enrollment at the Corcoran through the Office of the Registrar. Students should contact their Department Chair for assistance in petitioning for re-evaluation. No more than nine credits may be taken outside of the Corcoran for transfer credit after a student has matriculated, unless authorized by the Department Chair and the Associate Dean of Academic Affairs.
General Policies

EMAIL POLICY
Corcoran officials will use electronic mail as the most expeditious means of communicating with degree students. Class materials, assignments, questions, and instructor feedback are examples, as are important communications from the Office of the Registrar, Office of Student Affairs, Student Accounts, Financial Aid, and the Dean’s Office. Students are responsible for the content of college communication sent to them by email, and are required to activate their email accounts and to check them regularly. If a student prefers to use another email system as his/her primary mailbox, he/she should place an email forwarder in his/her Corcoran account. Please use your Corcoran account to communicate with your instructors and other college officials.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment) was enacted to protect the privacy of educational records, to establish the right of students to examine and review their educational records, and to establish guidelines for the correction of inaccurate or misleading statements.

Directory information is information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The Corcoran College of Art + Design has designated the following information as directory information: student’s name, participation in officially recognized activities, addresses, telephone listings, e-mail addresses, photographs, degrees and awards received, date and place of birth, field of study, dates of attendance, enrollment status (full-, or part-time, undergraduate, graduate), and the most recent school attended. No other information will be released without the permission from the student, including disclosure of information to parents or family members. Special requests can be made by students to withhold the release of directory information, or to authorize release of information to third parties such as parents.

If you do not want the College to disclose your directory information from your education records without your prior written consent, you must notify the Office of the Registrar in writing each year prior to the first day of fall classes. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. Upon request, the College may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll. Complaints that concern any alleged failures by the institution to comply with the Privacy Act can be filed with the Educational Rights and Privacy Act Office in Washington, DC.

IMMUNIZATION REQUIREMENTS
The District of Columbia Law 3–20 mandates that all students under the age of 26 provide an accurate vaccination history and remain up to date on required immunizations in order to attend college. Health forms are required of all incoming students, regardless of age. Health and immunization forms are available in the Office of the Registrar and on-line at http://corcoran.edu.

Students who are not in compliance with the law at the beginning of a semester may be granted a one month extension, if warranted, at the discretion of the Registrar. Failure to prove compliance by the end of this extension will result in administrative removal from classes and termination of enrollment. Students who have had their immunization compliance lapse during the semester must provide proof of receiving appropriate immunizations before they will be allowed to register for future semesters, and a hold will be placed on their academic record which prohibits the release of transcripts.

IDENTIFICATION CARDS
New students receive Corcoran ID cards during orientation. Returning students must retain their ID cards from year to year. Students must have their ID cards with them at all times and may not enter any of Corcoran campuses without them. There is a $20 replacement fee for lost or stolen ID cards.

In addition to Corcoran ID cards, MA in the History of Decorative Arts students are required to obtain The Smithsonian Associates’ ID to gain access to the TSA campus location.

INFORMATION TECHNOLOGY
The following are the rules that must be followed when working in a computer-based classroom and lab environment. No other rules, expressed or implied, shall supersede the rules put forth here for appropriate computer and network utilization.

I. Equipment Removal
   1. No computer equipment may be removed from any location except by an IT staff person
   2. This includes monitors, keyboards, mice, video decks, scanners, printers, network cables and any other equipment attached to or involved in the use of computers within the lab/classroom/lounge environment;

II. Hardware Reconfiguration
   1. Students may not make any changes to the hardware configuration, with the exceptions of:
      i. Attaching an external device for the purposes of storing and transporting files, such as an external hard drive or a camera
      ii. Attaching headphones.
   2. Only an IT staff member may
i. Reconfigure (in any way) any scanner, monitor, printer or other peripheral device
ii. Make modifications to any networking components, including ethernet cables and wireless hubs

3. No personal scanners or printers are allowed to be attached to Corcoran-owned equipment

III. Environment
1. No smoking within the lab environment
2. No eating within the lab environment
3. No drinking within the lab environment. This includes bottles and cups with lids.

IV. Lab Schedule
1. All students must adhere to the opening and closing times for labs specified on the Corcoran web site and be prepared to vacate the lab at the posted closing time
2. Lab hours are based on the schedule of classes created by the College, and the IT Department is not responsible for any inaccuracies caused by errors in the class schedule
3. The schedule is subject to change based on class schedule changes made by the College and any special needs that may arise
4. For the purposes of hardware, software and network emergencies the IT Department reserves the right to close labs during available lab hours;

V. Software
1. Only and IT staff member may install any software on any computer or peripheral device owned by the Corcoran
2. Any additions to the software within the Corcoran computer environment is prohibited

VI. Personal Equipment/Support
1. In the event that a student is using privately owned computer equipment on the Corcoran network, or to perform school related activities, there should be no expectation for IT provided support for the equipment

VII. Activity
1. No illegal activity is acceptable on any Corcoran computer equipment or the Corcoran network environment.
2. Illegal activity includes, but is not limited to, downloading and/or distributing copyright protected files (such as, but not limited to, mp3 files), the duplication of copyright protected material for commercial gain and the duplication of license-protected software.
3. If you are unsure or unaware of the copyright protection on a file do not download it.
4. No harmful or malicious activities are permitted on Corcoran computer equipment or the Corcoran network environment.
5. Harmful or malicious activity includes, but is not limited to, the creation and distribution of spam, viruses and other pieces of code.
6. Violation of this policy will result in all available information being turned over to the appropriate authorities

LEAVE OF ABSENCE
Students who wish to take a leave of absence for a limited period of time should discuss their intention with their Department. Permission of leave must be approved by the Associate Dean of Enrollment, Associate Dean of Academic Affairs, or Director of Student Affairs. Students who receive financial aid should also meet with the Director of Financial Aid to discuss their financial aid status and repayment schedule. The granting of a leave of absence is entirely at the discretion of the College. In no case will the leave be longer than one academic year. All Library items must be returned and overdue fees and/or replacement fees paid.

OWNERSHIP AND RETENTION OF STUDENT WORK
The Corcoran reserves the right to photograph, exhibit or publish a student's artwork (literal, pictorial, graphic, sculptural, audiovisual, and digital), and has the right to retain student work for these purposes. All original work will be returned to the student in a timely manner and we request that everything be properly labeled with addresses, e-mails, and phone numbers. Although the College will take caution in the care and handling of each student's work, the student releases the college from any liability for the loss, theft or damage of any student work in its possession or control. An exception to this policy is for work that is produced for a job or activity which is independent from the educational processes of studying at the Corcoran.

PETS
Pets are not allowed in any College campuses or Student Housing. Students who require the assistance of a guide dog should inform the Office of Student Affairs at the Downtown Campus.

SECURITY + SAFETY
24 Hour Security (Corcoran's E Street Security Desk): 202-639-1793

Security and safety regulations, rules and procedures have been established to provide a safe environment for students, faculty and staff. All students are required to adhere to these guidelines.
The security staff is responsible for enforcing these guidelines and for maintaining a safe and secure environment for the College and the Museum. Students are expected to comply with the security staff’s instruction and guidance.

It is important for all students to understand that these guidelines are subject to change. In the event that a student is unaware of a procedural change, he or she is expected to comply with the requests of security officers or other staff.

In the unlikely event of extreme or national emergency or evacuation, wait for instructions from security staff.

If a student wishes to request an exception or submit a complaint about a policy, the written complaint/request may be submitted to the Director of Student Affairs.

**Hours of Operation**

- Students may not have access to the building or any of the campuses without carrying and displaying a valid Corcoran ID card.
- Students are admitted into the College during the posted hours only (specific details will be posted at the beginning and end of each semester at all campuses regarding the building’s open hours).
- The students and faculty will be notified if there are changes in the policies concerning student access.

**College Access**

Access rules are necessary for the safety and protection of individuals, as well as the protection of works of art.

- Corcoran College of Art + Design is not a public facility.
- Access is limited to authorized persons only.
- Access hours and conditions are subject to change.
- Students are required to display Corcoran ID card when in any Corcoran facility.
- The Security Department, College staff and faculty reserve the right to request a student’s ID card.
- A student who needs access and does not have his/her ID card will be required to sign in on a student log and show an alternate government-issued photo ID.
- Continued failure to display an ID card may result in refusal of admittance.
- Lost and stolen ID cards must be replaced at the student’s expense.
- If your ID card is damaged, return it to the E Street Security Desk from Monday–Friday, 9.00am–3.00pm, for a replacement ID card at no charge.

**Non-class Studio Access**

- All studios and labs (printmaking, ceramics, photography, sculpture, foundations and the computer labs) are regulated by their respective departments.
- Access to studios/labs is limited to students who are currently enrolled in a particular studio class during the scheduled meeting times.
- Permission to work in a studio/lab during times other than designated Open Studio/Lab Hours must be obtained by the student, in writing, through the Department Chair who oversees the studio space. The written permission must include:
  - Student’s name.
  - Date(s) + time(s) for which non-class access is granted.
  - Chair’s name (printed).
  - Chair’s signature.
- If special permission is obtained, it is the responsibility of the student to make sure the Department Chair submits the written permission to the Security Department.
- A Corcoran student must accompany visitors to studio areas.

**After Hours**

- The Downtown campus is open 24 hours per day, every day to students. However, normal operating hours are 6:30am-10:30pm.
- If a student wishes to use the facilities “after hours” (10:30pm – 6:30am), they must be inside the building before “after hours” begins. Students will not be granted access after 10:30pm unless they are already inside.
- No sleeping or loitering is allowed during “after hours,” however, students are permitted to stay in the building during “after hours” provided they are actively working.

**Studios and Equipment**

- No alcohol may be stored or consumed in studios unless a Pre-event form has been filed with the Office of Student Affairs and notice has been given of such.
- Students, faculty and staff are responsible for the condition and safety of the equipment they use.
- Students will be liable for damage to or loss of equipment.

**Museum Access**

- Students must obey all Museum rules, as set forth by the Museum Registrar.
• Anytime the Museum is closed to the public student access is strictly controlled by the Museum Registrar

Visitors and Children
• Visitors may not enter College facilities unaccompanied while classes are in session
• Children of students are not permitted in the studios, classrooms, or Library while classes are in session
• Visitation is limited to guests accompanied by staff, faculty, students or to those attending a College function
• Anyone who accepts a visitor should meet them in the College Office, and then obtain a Visitor’s Pass at the New York Avenue Security Desk
• The College staff will not escort visitors to their destination
• Students are responsible for the conduct of their guests. Guests must abide by the Corcoran Student Conduct Code.

Sexual Assault
Incidents of rape and sexual assault are increasing concerns on all college campuses. In the event of rape or attempted rape, the following is recommended:

• Call the local police at 911
• Call Corcoran 24 hour Security at 202-639-1793. Files can be anonymous
• Call the Rape Crisis Center at 202-333-7273 for 24 hour intervention and support whenever necessary
• Go to the nearest hospital
• Do not shower or wash any part of your body (including hands or fingernails) or change clothes before meeting with the hospital staff.
• Please contact the Director of Student Affairs for a referral to a professional counselor.

Fire Safety
Fire is the single largest cause of loss in a museum environment. The co-location of the College with the Gallery requires special consideration and adherence to all fire safety directives.

No Smoking
• The Corcoran Gallery of Art has a strict No Smoking policy within the building, both to reduce fire hazards and to promote a healthy environment
• Smokers are required to exit the building to smoke
• Smoking is permitted only in designated areas outside
• Security officers aggressively enforce this policy and violators are subject to disciplinary action

Fire Exits
• Fire Exits are marked and should be noted in case of an emergency requiring evacuation
• It is imperative that these emergency fire exits not be blocked by exhibits, performance pieces, or any material that hinders progress or blocks exit signs
• Objects (including artwork) found blocking doors or impeding access to fire exits will be removed by Security or Operations personnel.
• Evacuation routes are posted near the door to each room in case anyone is not familiar with the layout of the building.
• Emergency fire exit doors are for emergencies only. Doors should never be propped open (this includes Senior Studios).
• Emergency fire exits are alarmed and connected to a central monitoring station. Do not use these doors unless it is an emergency.
• Violation of these policies may result in disciplinary action.
• In case of emergency use the stairs. Do not use the elevators in the Georgetown building.

Fire Hazards/electrical appliances
• The use of coffeemakers, microwaves, hot plates, electric heaters, heat guns and hair dryers is closely regulated due to potential strain on the electrical system
• Use of these items with extension cords is strictly regulated due to fire hazard potential
• All such use must be approved by the Facility Managers prior to any installation
• All use without permission and/or below standards shall result in confiscation of the item(s)

Operations and Facilities (Facilities Managers):
Nahum Limjap
202-639-1832
nlmjap@corcoran.org

Steve Brown
Preparation

- Fire drills, both announced and unannounced, will be conducted monthly. Students are expected to follow all directions and vacate in an orderly manner when directed to do so.
- Fire extinguishers have been placed throughout the facilities. Extinguishers are to be used only for extinguishing fires.
- Students should become familiar with the location and use of the extinguishers; instructions for use are located on the container.
- Students should report the misuse of or any missing fire extinguisher to the appropriate security desk at any campus.

Other Safety Issues

- During hours of darkness, students are encouraged to go to their vehicles in pairs or in groups.
- When parking is authorized at the Downtown Campus, escort service to the parking lot is available based on security officer availability; it is not available on a scheduled basis. Students may request a security officer to accompany them, although due to staffing limitations, students may have to wait until a security officer is available to act as an escort.
- Any incidents that occur on College property (i.e. injuries, crime) must be reported to Security as quickly as possible so that an incident report can be filed.

Occupational Safety and Health

Students will be using a variety of materials in their work. Students are encouraged to become very familiar with the properties of these materials, the health and safety hazards of their use and any safety precautions that will ensure safe use.

- Students are encouraged to use all recommended personal safety devices when working with these hazardous materials.
- Chemical manufacturers provide Material Safety Data Sheets (MSDS) that provide the necessary information.
- MSDS information has been requested based on materials lists provided by the Department Chairs; binders with MSDS sheets have been compiled and placed in the business office.
- Binders of MSDS information for all materials used in a particular area are available in that studio.
- If a material is used for which an MSDS is not available, students are encouraged to contact the department chair to obtain the proper MSDS sheets.
- Students must report all hazardous conditions; your help is essential to maintaining a safe and healthy environment.

Performance Pieces and Exhibits

It is imperative that all exhibition and performance pieces take into consideration the legal limitations as well as the safety practices and precautions. The following guidelines are very necessary in order to maintain a safe facility for all to use and enjoy and at the same time, not to hinder or restrict artistic freedom.

- **Hazardous materials:**
  - The planned use of hazardous liquids (such as flammables) or other materials must be reviewed by the Security and the Operations Departments prior to use.
- **Open flames**
  - Students should not use open flames or burning candles in their work unless the plans are reviewed and approved by the Security Department and the Museum Registrar. Any requests for permits from the Fire Department will be made via the Security Department.
- **Passageway obstruction**
  - Students should install exhibits so that they do not obstruct the use of the hallway. This applies to the White Walls Gallery, Downtown.
- **Danger to life or safety**
  - Any exhibit or performance piece or other type of display that is considered a danger to life or safety, or a violation of the Fire Code, must be removed. Students who have questions concerning any such use should check with the Security Department prior to use.
- **Security**
  - Members of the College community will make every effort to protect and safeguard the property of the students attending the Corcoran. However, the Corcoran cannot be responsible for loss of or damage to personal property. It is expected that students will make every effort to protect and safeguard their own property as well as the property of the Corcoran College and Museum.

Food and Drink

For health reasons, eating and drinking are not allowed in any of the studios, classrooms, auditorium or Library.
Property Removal
When leaving the building with any artwork, please raise your artwork at the security desk for the security cameras. The image will be recorded for your protection.

Bicycles and Skates
- Bicycles and scooters are not permitted in the building as they are recognized as hazards by the building codes.
- Bicycles must be on the racks provided or along the fence, not in walkways, doorways or on handrails. Use of roller-skates, inline skates and skateboards is not permitted in any Corcoran building.

Theft + Vandalism
- The College will exercise reasonable care over personal property but cannot be responsible for loss or damage.
- Students are expected to protect the equipment and possessions of the College, its students and faculty.
- Theft, vandalism, graffiti and property damage of any kind are grounds for dismissal; damage charges will be assessed.
- All reports of theft or other incidences should be made to the security desk at the facility of the occurrence.
- Be prepared to provide information requested by the Security Officer who will file a report.
- If the incident has been reported to the Metropolitan Police Department, please inform the Security Desk that the Metropolitan Police Department (MPD) will arrive shortly.
- Policies concerning removal of student work have been issued to minimize inconvenience. With these policies come responsibilities to respect other’s property, and protect your work accordingly.

SEXUAL HARASSMENT POLICY
Sexual Harassment is a form of discrimination and is forbidden by College Policy as well as by Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, and the District of Columbia Human Rights Act of 1977. Harassment is defined as “Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.” Sexual harassment can occur in situations where one person has power over another or can provide benefits or negative consequences to another, but it can also occur between equals. It is absolutely inappropriate for anyone in an educational or professional situation to behave in any way that causes embarrassment, intimidation, hostility, or a psychologically uncomfortable environment.

As used in this Policy and Procedure, sexual harassment can take many forms – including unwanted sexual advances, requests for sexual favors, and other communicative or physical conduct of a sexual nature. Sexual harassment can involve behavior by a person of either gender against a person of the same or opposite gender and it may, depending on the circumstances, include conduct of a staff member, student, or vendor toward a student. As used in this Policy, ‘staff member’ refers to administrator, faculty member, or support staff member. Unwelcome sexual conduct constitutes harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic participation
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual
3. Such conduct has the purposes or effect of unreasonably interfering with an individual’s performance or academic participation or creating an intimidating, hostile, or offensive working or academic environment

The College strongly recommends that members of the College community avoid any consensual romantic or sexual relationships between students and those in a direct supervisory role. When one person has the ability to grade, advance, promote, recommend, or otherwise influence the employment or academic status of the other, it creates an actual or perceived conflict of interest as well as an opportunity for exploitation, favoritism or bias. In this manner, those relationships can undermine such important values as respect and trust among members of the College community. Furthermore, faculty members should refrain from behavior both inside and out of the classroom that focuses attention on sexual material in a context in which sex would otherwise be irrelevant. Faculty and staff must treat students, colleagues and other members of the college with respect and must work to create and maintain an environment of trust, free of discrimination based upon race, gender, ethnic origin, religion and sexual orientation. Consistent with principles of academic freedom, course content and teaching methods remain the province of individual faculty members.

If such a relationship develops, the persons in the relationships should themselves terminate the sexual/romantic or the supervisory/evaluative aspects of the relationship, or if they find that impossible, they must immediately notify a supervisor of the involved employee, so that appropriate and effective steps can be taken to resolve the inconsistency with this policy. The practice of not taking courses with the teacher should continue even after the relationship has ceased. Department chairs and other officials who deal with these situations are expected to do so in ways that do not penalize or stigmatize the student, and, when possible, are expected to keep these matters confidential.

Procedure for Reporting a Violation
Any member of the Corcoran community may file a complaint for violations of the Sexual Harassment Policy to the Student Conduct Committee within 10 working days from the date of realization.

The Student Conduct Committee will, within five working days, mail a letter of accusation to the suspected party. This letter is addressed to the accused member’s current mailing address listed with the Office of the Registrar. A copy of this letter will be sent to the students Corcoran email account. The letter informs the suspected parties that they have five working days from the date of the letter to contact the Student Conduct Committee and make an appointment to see the chair of the Student Conduct Committee (or his/her designee) who advises them of their rights and options. The Student Conduct Committee begins an investigation, which does not involve a presumption of guilt on the part of the accused.

**SOCIAL EVENTS POLICY**

**Student Responsibilities**

1. Students must provide their own food and refreshments or provide a catering service. This includes ice. (The Operations Department cannot supply the amount of ice needed for the duration of openings.)
2. Students must clean up after themselves. All garbage and waste must be placed in an appropriate receptacle.
3. Students must remove any leftover beverages and food themselves. Anything that is left in the space will be disposed of.
4. Students must abide by the institutional policy concerning alcohol.

**Food**

The Operations Department does not cater events. The department will, however, assist in supplying certain supplies and setting up the spaces with the necessary equipment.

1. Minimal “salty” foods (i.e.: peanuts, pretzels, chips, popcorn, etc)
2. No food permitted that may stain the floors (i.e.: raspberries, cranberries, etc)
3. Food ideas include vegetables + dips, mini-sandwiches, cheese, fruit and bread, etc.
4. No food, opened or unopened, will be stored in the Hemicycle, nor in White Walls.
5. All food that is left in these spaces will be disposed of.

**Beverage Policies**

1. No red colored beverages (i.e.: red wine, cranberry juice, etc) anywhere in the Gallery. White cranberry juice is fine.
2. No cans or bottles are to be handed out under any circumstance. All beverages are to be served in plastic or paper cups.
3. Wine and beer bottles are not to be thrown in trashcans. Once the bottle is empty, place the bottle back into the cardboard case it came in (We recycle glass). Only food waste, cans, and cups are to be thrown in trashcans. Please do not throw away your cases; you will need them. Keep your cases under the tables. Operations will discard them after the event.
4. No open containers may be removed from the event space.
5. Alcoholic beverages must be offset by non-alcoholic beverages (including water) by equal amounts or more.
6. All bartenders must be at least 21 years old and CANNOT be from your major (i.e.: photo students can use fine art or graphic design or digital media design, etc.).
7. There must be at least one staff bartender if alcohol will be present.
8. Student bartenders must schedule an appointment with the Director of Student Affairs for the day before the event. If the bartenders do not meet with the Director of Student Affairs one day prior to the event, no alcohol may be served.
9. Wine servings (3-4 oz each): each bottle of wine should provide at least six (6) servings; magnums should provide at least twelve (12) servings.
10. Beer servings (6oz each): each 12 oz bottle should provide two (2) servings.
11. NO alcohol may be served at freshmen or sophomore openings.

**Supplies**

The Operations Department will setup the following supplies in White Walls:

1. Tables
2. Trash cans + liners
3. Ice buckets (NO ICE)
4. Linens (The College has a limited supply of tablecloths for available for SENIOR openings only. We have approximately 4 or 5 yellow 3ft. round tablecloths. The College does not have any rectangular tablecloths. The only other tablecloths are owned by the Special Events Department and are not available for use by the College without rental and/or cleaning fees).

**Clean up**

The Operations Department will remove any garbage after the event has ended. This does not mean that the waste can be left scattered around the spaces. It is the responsibility of the students to clean up after themselves.

1. All waste is to be placed in trashcans or left in the area in a reasonable manner.
2. Operations will then remove the garbage from the spaces.
3. Students must remove all leftover beverages and food at the end of the event.
4. If the students do not take the leftover beverages and food, they will be thrown away.

Security will stanchion off any artwork upon request. This detail must be noted on the Pre-Event Report. Security will then remove the stanchions at the end of the event.

<table>
<thead>
<tr>
<th>Invitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. An invitation that announces all senior openings (by department only) will be produced and mailed by the Corcoran.</td>
</tr>
<tr>
<td>2. All invitations that originate from students or groups of students that are inviting the public to your weekly exhibitions MUST have the following information:</td>
</tr>
</tbody>
</table>

Corcoran College of Art + Design  
White Walls Gallery  
500 Seventeenth Street, N.W.  
Washington, D.C. 20006  
– OR –  
Corcoran College of Art + Design  
Gallery 15  
500 Seventeenth Street, N.W.  
Washington, D.C. 20006

<table>
<thead>
<tr>
<th>Donations</th>
</tr>
</thead>
<tbody>
<tr>
<td>To prevent confusion and overlap in corporate solicitations, students must submit the name of all companies you plan to solicit for food and beverage donations. Contact the Corcoran’s Development office PRIOR to making any asks. Kate Gibney, the Director of Corporate and Foundation Relations, and her staff promise a quick turnaround with this process. Contact Kate at <a href="mailto:kgibney@corcoran.org">kgibney@corcoran.org</a> or 202.639.1748.</td>
</tr>
</tbody>
</table>

**STUDENT CONDUCT CODE**

To promote a learning community that supports acceptance and appreciation of individual differences, personal responsibility, and freedom of expression with civility, we, the members of the Corcoran College of Art + Design, have set forth the following Student Conduct Code. The Student Conduct Code addresses prohibited conduct in and out of the classroom.

Note: An interim suspension may be imposed by the Director of Student Affairs or a designee pending disciplinary proceedings or medical evaluation. Such interim suspension is effective immediately without prior notice, whenever there is evidence that the continued presence of the student on the College campuses or Student Housing poses a substantial threat to himself/herself or to others or to the stability and continuance of normal College functions. In addition, the Corcoran has the right to require participation in an alcohol or illegal drug-counseling program for any student whose substance abuse problem affects his or her education or that of other students.

I. Prohibited conduct encompasses the following:

1. Violation or attempted violation of federal, state and local laws.
2. Violation or attempted violation of the Student Housing Lease.
3. Failure to comply with the directions of College officials – including, but not limited to, Resident Director, Resident Advisors, Library Staff, and Security Officers – acting in performance of their duties. This includes verbally threatening, abusing, or harassing of any of the above in the performance of their duties.
4. Intentionally furnishing false information to any designated College official, Pennsylvania House (Student Housing) staff, and the College or failure to carry and/or provide valid student identification.
5. Intentionally or recklessly causing psychological or physical harm to any Corcoran community member, yourself, or to any person on Corcoran campuses or at Student Housing (or at Corcoran sponsored activities off campus), or causing reasonable apprehension of such harm. This includes social, racial, and sexual harassment or assault; hazing; verbal or written threats; and abuse.
6. Intentionally or recklessly interfering with normal College activities, including, but not limited to, studying; teaching; staff meetings; honor code committee proceeding; and student conduct committee proceedings.
7. Intentionally or recklessly destroying or damaging College property or the property of others on Corcoran campuses or at Student Housing (or at Corcoran-sponsored activities off campus).
8. Intentionally or recklessly misusing, disabling, tampering, or damaging fire safety equipment, doors, and signs.
9. Intentionally or recklessly using Corcoran computing resources, including but not limited to Corcoran email and student web pages, to:
   • engage in commercial activity not sanctioned by the Corcoran
   • violate federal or state laws, or other College policies
   • violate copyright laws and licenses
   • transmit, store, display, download, print or intentionally receive sexually explicit material
   • harass or threaten others
   • transmit fraudulent messages
   • impersonate someone else, or use someone else's account without their permission

10. Intentionally and substantially interfering with the freedom of expression of other on College campuses or at Student Housing (or at Corcoran-sponsored activities off campus).

11. Possession, consumption, or being under the influence of alcohol by students under the age of 21 on College campuses or at Student Housing (or at Corcoran-sponsored activities off campus).

12. Providing alcohol to minors on College campuses or at Student Housing (or at Corcoran-sponsored activities off campus).

13. Engaging in any gambling activities, such as playing or gambling for money or other stakes.

14. Use, possession, or actions under the influence of any controlled substance, illegal drug, or drug-related materials, including, but not limited to, drug pipes, bongs, roach clips, or other paraphernalia.

15. Unauthorized distribution or possession for purposes of distribution of any controlled substance, illegal drug, or drug-related materials.

16. Unauthorized use, possession, or storage of any weapon on College campuses or at Student Housing (or at Corcoran-sponsored activities off campus).

17. Unauthorized use or possession of fireworks and/or other incendiary materials on College campuses or at Student Housing (or at Corcoran-sponsored activities off campus).

18. Unauthorized use, forgery, or alteration of any College document or instrument of identification.

19. Unauthorized presence in or use of College premises, facilities, or property.

20. Engaging in disorderly conduct, public intoxication, or lewd, indecent, or obscene behavior.

21. Any behavior that disrupts or causes disruption of computer services; damages, alters, or destroys data or records; adversely affects computer software, programs, systems, or networks. The use of data, computer system, or network to devise or execute any scheme to defraud, deceive or distort, or wrongfully obtain money, property, or data. The intentional introduction of any computer viruses into the computer system.

22. Violating the terms of any disciplinary sanction imposed in accordance with this code.

II. Violations of Law and Disciplinary Regulations

Students may be accountable to both civil authorities and to the College for acts which constitute violations of law and of this Student Conduct Code. Disciplinary actions at the College will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

III. Procedure for Reporting a Violation

Any member of the Corcoran community may file a complaint for violations of the Student Conduct Code, within 10 working days from the date of realization.

The Student Conduct Committee will, within five working days, mail a letter of accusation to the suspected party. This letter is addressed to the accused student's current mailing address listed with the Office of the Registrar. A copy of this letter will be sent to the students Corcoran email account. The letter informs the suspected parties that they have five working days from the date of the letter to contact the Student Conduct Committee and make an appointment to see the chair of the Student Conduct Committee (or his/her designee) who advises them of their rights and options. The Student Conduct Committee begins an investigation, which does not involve a presumption of guilt on the part of the accused.

IV. Appearance of Witnesses
The Student Conduct Committee may require any member of the college community to appear as a witness before the committee at the time of the hearing. All requests for such appearances are issued by the chair of the Student Conduct Committee. The appearance of the accuser is required.

V. Verdict

To be found guilty of a student conduct violation, there must be a majority vote for a verdict of guilty. Clear and convincing evidence must be presented to find the student guilty.

A student may not be tried more than once for the same offense except when an appeal is granted.

VI. Penalty

If the accused is found guilty of a student conduct violation, the Student Conduct Committee determines the nature of the penalty by a majority vote.

The Student Conduct Committee is not restricted to one kind of penalty but determines one commensurate with the seriousness of the offense. One or more of the following penalties may be imposed for violations of the Student Conduct Code:

A. Nonacademic warning: The student is given written warning that future misconduct may result in more severe disciplinary action. A written statement is placed in the confidential files of the Student Conduct Committee but not made part of the student's academic transcript.

B. Nonacademic probation: Ineligibility to participate in any activity representing the college and ineligibility to serve as a member of the Honor Committee, Student Conduct Committee, and the Student Activities Programming Board. A written statement is placed in the confidential files of the Student Conduct Committee but not made part of the student's academic transcript.

C. 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 Committee.

D. Service hours: Library or other supervised college service hours to be completed by a specific time. Upon completion, the hold on the student's records is removed.

E. Eviction from or relocation within Student Housing: College housing accommodations are a privilege. Students who demonstrate that they are unable to live in community as demonstrated by severe or repeated policy violations may be relocated to another apartment, or have their housing agreement terminated, and, if evicted, may be banned from housing facilities and ineligible for future housing, including summer.

F. Random Drug Testing

G. Restriction: The student is restricted from entering a specific area on Corcoran campuses or Student Housing.

H. Ineligibility for Graduation: A graduating senior involved with policy violations prior to graduation may not graduate, participate in graduation ceremonies, or receive a diploma until the case has been adjudicated and sanctions completed.

I. Recommendation of suspension from the college for one or more semesters: A student's academic record would read, "Nonacademic suspension from (date) to (date)." The recommendation is made to the Director of Student Affairs. Nonacademic suspension requires the review and approval of the Director of Student Affairs who may alter, defer, or suspend the recommendation. During the period of suspension, the student shall not participate in College-sponsored activities including Mobility/Study Abroad, Orientation Leadership Positions, Student Activities Programming Board, and Housing Staff.

J. Recommendation of dismissal from the college: A student's academic record would read, "Nonacademic dismissal as of (date)." This penalty is recommended to the Director of Student Affairs only in extraordinary circumstances, such as for repeated offenses. Nonacademic dismissal requires the review and approval of the Director of Student Affairs who may alter, defer, or suspend the recommendation.

K. Other penalties: The Student Conduct Committee retains the right to impose additional penalties, according to the specific needs of a situation.
VII. Appeal

A written request for an appeal, detailing new evidence, procedural irregularities, or other sufficient grounds that may have sufficient bearing on the outcome of the trial, must be presented to the chair of the Student Conduct Committee within seven working days after the date on which the verdict was rendered.

The written request is reviewed by the Director of Student Affairs. If a new hearing is granted, no voting member from the original hearing may vote in a second or subsequent hearing of the same case.

VIII. Keeping of Records

The records of the hearing are kept in the Student Conduct Committee's files. These records include a tape or a full transcript of the hearing and all evidence presented at the hearing. If the evidence belongs to any person other than the accused, the original is returned to the owner and a copy kept with the records of the Student Conduct Committee.

Student Conduct Committee

I. Responsibility of the Committee

The Student Conduct Code Committee's primary and indispensable duty is to instill the concept and spirit of the Student Conduct Code within the student body. The secondary function of this group is to sit as a hearing committee on all alleged violations of the code.

II. Composition of the Committee

The Student Conduct Code Committee is independent of the Academic Appeals Committee and the Honor Committee. Members are appointed by the Director of Student Affairs and will consist of a minimum of four staff members and a minimum of two students. One of the four staff members is also appointed Chair of the Student Conduct Committee and serves as a nonvoting member. In addition, the Associate Dean of Academic Affairs and/or the Associate Dean of Enrollment, acting as nonvoting advisors of the committee, sit with and advise the committee at all hearings.

The term of office for the Student Code Committee members shall be a minimum of one year as determined by the Director of Student Affairs. Members may be re-appointed for additional terms. Previous Student Conduct Committee members may serve during the Summer Term.

Student members of the Student Conduct Committee who are found guilty of any violation of the Honor Code, the Student Conduct Code, or with a criminal offense may be disqualified from participation in the Student Conduct Committee. Student members of the Student Conduct Committee must also maintain good academic standing. In the event of a vacancy or disqualification of a Student Conduct Committee member, the Director of Student Affairs will fill the vacancy.

III. The Challenging and Voluntary Withdrawal of a Member of the Committee from Participation in a Particular Hearing

An accused person who challenges the right of any member of the Student Conduct Committee to sit in judgment on him or her must present cause to the chair of the Student Conduct Committee. The Student Conduct Committee then decides the validity of the challenge with the challenged member abstaining from voting. A simple majority decides the validity of any challenge. A successfully challenged committee member must not be present during the hearing.

A member of the Student Conduct Committee who feels prejudiced as to the facts of the case, is a close friend or relative of the accused, or would not be able to render an impartial judgment must withdraw from a specific hearing.

IV. For more information, contact: Christopher Howard Brooks
Chair, Student Conduct Committee
202-639-1716
202-639-1802 Fax
studentconduct@corcoran.org

TUITION + FEES

AFA Tuition and Fees

- 2005-2006 AFA Tuition is $756.67 per credit hour.
- There is a mandatory $100 activity fee charged in the student's first semester of each academic year.
- Graduation fee of $50 is charged in the student's last semester.
- Payment is due August 15 for fall, December 15 for spring, and May 15 for summer.
BFA Tuition and Fees

Full-time:
- Full-time tuition for 2004-2005: $22,700
- Full-time enrollment is defined as 12-18 credits per semester for two semesters (fall-spring or spring-summer).
- A $200 tuition deposit is required for all new students.
- There is a mandatory $100 activity fee charged in the student’s first semester of each academic year.
- Graduation fee of $50 is charged in the student’s last semester.
- Payment is due August 15 for fall, December 15 for spring, and May 15 for summer.

Part-time and Overage:
Tuition for students who have written permission from the Associate Dean of Academic Affairs to enroll at the Corcoran on a part-time basis is prorated tuition at $756.67 per credit hour. Students who take more than 18 credits in any semester must pay an overage at the prorated tuition of $756.67 per credit hour above 18 credits.

Special Tuition for Summer Internships
An undergraduate student may enroll for up to 3 credits of internship for free in the summer semester immediately following a school year in which they have been enrolled full time in both the fall and spring semesters and have not taken more than 15 credits in the spring semester. Students who do not meet these requirements must pay the per credit tuition price.

MA Tuition and Fees
- 2005-2006 MA in Interior Design tuition is $886 per credit
- 2005 MA in the History of Decorative Arts tuition is $972 per credit
- There is a mandatory $100 activity fee charged in the student’s first semester of each academic year.
- Graduation fee of $50 is charged in the student’s last semester.
- Payment is due August 15 for fall, December 15 for spring, and May 15 for summer.

Payments
Payments may be in the form of check, cashier’s check, money order, or credit card (Visa, MasterCard, or American Express only). Cash payments of less than $100 are also accepted.

Payment Plan Option
Students may enroll in a monthly payment plan administered by Academic Management Services to pay their fall and spring tuition and housing. Students enrolled in the monthly payment plan make 10 equal payments from June 1 through March 1 of each year. Late enrollment is possible through August 15, but students must make-up any previously due payments. For more information or to enroll in this program, please visit www.tuitionpay.com or call AMS at 1-800-635-0120. The activity fee, health insurance fee, housing damage deposit, and graduation fee must be paid directly to the College.

Late Payment Policy
1. A fee of $25 will be charged for payments postmarked or hand delivered after the due date, but before the first day of classes.
2. Students who have not paid in full before the first day of classes must complete a promissory note agreeing to make full payment by the drop-with-partial-refund deadline to be permitted to attend classes.
3. Students whose accounts are not paid in full by the first day of classes will be assessed an additional $50 late fee.
4. Any student with an outstanding balance on the final drop-with-partial-refund date may be administratively withdrawn from all courses and will be responsible for the pro-rated tuition.
5. Students who receive financial aid and are administratively withdrawn may owe a refund on their federal loan and grants, per Department of Education regulations.
6. Students who have been administratively withdrawn are not permitted to attend classes and must vacate Student Housing within 48 hours.
7. The College reserves the right to deny the privilege of a promissory note to students who have not paid on time on promissory notes from a previous semester.
8. Financial holds may be placed on a student’s account for late payments or outstanding balances. A student whose account is on hold may not receive transcripts or register for additional semesters.

Past Due Accounts
Accounts that are past due are encumbered by the College. A student whose account is encumbered may not register for future semesters and may not receive diplomas or transcripts. However, a student with outstanding financial aid from the current semester may register for the following semester if the student applied for the aid by the appropriate deadline and has complied with any requests for additional information.

Collections Policy
1. Outstanding balances may be referred to an outside collections agency as follows:
   - Fall semester balances outstanding on February 15, 2006
• Spring semester balances outstanding on June 15, 2006
• Summer semester balances outstanding on November 15, 2006

2. After an account has been referred to an outside collections agency, all requests for information and all payments must be made through the agency.

3. The student will be responsible for collections fees of 42.9% in addition to the balance owed the College.

<table>
<thead>
<tr>
<th>Other Fees</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75</td>
<td></td>
<td>Application/Reapplication Fee</td>
</tr>
<tr>
<td>$250</td>
<td></td>
<td>Late Registration Fee</td>
</tr>
<tr>
<td>$25</td>
<td></td>
<td>Returned Check Fee</td>
</tr>
<tr>
<td>$20</td>
<td></td>
<td>ID Replacement Fee</td>
</tr>
<tr>
<td>$5</td>
<td></td>
<td>Transcript Fee</td>
</tr>
<tr>
<td>$50</td>
<td></td>
<td>Graduation Fee</td>
</tr>
</tbody>
</table>

Refund Policy

1. An ‘Add/Drop/Withdrawal’ form is required for any schedule changes, which include adding or dropping classes, changing sections of classes, and/or changing credit status within a class. ‘Add/Drop/Withdrawal’ forms are available at the Office of the Registrar, the Georgetown Campus, and on-line at http://corcoran.edu. These forms must be completed in full, signed by the appropriate advisors and submitted to the Office of the Registrar.

2. Verbal notification and changes discussed with faculty members are not sufficient.

3. In the case of withdrawal from the College, refunds are calculated on the basis of the date the Add/Drop/Withdrawal form is received in the Office of the Registrar in accordance with the following schedule. However, no refund of the tuition deposit is granted.

4. Tuition and fees are not transferable to another year, nor will tuition be reduced because of absence from class for any reason.

5. Students receiving Federal Financial Aid should contact the Financial Aid Office at the time of withdrawal or reduction of credits since the awarded aid may be reduced or cancelled. A return of Federal Funds may result from withdrawal or reduction in course load, in accordance with Federal Guidelines.

Refunds are calculated as a percentage of tuition based upon the date of drop/withdrawal as follows:

**Fall 2005 semester**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to August 31</td>
<td>100% (less deposit, if applicable)</td>
</tr>
<tr>
<td>August 31-September 6</td>
<td>90%</td>
</tr>
<tr>
<td>September 7-13</td>
<td>80%</td>
</tr>
<tr>
<td>September 14-20</td>
<td>70%</td>
</tr>
<tr>
<td>September 21-27</td>
<td>60%</td>
</tr>
<tr>
<td>After September 27</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Spring 2006 Semester**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to January 18</td>
<td>100% (less deposit, if applicable)</td>
</tr>
<tr>
<td>January 18-24</td>
<td>90%</td>
</tr>
<tr>
<td>January 25-31</td>
<td>80%</td>
</tr>
<tr>
<td>February 1-7</td>
<td>70%</td>
</tr>
<tr>
<td>February 8-14</td>
<td>60%</td>
</tr>
<tr>
<td>After February 14</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Summer 2006 Semester**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to May 15</td>
<td>100%</td>
</tr>
<tr>
<td>May 15-21</td>
<td>90%</td>
</tr>
<tr>
<td>May 22-28</td>
<td>80%</td>
</tr>
<tr>
<td>May 29-June 4</td>
<td>70%</td>
</tr>
<tr>
<td>June 5-11</td>
<td>60%</td>
</tr>
<tr>
<td>After June 11</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Returned Check Policy**

1. Any check returned due to insufficient funds, stop payment, closed account or other reason will be assessed a $25 returned check fee.

2. A person whose check is dishonored will not be permitted to pay by personal check for one year.

**WITHDRAWING FROM THE COLLEGE**

**Official Withdrawal**

Students who wish to voluntarily withdraw (official withdrawal) from the Corcoran must do the following:

- All Library items must be returned and overdue fees and/or replacement fees paid.
Schedule a meeting with the Bursar and, if the student has received financial aid, the Director of Financial Aid to settle financial matters.

Schedule an appointment to meet with the Associate Dean of Academic Affairs, Associate Dean of Enrollment, or the Director of Student Affairs for an official Exit Interview.

All of the above requirements must be met before withdrawal is considered official. Students who stop attending classes and who have not officially withdrawn will receive a grade of ‘F’ in all classes and will be subject to academic dismissal. Please refer to the Tuition and Fees section of this handbook for the schedule of refunds.

**Financial Withdrawal**
Students who have not fulfilled financial obligations to Corcoran College of Art + Design for the current or previous semesters are subject to cancellation of registration and administrative withdrawal.

**Medical Withdrawal**
Students who, for health reasons, are unable to attend class regularly or fulfill course requirements must notify the Director of Student Affairs and are subject to administrative withdrawal.
Student Resources

ACADEMIC / STUDIO ADVISING
A list of academic and studio advisors is posted in every studio/classroom at the beginning of each semester. Students are encouraged to meet with their advisors as often as needed, but they MUST meet with their assigned advisor each semester during the registration period (October and March) to review their academic progress and to discuss a program of study for the upcoming semester. Advisors can help identify scheduling problems, ensure proper credit load and help with the selection of elective courses. Problems which are not resolved with advisors can be brought to the attention of the Department Chair. If further assistance is needed, contact the Registrar, and finally the Director of Student Affairs.

CAREER SERVICES
Department heads and faculty are committed to assisting students with their career development by providing students with a variety of resources. Through your individual department, students are able to learn about art-related jobs, internships, competitions, and other professional development information. Program heads communicate via email on an ongoing basis announcements of openings.

The Library also has a career section of books on graduate schools, résumés, and study abroad.

HDA: The Masters Program office posts available jobs in the DC student room. Students should also consult the publications of the American Association of Museums (Aviso) and the College Art Association, as well as the following websites:
www.aam-us.org/aviso
www.artstaffing.com
www.museumjobs.com
www.chronicle.com
www.philanthrophyjournal.com
www.hotjobs.com
www.monster.com

Interior Design: Every year, students find new internships and full-time positions with cultural institutions, corporations, non-profits, small businesses, government agencies and more. Our website lists recent job placements from this program www.corcoran.edu/prospective/career_opportunities.asp.

COLLEGE CLOSINGS
If classes are canceled due to extreme weather, a recorded message will be put on the main College telephone number, 202-639-1800 (menu option “9”), and on the College website at www.corcoran.edu. Information is posted immediately after a decision is made, generally no later than 6:30am the same morning. If no closing information is on the recording, the College is open and operating on its normal schedule. College closings are also announced on radio station WTOP (1500AM/107.7FM) and television stations 4 (NBC), 5 (FOX), 7 (ABC), and 9 (CBS).

Note: The College does not automatically follow the federal government’s closing/opening decision. Listen or watch for the Corcoran’s status as described above. The phone announcement specifies the status of day and evening classes. When in doubt, call the main College for exact information or check the College website.

COLLEGE FACILITIES
Exhibition Space
The College houses a number of spaces for the display of student, faculty, alumni and visiting artist work. Throughout the academic year, over forty College exhibitions supporting a wide range of curricular activity can be seen in spaces such as the Alumni Exhibition Hall, Gallery 15, and White Walls Gallery. Additionally, the partnership between the College and the Corcoran Gallery of Art presents a unique opportunity for the College to maintain high profile exhibition space within the Gallery for an ongoing series of group and individual shows including the highly anticipated AFA and BFA graduating students’ thesis exhibitions from March to mid-May.

For more information about exhibition calendars and galleries, contact:

Anthony Cervino
Director of Exhibition
202.639.1809
acervino@corcoran.org

Auditorium (located at the Downtown Campus)
The Frances and Armand Hammer Auditorium is used by both the Gallery and the College. Permission to use it for performances, films and special program must be obtained from the Office of Student Affairs. The use of the auditorium without faculty or staff supervision is prohibited. Food, drink, smoking and the use of art materials are not allowed in the auditorium.
**Hemicycle (located at the Downtown Campus)**

This century old Hemicycle is both an architectural landmark in Washington, DC as well as an active College space within the Gallery. This resplendent semi-circular room, which has formerly served as an auditorium, studio classroom, and most recently as the premiere student exhibition space, now functions as the College's library.

**Disability Support**

The Americans with Disabilities Act, was signed into law in July of 1990. Section 504, referred to as the 'Civil Rights Act' for people with disabilities, mandates that 'No otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance.'

The Corcoran adheres to this law and, whenever possible, will make reasonable physical or instructional accommodations for students with special needs. Although the Corcoran does not have a specific program for learning disabled students, every effort is made to meet individual needs.

To be eligible for special accommodations, students should identify themselves in writing to the College Registrar or the Director of Student Affairs before the last day to add of any semester for which the student requests accommodations. Additionally, students with special instructional needs must provide written documentation of a diagnosis. Testing must have occurred within the last three years and should clearly indicate specific recommendations for accommodations. If recent testing is not available, the Corcoran will arrange independent testing. In order to be eligible for special accommodations, students must also self identify with the appropriate faculty members and administration.

**Enrollment Verifications**

**Financial Aid**

**Eligibility for Financial Aid**

1. Recipients of financial aid must be enrolled or accepted for enrollment in a degree program (AFA, BFA, or MA)
2. Institutional grants and scholarships are limited to AFA, BFA, and MA in the History of Decorative Arts degree students
3. MA students are eligible for graduate assistantships
4. The Corcoran uses a standard needs assessment prescribed by the U.S. Department of Education to determine eligibility based on the financial information reported on its Free Application for Federal Student Aid (FAFSA)
5. Eligibility is evaluated each year, or within the year, if circumstances change
6. Once enrolled, students must make satisfactory academic progress towards a degree
7. Half-time enrollment is required for financial aid; partial or complete withdrawal during the Add/Drop period each semester may result in the reduction or cancellation of financial aid

**Applicants for Financial Aid must submit the following forms:**

1. **Corcoran Application for Institutional Aid** (Need-based + Merit-based)
   a. Required for all AFA and BFA students interested in need-based and merit-based aid
   b. Priority deadlines for receipt (by the Financial Aid Office) of this form are:
      i. March 15 for new students entering in the fall semester
      ii. April 15 for returning students
      iii. November 15 for new students entering in the spring semester

2. **FAFSA: Free Application for Federal Student Aid** (Need Based)
   a. Required for all students interested in need-based aid (including institutional financial aid and graduate assistantships and federal and state loan and grant programs)
   b. Also required for many private scholarships
   c. Used to calculate the student's Expected Family Contribution (EFC)
   d. Complete the FAFSA on-line at www.fafsa.ed.gov or a paper FAFSA, available at U.S. high schools and colleges
   e. The Corcoran's Title IV Institutional Code is 011950
   f. Students are encouraged to complete the FAFSA as soon as possible after January 1, to ensure adequate processing time
   g. Priority deadlines for submission are
      i. March 15 for new students entering the Corcoran in the fall,
      ii. April 15 for returning students
      iii. November 15 for new students entering the Corcoran in the spring semester

3. **Corcoran Application for Graduate Assistantships**
   a. Required for all MA students who are interested in graduate assistantships
   b. Applications are due April 15
c. Recipients will be notified in June

4. Additional Documentation:
   In some cases, the Financial Aid Office may require additional documents.

**Corcoran Scholarships and Grants**

1. For full-time enrollment, range from $1000 to full tuition
2. Priority consideration is given to students who complete the financial aid application process by the appropriate deadlines

**State + Federal Programs**

1. The Corcoran participates in all major financial aid programs offered by the U.S. Department of Education.
2. Recipients must be U.S. citizens or eligible non-citizens
3. Recipients may not be in default on a Perkins, Stafford, or PLUS Loan or owe a refund on a Pell Grant, SEOG, or SSIG
4. Recipients must certify compliance with selective service registration.
5. The following are the most common forms of federal aid:
   
   **DC Tuition Assistance Grant**
   1. For DC residents only
   2. Maximum annual award is $2500
   3. Visit [www.tuitiongrant.washingtondc.gov](http://www.tuitiongrant.washingtondc.gov) or call 202-727-2824 for additional information

   **Federal Pell Grant**
   1. Awarded by the U.S. Department of Education
   2. Grants of up to $4,050 for the academic year
   3. Application is made by filing the FAFSA.
   4. Not available to students already possessing a Bachelor's degree

   **Federal Perkins Loan**
   1. Awarded by the Corcoran
   2. Fixed-rate, low interest (5%) loan
   3. Composed of federal and institutional funds
   4. Up to a limit of $20,000 over an undergraduate career
   5. Repayment starts nine months after the recipient ceases to be enrolled at least half-time or completes an approved deferment
   6. Minimum repayment amount is $40 per month or larger if necessary to complete repayment within ten years

   **Federal Supplemental Education Opportunity Grant (SEOG)**
   1. Awarded by the Corcoran
   2. Grant of up to $1,500 per year
   3. Not available to students already possessing a Bachelor's Degree

   **Federal Stafford Loan**
   1. Variable rate, low-interest loan
   2. An origination fee and an insurance premium fee are deducted from the loan proceeds (by the lender)
   3. The Corcoran has four recommended lenders:
   4. AMS Education Loan Trust (www.tuitionpay.com)
   5. EdAmerica (www.edamerica.net)
   7. SunTrust Education Loans (www.suntrusteducation.com)
   8. Eligible students may borrow up to:
   9. $2,625/year as a first year student
   10. $3,500/year as a second year student
   11. $5,500/year as a third or fourth year student
   12. $8,500/year as a graduate student
   13. May be subsidized or unsubsidized (depending on a student’s EFC (estimated family contribution)
   14. Dependent students whose parents have been declined for the PLUS Loan may borrow additional Unsubsidized Stafford Loans up to:
   15. $4,000/year as a first or second year student
   16. $5,000/year as third or fourth year student
   17. Maximum amount a dependent student may borrow for undergraduate studies is $23,000
   18. Eligible graduate students may borrow up to $18,500 per year of Stafford Loans, of which a maximum of $8,500 may be Subsidized.
   19. Eligible independent students may borrow up to the following amount in Unsubsidized Stafford Loans
20. $4,000/year as a first or second year student
21. $5,000/year as third or fourth year student
22. $10,000/year as a graduate student

Federal PLUS Loan
1. Credit-based loan program
2. Available to the parents of dependent undergraduate students regardless of need
3. Parents may borrow up to the cost of education minus any other financial aid

Federal Work Study (FWS)
1. Provides eligible students with part-time employment opportunities
2. 5-10 hours per week in the College or Museum or with another non-profit organization.
3. Most jobs are on campus
4. Hourly wage is between $8 and $10 per hour.

Private Education Loans
1. Credit-based loans available to all students enrolled at least half time in a qualifying degree program.
2. Generally carry a higher interest rate than Federal loans.
3. For more information please contact the Financial Aid Office at 202-639-1818 or financialaid@corcoran.org

State Student Incentive Grant (SSIG)
1. Federal funds that are allotted to states and matched with state funds to provide additional grants to eligible students
2. SSIG regulations vary from state to state
3. Students should contact the State Student Assistance Agency in their state of residence for information and application materials
4. Some states allow grants to be used for attendance at schools outside of the state, and others do not

Other Forms of Aid
Additional grants and scholarships are often available through private organizations (clubs, churches, employers, etc.). Students are encouraged to investigate sources from all affiliations. Students may also wish to use an on-line scholarship search service such as www.fastweb.com.

Veterans and members of the armed forces are encouraged to explore the educational resources available to them. The AFA and BFA programs meet the program requirements for most external agencies.

Awards
Each year a number of awards and scholarships are presented to outstanding and exemplary students at the awards ceremony held in April. In accordance with the criteria specified for each award/scholarship, faculty and department chairpersons select the Award recipients.

Corcoran Graduate Assistantships
- Graduate assistantships offered during the fall and spring semesters
- Recipients are selected based on their portfolio review and financial need
- Must be enrolled in at least 9 credits per semester
- MA in Interior Design Assistants work 10 hours per week during each 15 week semester in an office in the College or Gallery and receive a tuition waiver for one course ($2658) per semester.
- MA in the History of Decorative Arts Assistants work 7 hours per week during each 15 week semester at the Smithsonian Institution and receive $1600 per semester.

Kurtz Student Loan
- Short-term, interest-free emergency loan
- Must be paid within 90 days of receipt
- Intended for students who face a temporary personal, financial, or medical emergency
- BFA students may borrow up to $1,000 at a time through this program
- To apply for a Kurtz Loan: contact the Director of Student Affairs to complete a loan contract
- Allow 7-14 days for the processing of the loan check
- Available to Corcoran BFA Students through the kind generosity of the Evelyn Stefansson Nef Foundation

LIBRARY
The Corcoran Library provides a variety of resources to assist students in their academic, art history, and studio research. The collection of approximately 30,000 volumes on art and design, the humanities, and social sciences, including a significant collection of exhibitions catalogs, is housed in open stacks providing easy access for library users. In addition, the Library currently subscribes
The Library's visual resources collection consists of approximately 25,000 slides and over 250 videos and DVDs. The special collection of the Library has over 200 artists' books. The Library also provides computers for word processing and Internet access.

**Library Borrowing Policy**

- Current Corcoran AFA, BFA, MA, and CE students (CE students must be over the age of 18), can check out an unlimited number of circulating books. Students must have a valid Corcoran ID and be a registered patron of the Library.
- Current Corcoran AFA, BFA, MA, and CE students (CE students must be over the age of 18), can check out an unlimited number of circulating books. Students must have a valid Corcoran ID and be a registered patron of the Library.
- When registering, students will be asked to provide phone, address, and email information. The Corcoran Library does not share this information with anyone else. Every semester the Library staff will ask students to verify their address information. Students will also be asked to read our Borrowing Policy and sign saying they have read it and will abide by it.
- Students can check out books for a 3-week period or until the last day of the semester which ever comes first. All books are due back at the end of each semester.
- Library books can be renewed if there are no holds placed on them by other patrons. Books for renewal can be brought to the Library to be renewed or renewed online.
- The Library reserves the right to recall books before the due date to put on reserve or to be used in a class.
- Library items must be returned to the Library on or before the date printed on the receipt. Students can also see their due date(s) online. Students pay 10¢ a day per book for overdue items. The maximum fine per book is $10. Fines do not accrue on the days the Library is closed. Students can continue to check out items until their fines reach $10. All fines are due at the end of every semester.
- Overdue notices will be sent if Library items are not returned by the due date. Overdue notices are a courtesy provided by the Library. Students are responsible for overdue items regardless of whether they receive overdue notices or not.
- When a patron's total library fines reach $10 students will not be able to check out additional library items until they have returned the overdue items and/or paid all fines. Students who owe fines and/or have overdue items at the time of registration or at the end of the semester will have student records, transcripts, and diplomas held and will not be able to register until all fines are paid and/or items are returned. If fines are not resolved in a six-month period, they will be sent to a collection agency.
- If book(s), video(s), slide(s), and/or DVD(s) are lost, students will pay the replacement cost of the item(s) plus a $15 processing fee. The replacement cost for out of print books is the current value determined by an out of print dealer. The replacement cost of slides is $5 each.
- Once a student has registered they can check out books on reserve for use in the Library for a four-hour period. They also gain access to the Library's online resources offsite.
- Students with written permission of a faculty member can check out AV equipment, slides, videos, and DVDs for one day (forms are available at the Circulation Desk). The faculty or staff member who granted permission will be carbon copied on any overdue notices.
- The Library reserves the right to revoke a patron's borrowing privileges because of theft, abuse, neglect, and/or repeated loss of library items. In a less severe case a written warning will be given to the patron and sent to the college administration, if a second offense occurs a patron's privileges will be revoked. In a more severe case a patron's privileges will be revoked immediately and the college administration will be informed.

**Library Computer Policy**

The purpose of this document is to establish the rules that govern the appropriate use of the Corcoran Library computers. Furthermore, this policy will ensure access and safeguard the rights of all persons using the Corcoran Library computers. The Library reserves the right to monitor its computer resources to protect the integrity of the computing systems, to track problems, and to insure equal and appropriate access to all Library users. The Library expects a certain level of responsibility and courtesy by all Library users. All computer stations should be used in a responsible manner, respecting the rights of others and abiding by the local and federal laws.

**Acceptable Use**

All education, research, and administrative purposes of Corcoran College of Art + Design, especially Library research use and enrolled students, are granted the highest priority.

Recreational use and personal communications are given the lowest priority. The Library staff has the right to ask a user who is using the equipment for non-classroom related activity to vacate a computer station for another student who needs it for educational research use.

**Library Rules**

The following are the basic rules for using the Corcoran Library computers:

1. Users are not allowed to eat or drink in the Library.
2. Users should not physically damage computer equipment or furniture.

3. Users should not download or save any data to the Corcoran Library computers. Likewise users should not attempt to access, modify or delete files on the computers. The Corcoran Library is not responsible for misinformation or viruses that are downloaded by the user. Likewise the Corcoran Library is not responsible for any lost files or information saved on the Corcoran Library computers.

4. Users should utilize the Corcoran Library computers for educational research purposes only.

5. Users should limit their printing to materials needed for academic or educational purposes. Users are expected to make only one copy of a document; any additional copies are to be made on the photocopy machine. Since printing can be time consuming, all printing requests should be initiated at least 10 minutes prior to closing.

6. Users may not use the Corcoran Library computers for the following:
   a. Commercial activities, private business, or personal profit
   b. Malicious or intentional misuse including but not limited to: harassment, unsolicited advertising, misrepresenting one’s self in correspondence, distribution of viruses or worms, or transmitting data that is prohibited by local or federal laws. This includes acts that claim to be jokes or pranks but that are hostile or demeaning.
   c. For inappropriate activity not related to the mission of the institution, such as games, spamming, chain letters, and chat rooms. It is the user’s responsibility to demonstrate how this activity relates to the mission when he or she is questioned. If the user chooses not to do so he or she must relinquish use of the computer.

7. All personal computer disks must be checked for viruses before users may use a computer.

8. Users may not use college-owned and provided consumable materials and supplies for recreational, personal or commercial purposes.

9. Users may not attach personal computer equipment or use or install personal software.

10. Users may not detach college equipment.

11. Users must abide by all copyright laws and license agreements.

12. Users should respect the privacy of others.

13. Users should limit their time on a computer to one hour if others are waiting.

14. Visitors under the age of 18, who are not students, are not allowed to use the computers.

15. There are five computer terminals for public use; the public cannot use the staff computers.

16. Users should use the computers in a respectful manner, not disturbing other Library users.

**Violations of the Library Policies**

If a user witnesses a violation of any of these stated policies, he or she should bring it to the attention of a Corcoran Library staff member, who will decide the proper course of action to be taken.

**First violation**
A Library staff member will directly tell the user to refrain from the inappropriate actions.

**Second violation**
A Library staff member will ascertain the user’s name and write a report describing the violation. A copy will be sent to the student, the second copy will be filed in the Library and a third copy will be sent to the Director of Student Affairs.

**Third violation**
A Library staff member will contact the Student Conduct Committee, which may lead to losing computer privileges or legal action. Certain violations of the Library Computer Policy could constitute a criminal offense.

**Note:** The Corcoran Library does not supply computer disks. Users are responsible for providing their own computer disks.

**Disclaimer**
There are no laws that govern the accuracy or the truthfulness of information on the internet. Therefore, the Corcoran Library is not responsible for the content, timeliness, or accuracy of the information downloaded from or accessed on the internet. It is the user's responsibility to determine the suitability of the content for their research needs. Furthermore, anyone using materials obtained from the internet for research must provide citation(s) for the materials just as one would for a book or periodical.

The Smithsonian Associates, Washington, D.C.
To provide additional access to library books and computers, students are permitted in specified areas of TSA seven days a week, and may gain entrance to the TSA suite through the Performing Arts door with their key cards.

Only students who have been asked to work in the administrative offices are to sit at the desks or use the office telephones (there are desks and telephones for student use in the TSA Student Room). Photocopying at TSA is only by permission of the program office.

A separate document outlining the updated Smithsonian library policies will be issued to students at the beginning of each academic year. Additional copies are available in the program office. Students must read and comply with each policy to maintain borrowing privileges. Washington, D.C., students have access to the computers, cameras, copy stand, slide collection and other equipment in the Student Room and Program office.

LOCKERS
- One locker is provided free of charge to each full-time BFA student
- Additional lockers may be rented for $10 per semester, on a space available basis, through the Business Office at the Downtown Campus and the Campus Administrator at the Georgetown Campus
- Students are responsible for providing their own combination lock to secure the materials inside their lockers.
- Art supplies and personal belongings may be stored in Corcoran lockers while you are currently enrolled.
- Any items left by a student who is not enrolled will be disposed of in the general clean-up following each semester.
- If necessary, students may be billed for the disposal of work left behind (in any Corcoran location) and a hold will be placed on their accounts until these charges are reconciled.
- Please be careful of any other student work and property when removing your own work.
- The College cannot be responsible for any work and personal property left in lockers, classrooms and studios during the academic year.

LOST + FOUND
Articles found in the Downtown building should be turned in to the E Street Security desk, where lost articles can be recovered. Lost and found articles in Georgetown should be turned in or picked up at the Georgetown Security Desk.

MOBILITY + STUDY ABROAD

Mobility Program
BFA students interested in exchange programs with both national and international art colleges and universities, may want to consider the Corcoran's Mobility Program. The Corcoran is a member of the Association of Independent Colleges of Art and Design (AICAD) and participates in their Mobility Program of over 45 colleges and universities. Applications are due one semester in advance of the desired semester of study (February 20th for the following fall semester and October 20th for the following spring semester). Interested students must meet with the Director of Student Affairs for assistance in selecting the most beneficial program for their educational and career goals, interests, and abilities.

The Mobility Program is open to full-time BFA students in their junior year only, who are in good academic standing, have Department Chair's approval, and otherwise meet eligibility requirements of their specific program. Students may attend another Mobility institution for one semester only. While students choose which institution they wish to attend in the Mobility Program, the Host Institution retains sole discretion to accept or decline an application or course selection.

AICAD Colleges:
- Alberta College of Art and Design; Calgary, Alberta Canada
- Art Academy of Cincinnati; Cincinnati, Ohio
- Art Center College of Design, Pasadena, California
- Art Institute of Boston; Boston, Massachusetts
- Atlanta College of Art; Atlanta, Georgia
- Burren College of Art; Ballyvaughan, Ireland
- California College of Arts; Oakland, California
- California Institute of the Arts, Valencia, California
- Cleveland Institute of Art; Cleveland, Ohio
- College for Creative Studies; Detroit, Michigan
- Columbus College of Art and Design, Columbus, Ohio
- Cooper Union School of Art; New York, New York
- Corcoran College of Art + Design; Washington, DC
- Cornish College of the Arts, Seattle, Washington
- Emily Carr Institute of Art and Design; Vancouver, B.C., Canada
- Kansas City Art Institute; Kansas City, Missouri
- Laguna College of Art & Design, Laguna Beach, California
- Lyme Academy College of Fine Arts, Old Lyme, Connecticut
- Maine College of Art; Portland, Maine
- Maryland Institute College of Art; Baltimore, Maryland
- Massachusetts College of Art; Boston, Massachusetts
- Memphis College of Art; Memphis, Tennessee
- Milwaukee Institute of Art and Design; Milwaukee, Wisconsin
- Minneapolis College of Art and Design; Minneapolis, Minnesota
- Montserrat College of Art; Beverly, Massachusetts
- Moore College of Art; Philadelphia, Pennsylvania
- Nova Scotia College of Art & Design; Halifax, Nova Scotia, Canada
- Ontario College of Art and Design; Toronto, Canada
- Oregon College of Art & Craft; Portland, Oregon
- Osaka University of Arts; Osaka, Japan
- Otis College of Art and Design; Los Angeles, California
- Pacific Northwest College of Art; Portland, Oregon
- Parsons School of Design; New York, New York
- Pennsylvania Academy of Fine Arts; Philadelphia, Pennsylvania
- Pratt Institute, Brooklyn, New York
- Rhode Island School of Design; Providence, Rhode Island
- Ringling School of Art and Design; Sarasota, Florida
- San Francisco Art Institute; San Francisco, California
- School of the Art Institute of Chicago; Chicago, Illinois
- School of the Museum of Fine Arts; Boston, Massachusetts
- School of Visual Arts, New York, New York
- University of the Arts; Philadelphia, Pennsylvania
- Victorian College of the Arts, Melbourne, Australia

Additionally, the Corcoran has developed its own Study Abroad Programs in:
- London, England,
- Venice, Italy,
- Skopelos, Greece

and through affiliations with:
- the SACI program in Florence, Italy
- University of Georgia Studies Abroad Program in Cortona, Italy
- Glasgow School of Art in Scotland
- Edinburgh College of Art in Scotland
- Canberra School of Art, Australia
- Goldsmith's, London
- Camberwell, London.

Students who want to attend any institution other than the ones listed above should first consult with the Business Office of the college.

**Mobility + Study Abroad Tuition**

Students participating in an approved study abroad or mobility program pay tuition directly to the Corcoran College of Art + Design. If applicable, the student receives the regular financial aid award to which he is entitled, with the exception of the on-campus grant which is reserved for students residing in Corcoran student housing. Students who are participating in study abroad or mobility are not eligible for student aid or employment from the host institution. Students are governed by the host institution's academic regulations.

Laboratory fees, student service fees or other fees are payable directly to the host institution. Policies on these fees vary by institution and program. Students must contact the host institution to determine which, if any, fees are required at that school.

Housing and transportation are the student's responsibility. The student is responsible for arranging and paying for accommodations during an exchange semester.

**PARKING**
Parking violations both off and on campus are subject to towing and fines by the Washington Metropolitan Police Department. Payment must be by check or money order. Cash and credit cards are not accepted.

**Downtown Campus**
- Weekdays: students not permitted before 5pm
- Weeknights + weekends: limited parking may be available
- Details/prices: call 202-639-1757

**Georgetown Campus**
- Unlimited parking: (degree students)
  - Passes are valid during all day and evening class times
  - Parking overnight is allowed with permission from the Security Guard
    - A valid car key must be left with the Security Guard
    - Corcoran accepts no responsibility for damages that may occur when vehicles are left overnight
  - $125/semester, purchase at the Georgetown Campus.
- Limited parking: (CE parking pass, available to degree students)
  - Passes are valid only on the dates and times that the course is in session
  - Passes may not be used for open lab time
    - Daytime parking: $50 per course
    - Evening parking: $20 per course

**Smithsonian Campus:**
Classes in the M.A. in the History of Decorative Arts program are offered in the S. Dillon Ripley Center of the Smithsonian Institution, 1100 Jefferson Drive, SW, Washington, DC. We do not recommend driving to the National Mall since parking is extremely limited. If you must drive, circle the Mall for available parking or use the public garage at L’Enfant Plaza and walk down to the Smithsonian.

**Mass Transit:** Take the Orange or Blue line of the Washington Metro to the Smithsonian Station and exit following the signs for the Mall. Once above ground, bear to your right toward Jefferson Drive. The S. Dillon Ripley Center is right across the street between the Freer Gallery and the Smithsonian Castle. Once you pass through security, proceed downstairs to Level 3 and enter the reception area for The Smithsonian Associates.

Also, please check the map at www.si.edu.

**STUDENT ACTIVITIES PROGRAMMING BOARD**
The Student Activities Programming Board (formerly Corcoran Student Assembly) is a newly created umbrella organization that will coordinate all student activities and sponsored events.

I. Goals of the Committee

The Student Activities Programming Board's primary goals are to promote the spirit of volunteerism, engage students in various learning experiences, and develop new creative activities that recognize students as active participants. SAPB activities for 2005-06 will include, but will not be limited, to the following:

- Beyond 17th + New York
- Breakfast Club
- Career Fairs
- Film Society
- Graduate School Fairs
- International Student Activities
- College-Museum Partnership
- New Student Orientation
- Senior Week 2006
- Spring Fest 2006
- …and much more

II. Composition of the Student Activities Programming Board

Application for membership (3 paid officer positions, 7 volunteer positions) is open to all students enrolled in degree programs at the Corcoran College of Art + Design. For Fall 2005 – Spring 2006 positions, applications for membership will be reviewed by the Chair of the Student Activities Programming Board and a minimum of two other staff members from the Office of Student Affairs. Beginning Spring 2006 (for Fall 2006 – Spring 2007 positions), applications for membership will be reviewed by the Chair of the Student Activities Programming Board and a minimum of two SAPB...
officers. The term of appointment for SAPB membership shall be a minimum of one year. Members may be re-appointed for additional terms.

III. For more information, contact: Mary E. Tinkler
Chair, Student Activities Programming Board
202-639-1831
202-639-1802 Fax
sapb@corcoran.org

STUDENT HEALTH
BFA and MA students are required to have health insurance. The Corcoran makes available to students a health insurance policy through Academic Health Plans at a cost of $1,074 per year. Students who have already have coverage, and therefore do not need to purchase the college’s plan, must submit a waiver card. To print a brochure or download a claims form, please visit www.academichealthplans.com/corcoran

Special Medical Conditions
In order to safeguard the health of the Corcoran community, the College requests that students with chronic medical conditions that may require emergency treatment (anabolic allergies, hemophilia, diabetes, epilepsy, compromised immune systems, etc), wear medical identification. Please notify the Office of Student Services and the Registrar of any such condition. This information will be kept confidential, and will only be shared with appropriate personnel in medical emergencies.

First Aid
First aid supplies for minor injuries are available in the following locations
  1. Downtown: Business Office and the E Street Security Desk
  2. Georgetown: Guard’s Stations

Severe injury in need of immediate medical attention
  1. Call the DC Emergency Ambulance Squad at 911
     -OR-
  2. Go directly to the nearest hospital emergency room
     a. Downtown: George Washington University Hospital
     b. Georgetown: Georgetown University Medical Center

College related accidents resulting in physical injury
Must be immediately reported to
  1. The E Street Guard Station downtown
     -OR-
  2. The Guard’s Station at the Georgetown Campus

The Corcoran has a student accident insurance policy that covers injuries that occur on campus or are College related. As soon as possible after the incident, see the Administrative Officer in the Business Office for a claim form and instructions

STUDENT HOUSING
The Corcoran provides furnished apartment accommodations that are convenient to all campuses. A Resident Director and Resident Assistants are staffed to assist students. New students entering Corcoran College of Art + Design are guaranteed placement in housing if they meet the housing deadline. In addition to providing housing during the academic year, the Corcoran leases the apartments during the summer months to students who wish to take summer courses as well as students from other colleges and Universities who are interning in the city. For information regarding the Corcoran housing accommodations, please contact the Student Services Coordinator.

TRANSCRIPTS
The Corcoran complies with the Family Educational Rights and Privacy Act of 1974 as amended. Official transcripts will be released only at the written request of the student for a fee of $5 each. Transcript Request forms are available at the Office of the Registrar, Georgetown Campus, and on-line at http://corcoran.edu. Transcripts will not be released until outstanding bills, charges, library accounts and health/immunization requirements have been fully satisfied and all equipment belonging to the College is returned. This includes overdue payments of Perkins and Nef Loans.

WORK-STUDY
Federal Work Study (FWS)
  1. Provides eligible students with part-time employment opportunities
  2. 5-10 hours per week in the College or Museum or with another non-profit organization.
  3. Most jobs are on campus
  4. Hourly wage is between $8 and $10 per hour.
**Corcoran Graduate Assistantships**

- Graduate assistantships offered during the fall and spring semesters
- Recipients are selected based on their portfolio review and financial need
- Must be enrolled in at least 9 credits per semester
- MA in Interior Design Assistants work 10 hours per week during each 15 week semester in an office in the College or Gallery and receive a tuition waiver for one course ($2658) per semester.
- MA in the History of Decorative Arts Assistants work 7 hours per week during each 15 week semester at the Smithsonian Institution and receive $1600 per semester.

**Writing Center**