College Directory
General Information (202) 639-1800 College Closings, menu option “9”
www.corcoran.edu

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Admissions Office
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Administrative Chairs and Program Heads
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and Graphic Design
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(202) 639-1456
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(202) 633-8651
Cynthia Williams, Director, M.A. History of Dec Arts
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(202) 633-8629
Paula Phipps, Assistant Director, M.A. History of Dec Arts
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(202) 639-1847
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Continuing Education
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Richard Selden, Director of Continuing Education
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(202) 639-1805
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Registrar’s Office
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(202) 639-1836
Marisa Day, Assistant Registrar
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(202) 639-1819
Andrew Sammut, Assistant Registrar
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Visual Resource Coordinator
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(202) 478-1545
Pat Reid, Technical Services Associate
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Security + Safety
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Deborah Jones, Director of Security
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(202) 639-1878
Chester Quashie, Manager of Special Events
cquashie@corcoran.org
(202) 639-1793 E Street Desk
(202) 639-1428 New York Avenue Desk
(202) 639-1795  Seventeenth Street Desk
(202) 298-2585  Georgetown Campus Security

Student Affairs
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(202) 639-1816
Diane Morris, Director of Financial Aid
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(202) 639-1851
Jaquita Williams, Financial Aid Officer
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(202) 639-1817
Portia Thompson, Director of Student Accounts
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(202) 639-1818
Brittani Garland, Administrative/Student Accounts Assistant
2007–2008 STUDENT Calendar

August

3  Friday
   Pre-College Show

9–11  Thursday to Saturday
   About Vase II Show and Sale of Clay Works

18  Saturday
   New Student Move-In
   Parents Reception

20–24  Monday to Friday
   New Student Orientation (Undergraduate)
   Foundations Faculty Exhibition (through September 7)
   Study Abroad: Ladakh, India Exhibition (through September 14)

21–31  Tuesday to Friday
   S.A.P.B. Merchandise Sale

23  Thursday
   New Faculty Orientation
   New Student and Faculty Reception
   Alumni Exhibition (through September 30)

25  Saturday
   Returning Student Move-In

27  Monday
   New Student Orientation (Graduate)

28  Tuesday
   S.A.P.B. Information Session

29  Wednesday
   First Day of Classes
   September

3  Monday
   Labor Day (College Closed)

6  Thursday
   Alumni Exhibition Opening

8  Saturday
   King’s Dominion Trip

12  Wednesday
   Last Day to ADD

12–21  Summer Internships and Independent Studies Exhibition

14  Thursday
   Movie Night (Housing)

15  Saturday
   Ansel Adams Exhibition (through January 27)

17  Monday
   Constitution Day (College Open)
All-Student Assembly, 3–4 p.m., Auditorium
19–28 Wednesday
Foundations Highlights 2006-07 Exhibition
26 Wednesday
Third-Year Fine Art Exhibition (through October 5)
29 Saturday
Apple Picking Trip

October
3 Wednesday
Last Day to DROP
3–28 Papermakers Exhibition
8 Monday
Columbus Day (College Open)
10–19 Wednesday
Photojournalism Thesis Preview
12 Friday
Movie Night (Housing)
13 Saturday
Annie Liebovitz Exhibition (through January 13)
14 Sunday
Interior Design Career Seminar
15 Monday
All-Student Assembly, 3–4 p.m., Auditorium
17–26 Wednesday
Second-Year Fine Art Exhibition
21 Sunday
College Preview Day
22 Monday
Spring 2008 Registration Materials Available
Spring 2008 Registration Begins for MA and BFA Seniors
24 Wednesday
Photography Thesis Preview (through November 2)
26 Friday
Halloween Party
27 Saturday
Jeremy Blake Exhibition (through March 2)
29 Monday
Spring 2008 Registration Begins
for BFA Juniors, Sophomores, and Freshmen
31 Wednesday
Halloween
Foundation Resources I Exhibition (through November 9)
Torkwase Dyson Exhibition (through December 9)
November

4  Sunday
   Daylight Savings Time Ends at 2 a.m.
5  Monday
   Spring 2008 Registration Begins for AFA Students
7  Wednesday
   Last day to withdraw with "W"
7–23  Fine Art Thesis Preview I
9  Friday
   Spring 2008 Advising Ends
   Movie Night (Housing)
11  Sunday
   Veterans Day
12  Monday
   Veterans Day Observed (College Open)
14  Wednesday
   Graduate School Fair
14–23  Foundation Resources II
15  Thursday
   Graduate Open House (Corcoran Programs Only)
19  Monday
   All-Student Assembly, 3–4 p.m., Auditorium
   All-Student Advising Meeting, 4–5 p.m., Auditorium
21  Wednesday
   No Classes (College Offices Open)
22–25  Thanksgiving Recess (College Closed)
26  Monday
   Classes Resume
28  Wednesday
   Continuing Education Drawing and Painting Exhibition
      (through December 7)
   Fine Art Thesis Preview II (through December 14)

December

1  Saturday
   National Portfolio Day
6–8  Thursday to Saturday
   Off the Walls Art Sale
6  Thursday
   Downtown Campus Holiday Reception
10–21  Monday to Friday
   S.A.P.B. Merchandise Sale
12  Wednesday
   Georgetown Campus Holiday Reception
   Continuing Education Juried Exhibition (through January 6)
   Foundation Resources III Exhibition (through January 11)
17 Monday
Last Day of Classes
18–19 Tuesday to Wednesday
Make-Up Days for classes canceled
for inclement weather or emergencies
25 Tuesday
Christmas Day (College Closed)
26–31 Saturday to Monday
Winter Recess (College Closed)

January
1 Tuesday
New Year’s Day (College Closed)
7–18 Monday to Friday
S.A.P.B. Merchandise Sale
7 Monday
Marc Schwartz Exhibition (through February 10)
16 Wednesday
New Student Move-In
Foundation Resources IV Exhibition (through February 1)
17–18 Thursday to Friday
New Student Orientation
17 Thursday
New Faculty Orientation
21 Monday
“Martin Luther King, Jr. Day (College Closed)”
23 Wednesday
First Day of Classes
30 Wednesday
Second-Year Fine Art Exhibition (through February 8)

February
2 Saturday
College Preview Day
6 Wednesday
Last Day to ADD
6–15 MA in Interior Design Exhibition
8 Friday
Movie Night (Housing)
11–15 Monday to Friday
Career Week
13 Wednesday
13–22 Third-Year Fine Art Exhibition
13–24 Photojournalism Senior Thesis Exhibition
Photography Exhibition (through March 7)
14 Thursday
Valentine’s Day
Photojournalism Senior Thesis Opening I  
18 Monday  
Washington’s Birthday (College Closed)  
20 Wednesday  
15-week Monday classes meet this Wednesday  
15-week and 14-week Wednesday-Only classes do not meet this day  
MAT Foundations Exhibition (through February 29)  
21 Thursday  
Photojournalism Senior Thesis Opening II  
23 Saturday  
Ski Trip  
25 Monday  
“All-Student Assembly, 3–4 p.m., Auditorium”  
27 Wednesday  
Last Day to DROP  
Graphic Design Exhibition (through March 7)  
Photography Senior Thesis Exhibitions (through March 9)  
28 Thursday  
Photography Senior Thesis Opening I  
29 Friday  
Orientation Leader and Resident Assistant Applications Due  
March  
5 Wednesday  
DC Galleries Day  
5–21 Digital Media Design and Ceramics Exhibitions  
6 Thursday  
Photography Senior Thesis Opening II  
9 Sunday  
Daylight Savings Time Begins @ 2 a.m.  
12 Wednesday  
12–28 Third-Year Photography Exhibition  
Fine Art Senior Thesis Exhibitions (through April 20)  
13 Thursday  
Fine Art Senior Thesis Opening I  
14 Friday  
Movie Night (Housing)  
17–21 Monday to Friday  
Spring Recess (College Offices Open)  
20 Thursday  
Graduate Open House (Corcoran Programs Only)  
22–23 Saturday to Sunday  
Easter (College Closed)  
24 Monday  
Classes Resume  
Summer + Fall 2008 Registration Materials Available
Summer + Fall 2008 Registration Begins for MA
“All-Student Assembly, 3–4 p.m., Auditorium”

26 Wednesday
Second-Year Photography Exhibition (through April 4)

27 Thursday
Fine Art Senior Thesis Opening II

31 Monday
Summer + Fall 2008 Registration Begins for Rising BFA Juniors

April

2 Wednesday

2–11 Printmaking Exhibition

3 Thursday
Fine Art Senior Thesis Opening III

5 Saturday
Dean’s Reception for Newly Admitted Students

7–13 Monday to Sunday
Spring Fest 2008

7 Monday
Summer + Fall 2008 Registration Begins for AFA Students

8 Tuesday
Talent Show

9 Wednesday
Last day to withdraw with “W”

9–18 Sculpture Exhibition

10 Thursday

Rock the Walls
Fine Art Senior Thesis Opening IV

11 Friday
Summer + Fall 2008 Advising Ends
Movie Night (Housing)

12 Saturday
National Cherry Blossom Parade

15 Tuesday
Fine Art Senior Thesis Opening V

16 Wednesday
Emancipation Day (College Open)

18 Friday
Corcoran Ball

19 Saturday
New York City Trip

21 Monday
All-Student Assembly, 3–4 p.m., Auditorium
All-Student Advising Meeting, 4–5 p.m., Auditorium

22 Tuesday
Student Awards Ceremony

23 Wednesday
Second-Year and Third-Year Photojournalism Exhibition
Digital Media Design and Graphic Design Senior Thesis Exhibitions
24 Thursday
Digital Media Design and Graphic Design Senior Thesis Opening
May
2 Friday
Cinco de Mayo Party
5–16 Monday to Friday
S.A.P.B. Merchandise Sale
5 Monday
5–11 MA in Interior Design Exhibition
7 Wednesday
7–25 AFA Exhibition
7–25 MAT Exhibition
8 Thursday
AFA and MAT Exhibitions Opening
Sunday
Mother’s Day
11 Wednesday
Last Day of Classes
14 Wednesday
All-Senior Exhibition
14–25 Thursday to Friday
Make-Up Days for classes canceled for inclement weather
17 Saturday
Apartment Move-Out Deadline for BFA Freshmen, Sophomores
19–23 Monday to Friday
Graduation Week
24 Saturday
Commencement
26 Monday
Memorial Day (College Closed)
27 Tuesday
First Day of Classes
29 Thursday
ArtReach Expressions Exhibition (through June 22)
June
15 Sunday
Father’s Day
July
4 Friday
Independence Day (College Closed)
August
8 Wednesday
Last Day of Classes
23 Saturday
New Student Move-In
Parents Reception
25–29 Monday to Friday
New Student Orientation (Undergraduate)
25–5 Monday to Friday
S.A.P.B. Merchandise Sale
28 Thursday
New Faculty Orientation
New Student and Faculty Reception
30 Saturday
Returning Student Move-In
September
1 Monday
Labor Day (College Closed)
2 Tuesday
S.A.P.B. Information Session
3 Wednesday
First Day of Classes

Academic Policies

UNDERGRADUATE AND GRADUATE POLICIES
Knowledge of Corcoran College of Art + Design Policies
Each student is responsible for knowing the academic and general policies of the
Corcoran College of Art + Design. The student handbook is the normal repository of
College policies; but corrections, changes, or interpretations can be announced by other
means, including e-mail notifications. When the College or one of its administrative
departments makes changes in course requirements, grading procedures, or graduation
requirements, the changes apply to all students enrolled at the College at the time of
implementation of the change and thereafter.

Academic Appeals Committee
Responsibility of the Committee
The Academic Appeals Committee’s
responsibilities are to investigate and decide upon the following:
1. Appeal of Academic Standing: Students who believe that their academic
probation, academic suspension, 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 a student is granted a second (consecutive) academic
probation or an academic suspension for one or more semesters (in lieu of academic
dismissal), all federal financial aid is automatically cancelled and the student is placed on
financial aid suspension. Students who believe that their financial aid suspension is unfair
may appeal to the Corcoran Financial Aid Committee in writing. Please contact the Director of Financial Aid for specific instructions.

Note: Appeals for nonacademic probations, suspensions, or dismissals are not considered by the Academic Appeals Committee. Nonacademic appeals should be submitted to the Student Conduct Committee.

2. Appeal of Grade: Students who receive grades which they feel are inappropriate may petition for an academic grade review with the instructor and the Administrative Chair (or Program Head) by the following procedure:
   • The student should talk with the instructor. Whenever possible, conflicts over grades should be resolved informally between the instructor and student.
   • If not resolved, the student should submit a letter that outlines his/her objections to the instructor and Administrative Chair (or Program Head). The letter should be submitted no later than the end of the first week of the following semester.
   • If the problem is still not resolved, the student should meet with the Administrative Chair or Program Head under which the class is taught.
   • A final appeal may be made in writing to the Academic Appeals Committee, whose decision is considered final.

3. Request for a Formal Hearing to Challenge the Contents of Education Records:
   See section on the Family Educational Rights and Privacy Act (FERPA).
   Within 10 working days after receiving a written request from a student, the Academic Appeals Committee will begin an investigation. A letter indicating approval or denial will be mailed to the student’s current mailing address listed with the Office of the Registrar (unless otherwise indicated in the written request) within 15 working days after receiving the written request. The decisions of the Academic Appeals Committee are determined by a majority vote. If there is no majority, the Chair of the Academic Appeals Committee determines the verdict. The decisions of the Academic Appeals Committee are final and there is no further appeals process.

Composition of the Committee
The Academic Appeals Committee is independent of the Honor Committee and the Student Conduct Committee. Members include the Associate Dean of Student Affairs, the Associate Dean of Enrollment, the Director of Student Affairs, and the Registrar. The Director of Student Affairs also serves as the Chair of the Academic Appeals Committee. In the event of a vacancy of an Academic Appeals Committee member, an Administrative Chair or Program Head from any department at the Corcoran College of Art + Design will fill the vacancy.

CONFLICT OF INTEREST
A member of the Academic Appeals Committee who has a conflict of interest in the case, such as being a close friend or relative of the accused, or for whatever reason would not be able to render an impartial judgment, must withdraw from a specific hearing. For more information, contact:
Brian Kacey Cho, Chair, Academic Appeals Committee, (202) 639-1806, bcho@corcoran.org
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. Three absences (two during the summer term) 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 Administrative Chair (or Program Head), may approve emergency absences for medical or other legitimate reasons. In such cases, students are required to provide medical or other supporting documentation to the Director of Student Affairs. 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 classes.

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 Administrative Chair (or Program Head) of each department and the Associate Dean of Student Affairs approximately two weeks 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 Administrative Chair or Program Head 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 graduate students and “C” or better for undergraduate students). Graduate students may transfer only graduate level courses.
Permission to take a course elsewhere will not be approved for a course that the student has attempted at the Corcoran and earned an unsatisfactory grade.

Because graduate courses are generally specialized, it should not be taken for granted that courses at another institution will cover the same material as at the Corcoran, even when descriptions are similar.

Note: No more than nine credits may be taken outside of the Corcoran for transfer credit after an undergraduate student has matriculated unless authorized by the Administrative Chair (or Program Head) and the Associate Dean of Student Affairs. No more than six credits may be taken outside of the Corcoran for transfer credit after a graduate student has matriculated unless authorized by the Administrative Chair (or Program Head) and the Associate Dean of Student Affairs. In addition, minimum residency requirements must be met (see section on Graduation Requirements).

Directed Studies
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 and equipment at times arranged by the instructor. To enroll, students must submit a Directed Studies Contract that is available at the Office of the Registrar and obtain written permission from the instructor and the Administrative Chair (or Program Head). 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 directed studies.

Under certain circumstances, directed studies may be pursued by graduate students by combining participation in an advanced undergraduate course with extra independent assignments at the graduate level, as arranged in advance with the directed studies instructor.

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 Dean’s Office, Office of the Registrar, Office of Student Affairs, and the Office of Student Financial Services. Students are responsible for the content of college communication sent to them by e-mail, and are required to activate their Corcoran e-mail accounts and to check them regularly. 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.

Students have the right to inspect and review their education records within 45 days of the day the Corcoran receives a request for access. A student who wishes to inspect and review his/her education records should submit a written request to the Registrar which identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may by inspected. Students also have the right to request amendment of their education records that they believe are inaccurate, misleading, or otherwise in violation of their privacy rights under FERPA. A student who wishes to ask the Corcoran to amend a record should write the Registrar and clearly identify the part of the record the student wants changed, as well as specify why it should be changed. If the Registrar decides not to amend the record as requested, the Registrar will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment (see section on Academic Appeals Committee). Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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 or graduate), and the most recent school attended. No other information will be released without a student’s prior written consent, 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 Corcoran 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 a student’s prior written consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Corcoran in an administrative, supervisory, academic or research, or support staff position (including security personnel); a person or company with whom the Corcoran has contracted as its agent to provide a service instead of using Corcoran employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as the Honor Committee and the Student Conduct Committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs
to review an education record in order to fulfill his or her professional responsibilities for
the College. Upon request, the Corcoran also
discloses 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 Corcoran to comply with the
requirements of FERPA can be filed with:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue SW
   Washington, DC 20202-5901

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:
   1. 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.
   2. 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.
   3. 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. Students are not permitted to submit their own work, either academic or studio, 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:
1. 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.
2. The extent to which the use of study aids, memoranda, books, data, or other information is permissible to fulfill course requirements.
3. 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.

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) must notify the Honor Committee within five working days from date of realization. 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 student’s Corcoran e-mail 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 then 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.

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 usually required.

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.

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 which 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 Honor 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. During the period of suspension, the student shall not participate in College-sponsored activities including mobility/study abroad, orientation leadership positions, and Student Activities Programming Board activities and events.

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.

Appeal
A written request for an appeal, detailing new evidence, procedural irregularities, or other grounds which may have sufficient bearing on the outcome of the hearing 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.

Keeping of Records
The records of the hearing are kept in the Honor Committee files for a minimum of one year after the student’s graduation or date of last attendance. If the evidence belongs to any person other than the accused, the original is returned to the owner and a copy is kept with the records of the Honor Committee. Records resulting in nonacademic dismissal are kept in the student’s permanent academic record.
Honor Committee
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.

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 Student 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 of a criminal offense may be disqualified from participation in the Honor Committee. Student members of the Honor Committee must also maintain good academic standing (i.e., not on probation, second probation, or suspension). In the event of a vacancy or disqualification of an Honor Committee member, the Director of Student Affairs will fill the vacancy.

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 of 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.

For more information, contact:
Stephanie Moos, Chair, Honor Committee, (202) 639-1831, smoos@corcoran.org

Leave of Absence
Students who wish to take a leave of absence for a limited period of time should discuss their intention with their Administrative Chair or Program Head. Permission of leave must be approved by the Associate Dean of Student Affairs, Associate Dean of
Enrollment, 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 approved leave of absence be longer than one academic year. All library items must be returned and overdue fees and/or replacement fees paid.

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, immunization requirements, transcripts, and enrollment verification requests. Change of address, e-mail, and/or telephone number should be reported to the Office of the Registrar immediately.

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 or financial aid requirements.

Consortium of Universities
For Corcoran Students
The Corcoran College of Art + Design is a member of the Consortium of Universities of the Washington Metropolitan Area. The Consortium’s cross-registration program allows Corcoran students to supplement their studies by taking advantage of academic offerings provided at member institutions. Corcoran students are offered the opportunity to enroll in courses at any of these participating cross-registration institutions of the Consortium: American University, The Catholic University of America, Gallaudet University, George Mason University, The George Washington University, Georgetown University, Howard University, Marymount University, Southeastern University, Trinity University*, University of the District of Columbia, and University of Maryland, College Park.

Note: The following Consortium member institutions do not participate or have significant registration restrictions: National Defense University and Joint Military Intelligence University.

* It is important to note that Trinity University operates under a tri-semester calendar.

Who is eligible for enrolling in a course through the Consortium?
• Currently enrolled degree-seeking undergraduate or MAT graduate students in good academic standing
• Undergraduate students who have completed 24 or more credits towards their degree (including transfer credits) or who are sophomore level or above, and who have completed at least 12 of these credits at the Corcoran
• MAT graduate students who have completed 12 or more credits at the Corcoran
• Students who are registered for at least three additional credits at the Corcoran in the same semester
• Students who are not in their final semester of studies prior to graduation
• Students who will be taking the Consortium course for credit/grade (audit and non-credit are not possible)
• Students who have not exceeded the maximum number of Consortium credits allowed (6 for AFA; 12 for BFA, 9 for MAT)

How do I know what courses are available?
A good place to start is the Consortium's cross-registration information page at www.consortium.org/cross_registration.asp. This will provide links to participating institutions as well as academic calendar and general cross-registration information. You will need to consult the appropriate Schedule of Classes for the institution you're interested in visiting. Most Consortium members post their course offerings online on their institution web pages. Try searching for the Registrar's Office section of the particular university's website. It is important to note that registration requests for courses similar to those being offered by the Corcoran the same semester can not be approved. Be aware of any additional fees that may be required such as registration or course fees. You must meet all prerequisites required. It may be helpful to contact the department or faculty offering the course at the Consortium institution to determine if Consortium students are allowed to enroll and if there are any prerequisites or additional fees outside of tuition.

How do I request to take a course through the Consortium?
All requests must be received at least two weeks prior to the start of the desired semester at the visiting institution.

After identifying your course selection, please meet with the Administrative Chair or Program Head of your department. Course enrollment is limited to one course maximum a semester. By obtaining this permission, students are ensuring that they are following their program requirements and are counseled on personal and professional goals. You must demonstrate the relevance of the proposed course to your academic and/or post-college goals. If the Administrative Chair or Program Head approves your request to take a course through the Consortium, you will need to complete the Corcoran’s Consortium Registration Form, indicating the course you will be taking as well as the requirement that it will be substituting for, and obtain Administrative Chair/Program Head signature as well as that of the Associate Dean of Enrollment. Submit this completed form to the Registrar, the Consortium Coordinator for the Corcoran.

The Consortium Coordinator will review the request and submit the formal request to the other institution for approval. If approved, you will receive a copy of the Consortium Registration Card in case you need this to obtain a student ID card at the visiting
institution. It should also be presented to your visited institution’s instructor, but keep this copy as your registration identification.

How will I get a grade and credits for a course I take through the Consortium?
The Consortium Coordinator at the visited institution is responsible for reporting that information to the Corcoran College of Art + Design’s Consortium Coordinator. Consortium courses will appear on your official Corcoran transcript. The grade and credits will be calculated into your grade point average.

Grades not received by the visited institution will be posted as “GNR” (indicating Grade Not Received). The “GNR” notation will either be replaced by a timely submission of grade, or in cases where the grade is not received, an “F.” The grade change to “F” usually takes place 30 days after the last day of the relevant semester and before the end of the following term.

How do I pay tuition for a Consortium course?
Once approved and processed by the Registrar, the course will appear on your Corcoran schedule, and you will be responsible for payment of tuition in-full at the Corcoran’s tuition rate. Any applicable special course fees charged by the visited institution are your responsibility.

The course credits are counted toward your part-time or full-time course load at the Corcoran for billing, financial aid, and payment purposes.

When will I find out if I am registered for the Consortium course?
Because your registration is based on space availability, each Consortium institution allows its own students ample time to register for courses before confirming registration of incoming Consortium students. In most cases, Consortium requests are not reviewed until several weeks before the semester begins.

Important Additional Information
• Consortium registration is not guaranteed—it is subject to approval and course/space availability at the visiting institution.
• Should the need arise to drop a Consortium course, you must file a drop form with the Corcoran Registrar immediately. Failure to observe the proper drop procedure and deadlines of the Corcoran may result in a grade of "F" recorded on your permanent academic record. Any tuition refunds due follow the Corcoran's refund schedule and procedure. Grades assigned of Incomplete follow the required final grade assignment time-line of the Corcoran.
• Tuition remission granted for assistantships, fellowships, or employee benefits may not be used towards the Consortium registration.
• Independent or directed studies, online, non-credit, study abroad, pass/fail, and tutorial courses can not be considered for approval.
• Undergraduate courses may not be considered for graduate credit.
• Students are expected to follow the regulations governing academic integrity and personal conduct at visited institutions.
• Students enrolled in degree programs at two or more Consortium institutions are not eligible to participate.
• Transportation is the responsibility of the student.
• Grade submission is the responsibility of the visited institution.
• Consortium course enrollment is limited to one course per semester.
• Students who enroll in a Consortium course must earn a grade of C or higher (B or higher for graduate students) to be eligible for future registration in a Consortium course.
• Undergraduate student specific: C.E. Certificate and non-degree students are not permitted to take courses under the Consortium of Universities arrangement.
• Corcoran graduate students, with the exception of those enrolled in the MAT in Art Education program, are not eligible for cross-registration.
• Valid special requests outside of these guidelines can be considered by the Administrative Chair/Program Head and Associate Dean of Enrollment.
• Library privileges are extended to visiting students.

For Guest Students at the Corcoran
The Consortium of Universities of the Washington Metropolitan Area consists of American University, The Catholic University of America, Corcoran College of Art + Design, Gallaudet University, George Mason University, The George Washington University, Georgetown University, Howard University, Joint Military Intelligence College, Marymount University, Mt. Vernon College, National Defense University, Southeastern University, Trinity University, University of the District of Columbia, and University of Maryland, College Park. In most cases, students enrolled in these institutions are able to attend certain classes at the other participating institutions and have the credits considered as resident credits at their home institutions. The intention is to allow students to take an occasional course to augment a program rather than to develop an individual program. Payment of tuition for courses is made at the student’s home institution.

Eligible courses
Based on space availability, visiting students may take any undergraduate elective, undergraduate academic or art education requirement or elective, or interior design or art education graduate course for credit, providing the prerequisites have been met. For undergraduate academic and art education courses or any graduate-level course in interior design or art education, the Administrative Chair or Program Head permission is required. Graduate-level registration requires that the visiting student must be enrolled in a graduate-level degree program at his/her home institution.

Exclusions
• BFA required classes are not eligible for cross-registration. These include, but are not limited to, Core classes, Foundation classes not open to the public, Introduction to Sculpture, and Introduction to Printmaking for Fine Art.
• Auditing courses through the Consortium is not permitted.
• Non-credit courses or workshops.
• Off-site and partnership courses (including The History of Décorative Arts).

Tuition and Fees
• Tuition is paid directly to the home institution. All lab fees are additional, and must be paid directly to the Corcoran by the student. The Continuing Education registration fee is waived for Consortium students.
• Parking is available on a space available basis at the posted Continuing Education rates for those enrolled in classes at the Georgetown CCA+D campus.
• All registration is coordinated by the Registrar, who serves as the Consortium Coordinator at the Corcoran.
• Registration requests are accepted up to one week before classes begin.

Miscellaneous
Visiting students enrolled at the Corcoran will be issued C.E. ID cards with Consortium notation from the Office of the Registrar. They also are expected to carry a copy of their processed Consortium registration for identification purposes.

Continuing Education
Dozens of studio art, design, and photography classes offered each semester through Continuing Education are available to degree students as electives within their prescribed programs of study. Degree students are encouraged to take advantage of these opportunities to extend their studies in areas such as botanical art and illustration, ceramics, digital media design, interior design, jewelry, painting, and printmaking. Concentrations are available for students pursuing the B.F.A. degree in Fine Art. See the Administrative Chair of the Fine Art for further information about Fine Art concentrations.

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 are not able to access 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, which may result. 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.

Repeating Courses
Undergraduate studio elective courses may be repeated once for credit. Academic courses, including graduate courses, may not be repeated for credit, except in the case where a seminar or special topic is rotated. Graduate students are permitted to use graduate studio courses as electives only with permission from their Administrative Chair or Program Head and are applied to the student’s plan upon receipt of a completed
Course Substitution Form by the Office of the Registrar. All grades earned from repeated courses are factored into the student’s GPA.

Schedule Adjustment
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 online at www.corcoran.edu. These forms must be completed in full, signed by the appropriate advisor(s) 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 Administrative Chair of Foundations, the Associate Dean of Student Affairs, or the Director of Student 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 Student Affairs, Associate Dean of Enrollment, or Director of Student Affairs and are only allowed under extraordinary circumstances which 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 10 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 withdrawal deadline require written permission from the Associate Dean of Student Affairs, Associate Dean of Enrollment, or Director of Student Affairs and are only allowed under extraordinary circumstances which 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 Administrative Chair or Program Head 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, but should first contact their Administrative Chair or Program Head for assistance in petitioning for re-evaluation. Note: Assuming residency requirements have been met, no more than nine credits may be taken outside of the Corcoran for transfer credit after an undergraduate student has matriculated, unless authorized by the Administrative Chair (or Program Head) and the Associate Dean of Student Affairs. No more than six credits may be taken outside
of the Corcoran for transfer credit after a graduate student has matriculated, unless authorized by the Administrative Chair (or Program Head) and the Associate Dean of Student Affairs. See section on Course Substitution for more information.

Withdrawing from the College
Official Withdrawal
Students who wish to withdraw voluntarily (Official Withdrawal) from the Corcoran College of Art + Design must do the following:
1. Schedule an appointment to meet with the Associate Dean of Student Affairs, Associate Dean of Enrollment, or Director of Student Affairs for an initial discussion.
2. Meet with the Director of Financial Aid to determine how a withdrawal will affect their financial aid eligibility and/or payment status and to complete a “Financial Aid Exit Interview”.
3. Meet with Library staff to make certain that all library items are returned and overdue fees and/or replacement fees paid.
4. Meet with the Director of Student Accounts in order to settle all Corcoran payments due and any other financial matters.
5. Return to the Associate Dean of Student Affairs, Associate Dean of Enrollment, or Director of Student Affairs for final approval and a Corcoran Exit Interview.

All of the above requirements must be met before Withdrawal is considered to be “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 the Corcoran College of Art + Design for the current or previous semesters are subject to cancellation of registration and administrative withdrawal.

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

Non-Enrollment Withdrawal
Students who have not enrolled for three semesters and who have not officially withdrawn from the College are subject to administrative withdrawal. Application for readmission is required for consideration for future semesters.

ADDITIONAL UNDERGRADUATE POLICIES

Academic Standing
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, undergraduate 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. The maximum time limit for
completing degree requirements is six years for AFA students and ten years for BFA students.

All students are responsible for keeping track of their academic progress. At all times, students should be aware of the credits they have earned and still need to earn in order to meet graduation requirements. If students have questions about their academic progress, they should ask the Administrative Chair or Program Head for clarification.

Academic Load
The minimum full-time load for undergraduate students is 12 credits per semester. Audited and non-credit classes do not count toward the minimum full-time load. The maximum full-time load for undergraduate students is 18 credits per semester. Undergraduate students must have written permission from the Associate Dean of Student Affairs, Associate Dean of Enrollment, or Director of Student 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. Part-time enrollment may be permitted in a student’s final semester when nearly all required credits have been completed.

Academic load requirements are distinct from eligibility for financial aid, which is governed by separate, external minimums. Students are encouraged to meet with the Director of Financial Aid to discuss financial aid adjustments which may result from a reduced academic load prior to schedule adjustments.

Dean’s List
AFA students carrying a minimum of six 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 12 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 will also occur if the cumulative GPA falls below 1.00.

Academic Suspension
Undergraduate students earning a grade of “F” in a required core class, regardless of semester GPA, may receive academic suspension for one or more semesters (or academic dismissal—see below). This decision is determined by the Academic Appeals Committee and the student’s Administrative Chair (or Program Head). Course credits earned at other colleges and universities during the period of academic suspension from the Corcoran are not accepted for the Corcoran’s degree programs.

Academic Dismissal
AFA students: Failure to earn a minimum of 1.00 cumulative 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 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 Administrative Chair or Program Head 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 12 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 Administrative Chair (or Program Head) and the Director of Student Affairs.

Change of Academic Program
When considering a change of academic program, undergraduate students should discuss their intentions with the appropriate Administrative Chair (or Program Head) and the Associate Dean of Student 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 online at www.corcoran.edu.

Grading System
Grade Point Average
The semester Grade Point Average is computed at the close of each semester 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 the total 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 semester at the Corcoran. Credits that have been transferred from other colleges and universities are not included in the cumulative Grade Point Average, except those earned through the AICAD Mobility Program and the Consortium of Universities of the Washington Metropolitan Area. No credit above 4.00 is given.

General grade descriptions for undergraduate students are as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>outstanding achievement</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
<td>very high quality work</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
<td>above average achievement</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>above average achievement</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
<td>above average achievement</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
<td>average achievement</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>average achievement</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
<td>below average *</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
<td>below average *</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>below average *</td>
</tr>
<tr>
<td>D-</td>
<td>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>GNR</td>
<td>N/A</td>
<td>grade not reported</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 by the deadlines. 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-,” “D+,” “D,”” or “D-“ in a required core class, regardless of semester GPA, indicates that the student has not achieved satisfactory progress and must either repeat the course or complete an appropriate equivalent course as determined by the Administrative Chair or Program Head. Because of the cycle of core courses, it is likely that a student may have to wait one semester and up to one year before the necessary core course will once again be offered.

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 (see section on Academic Appeals Committee). 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.

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

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.

Undergraduate 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 an “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. Finally all students completing a thesis must provide an electronic copy to the College Library and must submit the thesis, through the library’s website, to UMI Dissertation Publishing. Students fulfilling degree requirements in August or December will receive diplomas the following June.

Graduation Application forms are available in 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 $150 will be included with the Spring tuition invoices. See below for additional graduation requirements:
AFA students: Associate of Fine Arts degree students must have completed all academic degree requirements; 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; 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.

Academic Records After Graduation
Students are issued complimentary copies of their official transcripts upon 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.

Mid-Semester Warning
Undergraduate students whose work falls below the “C” 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 seven 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 Associate Dean of Student Affairs or the Director of Student Affairs.

ADDITIONAL GRADUATE POLICIES
Academic Standing
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 graduate students must maintain a minimum semester and cumulative GPA of 3.00. The maximum time limit for completing graduate degree requirements vary according to the specific degree and program. In addition, academic progress at the graduate level is assessed through comprehensive review of course work, and a conference between the Administrative Chair or Program Head and the student, during the semester in which all academic requirements are to be completed. After successful review and written notification by each program, the student is deemed a degree candidate, and is cleared to finish remaining internship, thesis, comprehensive examinations, and/or other non-residential requirements.

All students are responsible for keeping track of their academic progress. At all times, students should be aware of the credits they have earned and still need to earn in order to
meet graduation requirements. If students have questions about their academic progress, they should ask the Administrative Chair or Program Head for clarification.

Academic Load
Graduate students in the MAT in Art Education must be enrolled for a minimum of nine credits each semester (summer excluded). Part-time graduate students in other graduate programs must be enrolled for a minimum of six credits each semester (summer excluded). Graduate students enrolled in nine or more credits are considered full-time. However, international students are required to carry a minimum academic load of 12 credits each semester. Audited and non-credit classes do not count towards the minimum academic load. Graduate students must have written permission from the Associate Dean of Student Affairs, Associate Dean of Enrollment, or Director of Student Affairs to register for fewer than six credits per semester. Permitted enrollment under six credits may occur in a student’s final semester when nearly all required credits have been completed.

Academic load requirements are distinct from eligibility for financial aid, which is governed by separate, external minimums. Students are encouraged to meet with the Director of Financial Aid to discuss financial aid adjustments that may result from a reduced academic load prior to schedule adjustments. Graduate students should note that fellowships require full-time enrollment (nine or more credits).

Dean’s List
Graduate 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 graduate 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 graduate degree program.

Grading System
Change of Academic Program
Change of academic program at the graduate level requires a new Application for Admission for the newly selected program, along with the $75 application fee (non-refundable).
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.

General grade descriptions for graduate students are as follows:
Letter Quality Grade Descriptions
Grade Points
A 4.00 exceptional / outstanding
A- 3.70 excellent / beyond expectations
B+ 3.30 passing / with demonstrated strengths
B 3.00 passing / average
B- 2.70 low pass / mastery uncertain*
C+ 2.30 unsatisfactory*
C 2.00 unsatisfactory*
F 0.00 failure, dismissal if recurrent
GNR N/A grade not reported
W N/A withdrawal
I N/A incomplete

* 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 (see section on Academic Appeals Committee). 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.

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

Interior Design graduate 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.

History of Decorative Arts graduate students and art education graduate students will usually have until the first day of the Spring semester to complete and submit their work from the Fall semester; and the last day of the Summer semester to complete and submit their work from the Spring semester. However, the faculty member may designate an earlier due date.

An “I” grade automatically becomes an “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.

Note: History of Decorative Arts graduate students must submit late course work to the Master’s program office at The Smithsonian Associate’s building. They should not mail the work directly to the instructor.

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. Finally, all students completing a thesis must provide an electronic copy to the College Library and must submit the thesis, through the library’s website, to UMI Dissertation Publishing.

Students fulfilling degree requirements in August of December will receive diplomas the following June.
Graduation Application forms are available in 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 $150 will be included with the Spring tuition invoices. See below for additional graduation requirements:

MA in the History of Decorative Arts: Students must have completed all academic degree requirements including submitting a signed final copy of their thesis (or a master’s examination 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.

MA 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.

MAT in Art Education: Students must have completed all academic degree requirements including submitting a signed final copy of their thesis; been enrolled for a minimum of 42 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. The thesis and, in some approved cases, the internship may be completed while not resident in the Washington, D.C. area. However, MAT students must be regularly enrolled at the Corcoran and under its active academic supervision for these requirements, even when they have been granted approval to complete them away from the Corcoran. All requirements for the degree must be completed within one year of the original expected date of graduation (total of three years).

Academic Records After Graduation
Students are issued complimentary copies of their official transcripts upon 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.

Mid-Semester Warning
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 seven 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 Associate Dean of Student Affairs or the Director of Student Affairs.

General Policies
Bicycles + Skateboards
Bicycles and scooters are not permitted inside any Corcoran building as they are recognized as hazards by the building codes. Bicycles and scooters must be on the racks provided along the fence, not in walkways, doorways, or on handrails. Bicycles and scooters may not be left on the racks overnight without prior approval from the Office of Student Affairs. Use of in-line skates, roller-skates, and skateboards is not permitted in any Corcoran building.

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. Immunization forms are available in the Office of the Registrar and online at www.corcoran.edu. Students who are not in compliance with the law two weeks prior to 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.

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.

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.

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

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.

Lab Schedule
1. All students must adhere to the opening and closing times for labs specified on the Corcoran website (www.webspace.corcoran.edu) 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 which 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.

Software
1. Only an IT department 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.

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 to provide support for the equipment.

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.

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 names, 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 of the 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 and 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 Gallery. 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 Monday–Friday, 9 a.m.–3 p.m., 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 Administrative Chair or Program Head who oversees the studio space. The written permission must include:
  — Student’s name
  — Date(s) and time(s) for which non-class access is granted
  — Administrative Chair or Program Head’s name (printed)
  — Administrative Chair or Program Head’s signature
• If special permission is obtained, it is the responsibility of the student to make sure the Administrative Chair or Program Head 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 6:30 a.m.–12 a.m. (midnight).
• If a student wishes to use the facilities “after hours” (12 a.m.–6:30 a.m.), they must be inside the building before “after hours” begins. Students will not be granted access after 12 a.m. 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.

GALLERY Access
• Students must obey all Gallery rules, as set forth by the Museum Registrar.
• Anytime the Gallery 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 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.
• Contact the Associate Dean of Student Affairs or 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, nlimjap@corcoran.org
Steve Brown, (202) 639-1764, sbrown@corcoran.org
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) which provide the necessary information.
• MSDS information has been requested based on materials lists provided by the Administrative Chairs; binders with MSDS sheets have been compiled and placed in the Office of Student Financial Services.
• 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 Administrative Chair or Program Head 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.
• 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 Gallery.

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.

Theft and 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 (MPD), please inform the security desk that the Metropolitan Police Department 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 to 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 outside 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 student’s current mailing address listed with the Office of the Registrar. A copy of this letter will be sent to the student’s Corcoran e-mail 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 and dips, mini-sandwiches, cheese, fruit and bread, etc.
4. No food, opened or unopened, will be stored in Gallery 31 or 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 in which it came (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.: photography 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 servings; magnums should provide at least 12 servings.
10. Beer servings (6 oz. each): each 12-oz. bottle should provide two servings.
11. NO alcohol may be served at freshmen or sophomore openings.

Supplies
The Operations department will setup the following supplies in Gallery 31 or White Walls:
1. Tables
2. Trash cans and 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 four or five yellow three-foot 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.

Invitations
1. An invitation announcing all senior openings (by department only) will be produced and mailed by the Corcoran.
2. All invitations originating from students or groups of students that are inviting the public to your weekly exhibitions MUST have the following information:
   - Corcoran College of Art + Design, White Walls Gallery, 500 Seventeenth Street NW, Washington, DC 20006
   - OR –
   - Corcoran College of Art + Design, Gallery 31, 500 Seventeenth Street NW, Washington, DC 20006

Donations
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 Office of Institutional Advancement prior to making any requests.

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.

Prohibited conduct encompasses the following:
1. Violation or attempted violation of federal, state, or local laws or regulations.
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, Director of Housing, Resident Assistants, Library Staff, and Security Officers—acting in performance of their duties. This includes verbally threatening, abusing, or harassing any College official acting in the performance of his or her duties.
4. Intentionally furnishing false information to any designated College official, Pennsylvania House (Student Housing) staff, or 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, but is not limited to, 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 committee hearings, and student conduct committee hearings.
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 e-mail 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, hookahs, or other paraphernalia.
15. Unauthorized distribution or possession for purposes of distribution of any controlled substance, illegal drug, or drug-related materials, including, but not limited to, drug pipes, bongs, roach clips, hookahs, or other paraphernalia.
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 altercation 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; or 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.

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.

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 student’s Corcoran e-mail 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 then begins an investigation, which does not involve a presumption of guilt on the part of the accused.

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 usually required.

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
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. A written statement is placed in the confidential files of the Student Conduct Committee but not made part of the student’s academic transcript.

F. Random drug testing: If there is evidence of using, possessing, or acting under the influence of any controlled substance, illegal drug, or drug-related materials (as described in Prohibited Conduct #14 above), the Student Conduct Committee retains the right to require random drug testing within a specific time period.

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

H. Ineligibility for graduation: At the discretion of the Student Conduct Committee, a graduating student involved with policy violations prior to graduation may not be able to graduate, participate in Commencement 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, and Student Activities Programming Board activities and events.

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. Such penalties are subject to review and approval of the Director of Student Affairs.

Appeal
A written request for an appeal, detailing new evidence, procedural irregularities, or other grounds which may have sufficient bearing on the outcome of the hearing 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.

Keeping of Records
The records of the hearing are kept in the Student Conduct Committee’s files for a minimum of one year after the student’s graduation or date of last attendance. 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. Records resulting in nonacademic dismissal are kept in the student’s permanent academic record.

Student Conduct Committee
Responsibility of the Committee
The Student Conduct 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.

Composition of the Committee
The Student Conduct 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 three staff members and a minimum of three students. One of the three staff members is also appointed Chair of the Student Conduct Committee and serves as a nonvoting member. In addition, the Associate Dean of Student 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 Conduct 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 (i.e., not on probation, second probation, or suspension). In the event of a vacancy or disqualification of a Student Conduct Committee member, the Director of Student Affairs will fill the vacancy.

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 of 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.

For more information, contact:
Melissa Green, Chair, Student Conduct Committee, (202) 639-1716,
mgreen@corcoran.org

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 Administrative Chair or Program Head.

If further assistance is needed, contact the Registrar, and finally the Associate Dean of Student Affairs or the Director of Student Affairs.

Career Services
The Office of Student Affairs is committed to helping our degree students and alumni with their career development by providing a variety of resources including up-to-date listings of jobs and internships, on-campus recruiting, resume and cover letter critique, portfolio reviews, interview preparation, networking opportunities, graduate school fairs, fellowship information, and grant writing assistance. For more information, contact: Shahdeh Ammadi, Coordinator of Career Services and Employer Relations, (202) 639-1856, sammadi@corcoran.org

Other Resources
- Employment postings from the “Current Students” link on www.corcoran.edu
- DC Galleries Day: March 5, 2008.
- The Writers Centers at both campuses are great resources for proofreading cover letters and personal statements (for graduate school applications).
- Learn about the backgrounds of Corcoran faculty. They may have worked at companies or have earned degrees from the schools of your choice!
  - The training and education needed
  - Earnings
  - Expected job prospects
  - What workers do on the job
  - Working conditions
  - In addition, the handbook gives you job search tips, links to information about the job market in each State, and more.
- O*NET OnLine (http://online.onetcenter.org): O*NET, the Occupational Information Network, is a database of occupational information that contains “descriptors,” or key skills, abilities, knowledge, and other characteristics associated with more than 950 occupations.

HDA: The Masters Program office posts available jobs in the D.C. 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.philanthropyjournal.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 6:30 a.m. 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 (820AM/103.5FM) 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. The History of Decorative Arts MA program located in The Smithsonian Associate’s building abides by the College’s closing policy.

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, more than 40 College exhibitions supporting a wide range of curricular activity can be seen in spaces such as the Corcoran Corridor, Gallery 31, 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 graduating students’ thesis exhibitions from March to mid-May. For more information, contact: John Deamond, Coordinator of College Exhibitions, (202) 639-1809, jdeamond@corcoran.org

Auditorium
(located at the Downtown Campus)
The Frances and Armand Hammer Auditorium is used by both the College and the Gallery. 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.

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.” Corcoran College of Art + Design is committed to upholding the legal, ethical, and philosophical principles of the Americans with Disabilities Act by providing reasonable
accommodations; and admission decisions are made without regard to disabilities. However, please note that “reasonable accommodations” do not mean that we are required to provide the most comprehensive accommodations requested by the student. Also, receiving services and accommodations at another college or university does not necessarily qualify students for the same services and accommodations at the Corcoran.

The student is encouraged to disclose his/her disability during the first semester at the Corcoran, but may do so at any point while enrolled at the College. Upon self-identification, the Director of Student Affairs will work with him or her (and instructors) to collaboratively choose the most appropriate and effective resources. To be eligible, the student must provide a copy of his/her documentation verifying his/her disability.

The purpose of documentation is to provide verification that the individual has a disability that meets the definition contained in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Documentation of a disability should consist of an evaluation by an appropriate professional and must include a clear statement of the diagnosis, the basis for the diagnosis, and the current impact of the disability as it relates to the accommodation request.

Examples of possible accommodations (provided by the Corcoran) are:

- Permission to use a tape recorder or assisted listening device in lectures
- Handouts of commonly-used vocabulary or terms distributed in selected academic classes
- Examination accommodations (e.g., extended time, taped format, and use of a word processor)
- Preferred seating at lectures
- Residence Hall accommodations
- Parking
- Written instructions for studio assignments
- Provision of sign language interpreters
- Priority registration
- Permission to use books on tape, note takers (e.g., obtaining a copy of another student’s notes), or other designated learning aids as appropriate and provided by the student
- Referrals to professional tutors and other specialized services outside the Corcoran (available at student’s own expense)

The ADA does not require colleges to provide personal assistants, individual personal assistants, individual personal tutors, or personal assisted technology. Whenever possible, we will refer students to agencies that may provide personal assistance of that nature. Please note that the Corcoran’s BFA program is full-time and sequential for all four years. The Foundations (first-year) program has a set curriculum. Academic requirements for the Foundations year must be met successfully before a student may advance to the second year academic courses. Accommodations are not made that would reduce academic expectations or standards or eliminate essential components of any course. In other words, the intent of the accommodations is not to alter the academic standards of
the institution, but to insure that the needs of disabled students are reasonably met. Finally, accommodations are not retroactive.

Students and their families are advised to carefully evaluate the Corcoran’s program and available accommodations before deciding to enroll, as all responsibility to obtain and continue using assistance rests with the student once he or she enters the Corcoran’s degree program. The student is expected to act as his or her own educational advocate.

Financial Aid
Eligibility for Financial Aid
Recipients of Federal and/or Corcoran financial aid must be enrolled or accepted for enrollment in a degree program (AFA BFA, or MA/T). Institutional grants and scholarships are limited to AFA, BFA, and MA in the History of Decorative Arts degree students. Graduate students are also eligible for Graduate Assistantships. The Corcoran utilizes the standard needs analysis formula developed by the U.S. Department of Education to determine student eligibility based on the financial information reported on the Free Application for Federal Student Aid (FAFSA). Eligibility is evaluated each academic year, or within the academic year, if circumstances change. Once enrolled, students must maintain Satisfactory Academic Progress (SAP) towards degree requirements (see Academic Standing). A minimum of half-time enrollment is required for financial aid eligibility.

Applicants for Financial Aid must submit the Corcoran Application for Institutional Aid (need-based and merit-based). This form is required for all AFA and BFA students interested in need-based and merit-based aid. Priority dates for receipt (by the Office of Financial Aid) of this form are March 1 for new students entering in the Fall semester, March 15 for returning students, and November 15 for new and transfer students entering in the Spring semester.

FAFSA:
Free Application for Federal Student Aid
• The FAFSA is required for all students interested in need-based aid (including institutional financial aid, graduate assistantships, and federal and state loan and grant programs).
• The FAFSA is required for many private scholarships.
• It is used to calculate the student’s Expected Family Contribution (EFC).
• Complete the FAFSA online at www.fafsa.ed.gov or complete a paper FAFSA, available at the Corcoran Office of Financial Aid and U.S. high schools and colleges.
• The Corcoran’s Title IV School Code is 011950.
• Students are encouraged to complete the FAFSA as soon as possible after January 1 to ensure adequate processing time.
• Priority dates for FAFSA submission are March 1 for new students entering the Corcoran in the Fall semester, March 15 for returning students, and November 15 for new and transfer students entering the Corcoran in the Spring semester.
• Please feel free to estimate the parent and/or student income on the FAFSA in order to meet the specified priority dates.
Corcoran Application for Graduate Assistantships
This application is required for all MA students who are interested in graduate assistantships. Applications are due March 15, and recipients will be notified in June of each academic year.

Corcoran Scholarships and Grants
Corcoran scholarships and grants are for students who are enrolled full-time. They range from $1,000 to full tuition. Priority consideration is given to students who complete the financial aid application process by the specified priority dates.

State and Federal Programs
The Corcoran College of Art + Design participates in all major financial aid programs offered by the U.S. Department of Education. Recipients must be U.S. Citizens or Eligible Non-Citizens. Recipients may not be in Default on a Perkins, Stafford, or PLUS Loan or owe a Refund on a Pell Grant, SEOG, or SSIG. Male recipients must also certify compliance with the Selective Service System’s registration requirements.

The DC OneApp is for D.C. residents. Visit www.seo.dc.gov or call (202) 727-2824 for additional information.

Most Common Types of Federal Financial Aid
Federal Pell Grants are awarded by the U.S. Department of Education. Eligible students may receive grants up to $4,310 for an academic year. A FAFSA application must be completed to be eligible for consideration. These grants are not available to students who have already received a Bachelor’s degree.

Federal Perkins Loans are awarded by the Office of Financial Aid at the Corcoran. There is a low fixed-interest rate of 5% charged on these loans. The amounts of these loans are composed of federal and institutional funds. An eligible student can receive up to a limit of $20,000 over an undergraduate career. Repayment starts nine months after the recipient graduates, ceases to be enrolled at least half-time, or completes an approved period of Deferment. The minimum repayment amount is $40 per month or larger, if necessary to complete repayment within 10 years.

Federal Supplemental Education Opportunity Grants (SEOG) are awarded by the Corcoran. Eligible students can receive grants of up to $1,500 per academic year. These grants are not available to students who have already received a Bachelor’s degree.


The Corcoran Has Selected Four Preferred Lenders:
• AMS Education Loan Trust (www.tuitionpay.com)
** The lenders cited above were selected based upon what we feel are their most favorable student loan rates and student benefits. The Corcoran College of Art + Design receives no special benefits or compensation whatsoever by placing any particular lender on this list. Corcoran students may use any FFELP lender of their choosing.

Federal Subsidized Loans
Eligible students may borrow federal Subsidized loans up to:
- $3,500/year as a first-year student (undergraduate)
- $4,500/year as a second-year student
- $5,500/year as a third- or fourth-year student
- $8,500/year as a graduate student

Dependent students whose parents have been declined for the PLUS Loan may borrow additional Unsubsidized Stafford Loans up to:
- $4,000/year as a first- or second-year student (undergraduate)
- $5,000/year as third- or fourth-year student

The cumulative maximum amount that a dependent undergraduate student may borrow for all undergraduate studies is $23,000.

Eligible undergraduate independent students may borrow up to the following amounts in unsubsidized loans:
- $4,000/year as a first or second year student
- $5,000/year as third or fourth year student

Eligible graduate students may borrow up to $18,500 per year of federal student loans; of which a maximum of $8,500 may be subsidized and $10,000 may be unsubsidized. The cumulative maximum amount that a graduate student may borrow (includes undergraduate and graduate studies) is $138,500.

Federal PLUS Loan
Federal Parent Loans for Undergraduate Students (PLUS) Loans are credit-based. They are available to the parents of dependent undergraduate students regardless of need. Parents may borrow up to the cost of education minus any other financial aid.

Federal Work Study (FWS)
Federal Work Study provides eligible students with part-time employment opportunities of 5–10 hours per week in the College or Gallery or with another non-profit organization. Most jobs are on campus with a hourly wage above the federal minimum wage standard.

Private (Non-federal) Education Loans
Private (Non-federal) Education Loans are Credit-based loans available to all students enrolled at least half time in a qualifying degree program. A student’s eligibility and loan amount cannot exceed the Cost of Attendance. These loans generally have a higher interest rate than federal loans.

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

Other Forms of Aid
Other forms of aid, including 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 online 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 Corcoran Awards Ceremony held in the middle of the Spring semester of each year. Faculty and Department Chairpersons select the Award recipients in accordance with the criteria specified for each award/scholarship.

Corcoran Graduate Assistantships
Graduate Assistantships are offered during the Fall and Spring semesters. Recipients are selected based on their portfolio review and financial need. Students must be enrolled in at least nine 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 ($2,943) per semester. MA in the History of Decorative Arts Assistants work seven hours per week during each 15-week semester at the Smithsonian Institution and receive $1,600 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
Available to Corcoran BFA Students through the kind generosity of the Evelyn Stefansson Nef Foundation

For more information, please contact the Office of Student Accounts at (202) 639-1818 or bursar@corcoran.org.

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 to more than 170 periodicals and makes back issues available in bound volumes. A variety of online resources are also available for users, both on and off campus at www.corcoran.edu/library/index.asp.

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.

Hemicycle
(located at the Downtown Campus)
This century old Hemicycle is both an architectural landmark in Washington, D.C. 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.

Library Borrowing Policy
• Current Corcoran AFA, BFA, MA/T, 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/T, 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 e-mail 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 three-week period or until the last day of the semester, whichever comes first. All books are due back at the end of each semester.
• Library books may be renewed if there are no holds placed on them by other patrons. Books for renewal may 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 student’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. 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, may not 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 floppy disks or compact discs. Users are responsible for providing their own floppy disks or compact discs.

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 all degree students per academic year. Additional lockers may be rented for $20 per semester, on a space available basis through the Office of Student Financial Services at the Downtown Campus and the Campus Administrator at the Georgetown Campus. By renting a locker, you agree to all terms stated on the Locker Label.

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 as long as your locker label is valid. After the label’s expiration date has passed, students must either renew their label or completely clean out their locker. 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 fined $10 for the disposal of work left behind (in any Corcoran location) and a Student Accounts “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 Corcoran will not be responsible for any work and personal property left in lockers, classrooms, and studios during the academic year. We also will not be responsible for replacing any combination lock which may have to be destroyed to clean a locker and dispose of its contents.

Gallery Membership
Degree students enrolled at the CCA+D are entitled to a free Corcoran Gallery of Art membership, which includes the following:
• Free admission to the Gallery
• A 10% discount at the Corcoran Shop and Café des Artistes
• Member prices on all Corcoran Programs

Your permanent student ID will act as your membership card.

Lost and Found
Articles found in the Downtown building should be turned in to the E Street Security Desk, where lost articles may be recovered. Lost and found articles in Georgetown should be turned in or picked up at the Georgetown Security Desk.

Mobility and 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 more than 45 colleges and universities. Applications are due one semester in advance of the desired semester of study (February 20 for the following Fall semester and October 20 for the following Spring semester). Interested students must meet with the Associate Dean of Student Affairs or 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 Administrative 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
- Burren College of Art; Ballyvaughan, Ireland
- California College of the 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, D.C.
- 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 The New School for Design; New York, New York
- Pennsylvania Academy of the Fine Arts; Philadelphia, Pennsylvania
- Pratt Institute, Brooklyn, New York
- Rhode Island School of Design; Providence, Rhode Island
- Ringling College of Art and Design; Sarasota, Florida
- San Francisco Art Institute; San Francisco, California
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 these programs or any institution other than the ones listed above should first consult with their Administrative Chair (or Program Head) and the Associate Dean of Student Affairs.

Mobility/Study Abroad
Tuition and Housing
Students participating in an approved 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 or she is entitled, with the exception of the on-campus grant which is reserved for students residing in Corcoran Housing. Students participating in Study Abroad outside the Mobility Program should consult with the Office of Student Financial Services regarding their payment, as policies may vary depending on the Host Institution attended. Students who are participating in the Mobility Program or Study Abroad Programs are not eligible for student aid or employment from the Host Institution.

Students must contact the Host Institution to determine if there are any additional fees, outside of tuition, that are required by the Host Institution. Policies on these fees vary by institution and program, and are paid directly to the Host Institution.

The student is responsible for arranging and paying for housing and transportation during the Mobility/Study Abroad semester.

Mobility/Study Abroad Grades
While at the Host Institution, students are governed by the Host Institution’s academic regulations. All courses taken at the Host Institution must be pre-approved by the
A student’s Administrative Chair (or Program Head) and a Mobility/Study Abroad Course Substitution Form must be submitted to the Office of the Registrar prior to the student’s exchange semester. Credits received through the Mobility Program are counted toward the student’s residency at the Corcoran College of Art + Design and are factored into the student’s cumulative GPA.

Credits earned for a pre-approved Study Abroad program are considered transfer credits; therefore, standard limitations apply. Grades earned must be “C” or better in order to transfer. Credits received are not counted toward the student’s residency at the Corcoran College of Art + Design and the grades earned are not factored into the student’s cumulative GPA.

At the completion of the Mobility/Study Abroad semester, the student must request an official transcript of their grades to be sent to the Office of the Registrar at the Corcoran in order for the credits to be applied to their program. The official transcript and final course substitution forms are due no later than 30 days into the semester following their exchange semester. If credits for the exchange semester are not finalized by this deadline, a registration hold will be placed on the student’s record, and he or she will not be able to register for future semesters or make changes to his or her current schedule.

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 5 p.m.
- Weeknights and weekends: limited parking may be available for a fee
- Details/prices: call (202) 639-1757

Georgetown Campus
- Unlimited parking on a space available basis: (degree students)
  - Parking overnight is allowed only for degree student living in Cororan Housing
- Corcoran accepts no responsibility for damages that may occur when vehicles are left overnight
  - Details/prices: call (202) 298-2541

Smithsonian Campus:
Classes in the MA in the History of Decorative Arts program are offered in the S. Dillon Ripley Center of the Smithsonian Institution, 1100 Jefferson Drive SW, Washington, D.C. 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 on 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 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 Accounts
AFA Tuition and Fees
• 2007–2008 AFA tuition is $862 per undergraduate credit hour (courses numbered 1000–4999). Lab fees are not assessed per undergraduate tuition rates.
• There is a mandatory $200 activity fee charged in the student’s first semester of each academic year.
• A Graduation fee of $150 is charged in the student’s final semester.
• Payment is due August 15 for Fall, December 15 for Spring, and May 15 for Summer.

BFA Tuition and Fees
Full-time:
• 2007–2008 BFA full-time tuition is $25,890.
• Full-time enrollment is defined as 12–18 credits per semester for two semesters or $12,945 per semester.
• A $200 tuition deposit is required for all new students.
• There is a mandatory $200 activity fee charged in the student’s first semester of each academic year.
• A Graduation fee of $150 is charged in the student’s final 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 Student Affairs, Associate Dean of Enrollment, or Director of Student Affairs to enroll at the Corcoran on a part-time basis is prorated at $862 per credit hour. Students who take more than 18 credits in any semester must pay an overage at the prorated tuition rate of $862 per credit hour above 18 credits.

Graduate Tuition and Fees
• 2007–2008 MA in Art Education tuition is $981 per graduate credit hour (courses numbered 5000 or above).
• 2007–2008 MA in the History of Decorative Arts tuition is $1,113 per graduate credit hour. MA HDA students auditing HDA courses will be assessed a $200 audit fee per course.
• 2007–2008 MA in Interior Design tuition is $981 per graduate credit hour.
• The tuition for undergraduate courses is $862 per credit hour (such as for prerequisites). Lab fees are not assessed per undergraduate tuition rates.
• There is a mandatory $200 activity fee charged in the student’s first semester of each academic year.
• A Graduation fee of $150 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 personal check, cashier’s check, money order, or credit card (Visa, MasterCard, or American Express only). All credit card payments must have the cardholder’s name, signature, address, and telephone number. Cash payments of less than $100 are also accepted. Payments may be mailed to:
Office of Student Accounts
Corcoran College of Art + Design
500 Seventeenth Street NW
Washington, DC 20006

Payment Plan Option
Students may enroll in a monthly payment plan administered by Academic Management Services (AMS) to pay their Fall and Spring tuition as well as Housing. Students enrolled in the monthly payment plan will make 10 equal payments from June 1 through March 1 of each academic 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 (800) 635-0120. The activity fee, housing damage deposit, and graduation fee must be paid directly to the Corcoran.

Late Payment Policy
If your tuition payment is not received in full by the due date, a $25 late payment fee will be charged to your account. Students who have not paid their balance in full by the first day of classes will be charged an additional $75 late payment fee. Students with outstanding balances are required to sign a promissory note agreeing to pay within 30 days and must submit a first payment upon signature of the note at the Office of Student Accounts. If you have signed a promissory note in the past and were not able to meet your payments arrangements, you will not be permitted to sign a promissory note for a period of one year.

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. Students who receive financial aid and who are “Administratively Withdrawn” will need to refer to the Refund Policy Section. Students who have been “Administratively Withdrawn” are not permitted to attend classes and must vacate Student Housing within 48 hours of notification.

“Student Accounts 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 official transcripts or register for additional semesters.
Past Due Accounts
Accounts that are past due will also have “Student Accounts Holds” placed on them by the College. A student with a “Hold” will not be allowed to 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
Students who have voluntarily withdrawn with an “Official Withdrawal” or who have been “Administratively Withdrawn” with outstanding balances may have their accounts referred to a collections agency. After an account has been referred to a collections agency, all requests for information and all payments must be made through that agency. The former student will be responsible for whatever collections fees are charged as well as the original balance owed to the Corcoran.

Other Fees
$250 Late Registration Fee
$150 Graduation Fee
$200 Mandatory Student Activity Fee
$500 Graduate Maintaining Status Fee
$75 Late Payment Fee (Tuition)
$75 Graduate Application/Reapplication Fee
$40 Undergraduate Application/Reapplication Fee
$25 Returned Check and Declined Credit Card Fee
$25 Chargeback Fee
$35 Student ID Replacement Fee
$5 Official Transcript Fee

Refund Policy
An Add/Drop Form is required for any schedule changes, which includes adding or dropping select classes, changing sections of classes, and/or changing credit status within a class. An Add/Drop Form is available at the Downtown Campus (Office of the Registrar), the Georgetown Campus (Administrative Office), and online at www.corcoran.edu. These forms must be completed in full, signed by the appropriate advisor(s), and submitted in person to the Corcoran Office of the Registrar (Downtown Campus). A verbal notification to the Office of the Registrar is unofficial, as well as changes that have been discussed with an Administrative Chair, Program Head, Faculty or Staff member. In the case of complete withdrawal from the College, a Financial Aid Exit Interview is required (for students receiving federal and/or college loans), and refunds are calculated based on the date that the Withdrawal form was received by the Office of the Registrar. This date is known as the “Effective Date.” The refund schedule listed below will be adhered to, based upon the “Effective Drop or Withdrawal Date.”
Tuition and fees are not transferable to another academic year and the tuition cost/price will not be reduced because of absence from class for any reason (approved or otherwise).

Students receiving federal financial aid should contact the Office of Financial Aid before withdrawing or reducing credits, since any awarded aid could either be reduced or cancelled as a result of dropping classes or withdrawal from the College. A return of federal funds may also result, in accordance with federal regulations and guidelines. Please carefully consider all of these aspects before making your decision.

A refund check is generated after a credit balance has been created on a student’s account as a result of financial aid or other payments. Students with a credit balance created on their account before the first day of classes can expect a refund within 14 days after the first day of classes. Students with a credit balance created on their account after the first day of classes can expect a refund within 14 days from the date in which the credit balance was created. Refund check notification for all students will be posted at the Office of Student Accounts.

Please note that deposits are not refundable. Refunds are calculated as a percentage of tuition only, and are based upon the “Effective Date” of the Drop or Withdrawal as follows:

**Fall 2007 Semester (First day of classes: August 29, 2007)**
- Prior to August 29 100%
- August 29–September 14 75%
- September 15–September 25 50%
- After September 25 0%

**Spring 2008 Semester (First day of classes: January 23, 2008)**
- Prior to January 23 100%
- January 23–February 8 75%
- February 9–February 19 50%
- After February 19 0%

Summer 2008 term refund policy will be determined during the Spring 2008 semester and will be published online at www.corcoran.edu.

Returned Check and DECLINED Credit Card Policy
Any check returned due to insufficient funds, stopped payment, closed account or any other reason will be assigned a $25 returned check fee. A person whose check is dishonored will not be permitted to pay by personal check for a period of one year after the original debt. All payments during that time must be in the form of a certified check (drawn on a U.S. bank), U.S. Postal Money Order, or credit card. The Office of Student Accounts will assign a $25 “Late Payment” penalty for credit card payments that are declined on one or more attempts to process.

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.

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 2007–08 will include, but will not be limited, to the following:

- Apple Picking Trip
- Career Week
- Cinco de Mayo Party
- Graduate School Fair
- Graduation Week
- Halloween Party
- Holiday Receptions
- International Student Activities
- Movie Nights
- New Student Orientation
- New York City Trips
- Off the Walls Art Sale
- Ski Trip
- Spring Fest 2008
...and much more

Composition of the Student Activities Programming Board

Application for membership (three paid officer positions, and up to seven volunteer positions) is open to all students enrolled in degree programs at the Corcoran College of Art + Design. For Fall 2007–Spring 2008 positions, applications for membership will be reviewed by the Director of Housing and Experiential Education and a minimum of two other staff members from the Office of Student Affairs. The term of appointment for SAPB membership shall be a minimum of one year. Members may be re-appointed for additional terms.

For more information, contact:
Melissa Green, Director of Housing and Experiential Education, (202) 639-1716, mgreen@corcoran.org

Student Health

AFA, BFA, and MA/T students are required to purchase or maintain their own health insurance coverage while enrolled. The Corcoran makes available to students a health insurance plan through Academic Health Plans (AHP) at a basic individual student rate of $1,138 per year. Students who already have coverage, and therefore do not need to purchase the College’s plan, must submit an online waiver of coverage. To receive more detailed information about the plan and its requirements; please visit the Academic Health Plans/Corcoran website at www.AHPCare.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 Affairs and the Office of 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.
- Downtown Campus: Office of Student Financial Services and the E Street Security Desk
- Georgetown Campus: Guard’s Station Student Safety

If severe injury occurs and immediate medical attention is required, please:
1. Call 911 (9-911 if calling from a campus phone)
2. Go directly to the nearest hospital emergency room
   - Downtown Campus: George Washington University Hospital
   - Georgetown Campus: Georgetown University Medical Center

Accidents resulting in physical injury must be immediately reported.
- Downtown Campus: E Street Security Desk
- Georgetown Campus: Guard’s Station

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 Office of Student Financial Services for a claim form and instructions.

Student Housing
The Corcoran provides furnished apartment accommodations that are convenient to both campuses. A Director of Housing and Experiential Education 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 Director of Housing and Experiential Education.

Student 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 $35 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.

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 online at www.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.

Writers Centers
Professional and peer tutoring is available at the Writers Centers, located at the Downtown Campus and the Georgetown Campus. Students who need assistance with reading, writing, or study skills are encouraged to schedule an appointment for individual tutoring with trained student tutors. For more information, please contact: Dr. Casey Smith, Coordinator, Writers Centers, (202) 639-1456, csmith@corcoran.org