# Directory

## Corcoran College of Art + Design

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

### Dean’s Office
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Susan Moran  
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Director of Continuing Education  
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Registrar’s Office  
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Curren McLane  
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(202) 639-1819

Brian O’Donoghue  
Assistant Registrar  
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(202) 639-1836
<table>
<thead>
<tr>
<th><strong>Library</strong></th>
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<tbody>
<tr>
<td>Library</td>
<td><a href="mailto:library@corcoran.org">library@corcoran.org</a></td>
<td>(202) 478-1544</td>
</tr>
<tr>
<td><strong>Library Director</strong></td>
<td></td>
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<tr>
<td>Megan Irving</td>
<td><a href="mailto:mirving@corcoran.org">mirving@corcoran.org</a></td>
<td>(202) 478-1544</td>
</tr>
<tr>
<td><strong>Circulation Desk Manager</strong></td>
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<tr>
<td>Kate Libcke</td>
<td><a href="mailto:mlibcke@corcoran.org">mlibcke@corcoran.org</a></td>
<td>(202) 478-1544</td>
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<tr>
<td><strong>Visual Resource Coordinator</strong></td>
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<td>Pat Reid</td>
<td><a href="mailto:preid@corcoran.org">preid@corcoran.org</a></td>
<td>(202) 478-1545</td>
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<tr>
<td><strong>Technical Services Associate</strong></td>
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<tr>
<td><strong>Security</strong></td>
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<tr>
<td>Deborah Jones</td>
<td><a href="mailto:djones@corcoran.org">djones@corcoran.org</a></td>
<td>(202) 639-1826</td>
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<tr>
<td><strong>Director of Security</strong></td>
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<tr>
<td>Chester Quashie</td>
<td><a href="mailto:cquashie@corcoran.org">cquashie@corcoran.org</a></td>
<td>(202) 639-1878</td>
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<tr>
<td><strong>Manager of Special Events</strong></td>
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<tr>
<td>Security desks</td>
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<tr>
<td>(202) 639-1793 E STREET</td>
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<tr>
<td>(202) 639-1428 NEW YORK AVE</td>
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<tr>
<td>(202) 639-1795 SEVENTEENTH ST</td>
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<td><strong>Operations</strong></td>
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<tr>
<td>Steve Brown</td>
<td><a href="mailto:sbrown@corcoran.org">sbrown@corcoran.org</a></td>
<td>(202) 639-1764</td>
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<tr>
<td><strong>Senior Director of Facilities and Operations</strong></td>
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<td>Nahum Limjap</td>
<td><a href="mailto:nlimjap@corcoran.org">nlimjap@corcoran.org</a></td>
<td>(202) 639-1832</td>
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<tr>
<td><strong>Operations Manager for the College</strong></td>
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<tr>
<td><strong>Office of Student Affairs</strong></td>
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<tr>
<td>Student Affairs</td>
<td><a href="mailto:studentaffairs@corcoran.org">studentaffairs@corcoran.org</a></td>
<td>(202) 639-1800 SWITCHBOARD</td>
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<td><strong>(202) 639-1802 FAX</strong></td>
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<tr>
<td>Shahdeh Ammadi</td>
<td><a href="mailto:sammadi@corcoran.org">sammadi@corcoran.org</a></td>
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<tr>
<td><strong>Assistant Director of Student and Alumni Development</strong></td>
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<td>John Deamond</td>
<td><a href="mailto:jdeamond@corcoran.org">jdeamond@corcoran.org</a></td>
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<tr>
<td><strong>Coordinator of College Exhibitions</strong></td>
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<td>Lacey Gentry</td>
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<tr>
<td><strong>Coordinator of Student Affairs</strong></td>
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<td>Melissa Green</td>
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<td>(202) 639-1716</td>
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<tr>
<td><strong>Director of Housing</strong></td>
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<tr>
<td>Stephanie Moos</td>
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<td>(202) 639-1831</td>
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<tr>
<td><strong>Assistant Director of Student Affairs</strong></td>
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<tr>
<td>Jon Youngs</td>
<td><a href="mailto:jyoungs@corcoran.org">jyoungs@corcoran.org</a></td>
<td>(202) 639-1806</td>
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<tr>
<td><strong>Director of Academic Advising</strong></td>
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<td>Office of Financial Aid</td>
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<tr>
<td>Julie Lee</td>
<td><a href="mailto:jlee@corcoran.org">jlee@corcoran.org</a></td>
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<tr>
<td>Administrative Officer</td>
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<tr>
<td>Diane Morris</td>
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<tr>
<td>Director of Financial Aid</td>
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<tr>
<td></td>
<td>(202) 639-1816</td>
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<tr>
<td>Elizabeth McDannell</td>
<td><a href="mailto:emcdannell@corcoran.org">emcdannell@corcoran.org</a></td>
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<tr>
<td>Financial Aid Officer</td>
<td>(202) 639-1851</td>
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<tr>
<th>Office of Student Accounts</th>
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<tbody>
<tr>
<td>Portia Thompson</td>
<td><a href="mailto:pthompson@corcoran.org">pthompson@corcoran.org</a>;</td>
</tr>
<tr>
<td>Director of Student Accounts</td>
<td><a href="mailto:bursar@corcoran.org">bursar@corcoran.org</a></td>
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<tr>
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<td>(202) 639-1817</td>
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<tr>
<td>Brittan Garland</td>
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</tr>
<tr>
<td>Administrative/Student Accounts Assistant</td>
<td>(202) 639-1818</td>
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<tr>
<th>Special Events</th>
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<tr>
<td>For all questions about College events involving alcohol, please contact</td>
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<tr>
<td>Allie Gallo</td>
<td><a href="mailto:agallo@corcoran.org">agallo@corcoran.org</a></td>
</tr>
<tr>
<td>Manager of Special Events</td>
<td>(202) 639-1781</td>
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<tr>
<th>Information Technology</th>
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<tr>
<td>For technology questions, concerns, and problems please contact</td>
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<tr>
<td>Information Technology</td>
<td><a href="mailto:help_desk@corcoran.org">help_desk@corcoran.org</a></td>
</tr>
<tr>
<td>Kevin Hubler</td>
<td><a href="mailto:khubler@corcoran.org">khubler@corcoran.org</a></td>
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<tr>
<td>AV Technician</td>
<td>(202) 639-1870</td>
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<tr>
<th>Georgetown Campus</th>
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<tbody>
<tr>
<td>Georgetown Campus</td>
<td>(202) 298-2540</td>
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<td>(202) 298-2543 FAX</td>
</tr>
<tr>
<td>Sarah Hoff</td>
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<tr>
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<td>(202) 298-2541</td>
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<tr>
<td>Georgetown Campus Security</td>
<td>(202) 298-2585</td>
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<tr>
<th>Corcoran Gallery of Art</th>
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<tr>
<td>Corcoran Gallery of Art</td>
<td>(202) 639-1700 SWITCHBOARD</td>
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<td>(202) 639-1768 FAX</td>
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<tr>
<td>For tickets and hours of operation, please contact</td>
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<tr>
<td>Admissions Desk</td>
<td>(202) 639-1853 or</td>
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<td>(202) 639-1798</td>
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<tr>
<th>Public Programs</th>
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<tbody>
<tr>
<td>For admission to Corcoran public programs and performances, please contact</td>
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<tr>
<td>Michelle Clair</td>
<td><a href="mailto:mclair@corcoran.org">mclair@corcoran.org</a></td>
</tr>
<tr>
<td>Manager of Public Programs</td>
<td>(202) 639-1770</td>
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<thead>
<tr>
<th>Visitor Services</th>
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<tbody>
<tr>
<td>Elizabeth Emslander</td>
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</tr>
<tr>
<td>Director of Visitor Services</td>
<td>(202) 639-1703</td>
</tr>
</tbody>
</table>
2008–2009 Student Calendar

August
27 Consortium registration deadline (outgoing)
28 New Graduate Student Orientation
30 All students move into housing
31–Sept. 2 New Undergraduate Student Orientation

September
1 Labor Day (College closed)
2 Faculty Orientation
  Degree student late registration begins ($250 late fee)
3 Fall semester: first day of class
  Degree students with outstanding Fall 2008 tuition balances on or after this date will incur an additional $75 late payment fee
17 Last day to add
  Constitution Day (College open)
22 All-Student Assembly, 3–4 p.m., Auditorium
26 Last day to drop with partial refund for students*

October
8 Last day to drop*
9 Yom Kippur
13 Columbus Day (College open)
18 College Preview Day
20 Study Abroad/Mobility applications due for the 2009 Spring semester (deadline independent of specific programs; students must meet with the director of academic advising 30 days prior)
20–25 Graduate Week
22 Mid-semester warning deadline
24 All undergraduate and graduate students participating in Commencement must turn in cap and gown measurements to the Office of Student Affairs
27 Spring 2009 advising and registration begins
  Spring and Summer 2009 registration materials available
31 Halloween party

November
4 Election Day
7–9 Family and Alumni Weekend
11 Veterans Day (College open)
12 Last day to withdraw with W*
13 Graduate Open House (Corcoran programs only)
14 Spring tuition invoices mailed
  Spring 2009 advising ends
17 All-Student Assembly, 3–4 p.m., Auditorium
23 Career seminar: Interior Design Today,
  10 a.m.–3 p.m., Auditorium
26 No classes (College offices open)
27 Thanksgiving Day
27–30 Thanksgiving recess (College closed)
DECEMBER
1 Classes resume
2 Downtown campus Holiday Reception, Atrium 3–5 p.m.
6 National Portfolio Day
11–13 Off the Walls art sale
15 Spring 2009 tuition due ($25 late payment fee after this date)
19 Fall semester: last day of classes
21–29 Hanukkah
22 Fall semester: make-up days for classes canceled for inclement weather/emergencies ONLY—as announced by the registrar’s office
23 Grades due from faculty on CORCboard
25 Christmas Day (College closed)
26 Kwanzaa
26–31 Winter recess (College closed)

JANUARY
1 New Year’s Day (College closed)
15–16 New Student Orientation
19 Martin Luther King Jr. Day (College closed)
20 Inauguration Day (College closed)
21 Spring semester: first day of classes
Degree students with outstanding Spring 2009 tuition balances on or after this date will incur an additional $75 late payment fee

FEBRUARY
4 Last day to add*
7 College Preview Day
8–13 Career Week
9 All-Student Assembly, 3–4 p.m., Auditorium
13 Last day to drop with partial refund for students*
14 Valentine’s Day
16 President’s Day (College closed)
18 15-week Monday classes meet this Wednesday 15-week and 14-week Wednesday-only classes do not meet
20 Study Abroad and Mobility applications due for the 2009 Fall semester (deadline independent of specific programs; students must meet with the director of academic advising 30 days prior)
25 Last day to drop*
27 Orientation leader and resident assistant applications due

MARCH
6 Commencement speaker applications are due to Office of Student Affairs
7 Graduate Open House (Corcoran programs only)
11 Mid-semester warning deadline
16–22 Spring recess (College offices open)
17 St. Patrick’s Day
23 Classes resume
All-Student Assembly, 3–4 p.m., Auditorium
25 Summer and Fall 2009 registration materials available
28 Accepted Students Reception
30 Summer and Fall 2009 advising and registration begins
31 124th Annual Student Awards Ceremony
APRIL
6–10 Spring Fest 2009
  8 Last day to withdraw with W*
10 Summer and Fall 2009 advising ends
     Summer 2009 invoices mailed
11–12 Easter (College closed, classes do not meet)
  17 Corcoran Ball (portions of Downtown campus
     will be closed)
20 All-Student Assembly, 3–4 p.m., Auditorium
22 Earth Day

MAY
6–25 All-Senior Exhibition
  6 All-Senior Exhibition opening reception
  7 Cinco de Mayo party, Downtown campus
10 Mother’s Day
13 Spring semester: last day of classes
14 Spring semester: make-up days for classes canceled for
     inclement weather/emergencies ONLY—as announced
     by the registrar’s office
15 Grades due from faculty on CORCboard
16 Corcoran housing move-out deadline
23 Commencement
25 Memorial Day (College closed)
26 Summer semester: first day of classes (Degree students
     with outstanding Summer 2008 tuition balances on
     or after this date will incur and additional $75 late
     payment fee)

JUNE
2 Last day to add*
9 Last day to drop*
16 Last day to withdraw with a W*
21 Father’s Day
22 Camp Creativity begins
30–7/5 Intercessions: no classes meet except Camp, Pre-College,
     Interior Design, and others as noted in course listings

JULY
3 Independence Day observed (College closed;
     classes do not meet)
4 Independence Day (College closed through July 5)
15 Fall 2009 invoices mailed

AUGUST
9 Summer semester: last day of classes
14 Camp Creativity ends

SEPTEMBER
2 Fall semester: first day of classes
7 Labor Day (College closed)

*Continuing Education students should see Continuing
Education course publication and website for their
add/drop policy. All dates are subject to change.
EXHIBITIONS AT A GLANCE

Corcoran College of Art + Design

Dates may be altered due to the Corcoran’s ongoing roof renovation.

August 20–September 8 Staff Exhibition, White Walls
August 7–September 21 Faculty Exhibition 2008 Gallery 31
September 11–18 University of Mary Washington Faculty, White Walls
September 11–18 Brady Robinson, University of Central Florida, Off White Walls

August 20 – September 8 Staff Exhibition, White Walls

August 7 – September 21 Faculty Exhibition 2008 Gallery 31

September 11 – 18 University of Mary Washington Faculty, White Walls

September 11 – 18 Brady Robinson, University of Central Florida, Off White Walls

September 17 – 25 University of Central Florida Students, White Halls
September 24 – 25 Fine Art Thesis Preview, White Walls
September 25 – October 26 Seeing Making Mapping, Gallery 31

October 1 – 2 Fine Art Thesis Preview, White Walls
October 1 – 9 Ladakh: Study Abroad in India, White Halls
October 8 – 19 Photojournalism Thesis Preview, White Walls
October 16 – 23 Foundation Resources, Foundation Drawing, White Halls
October 23 – 30 Fine Art Photography Thesis Preview, White Walls
October 29 – November 6 Foundation Resources II, Foundation Drawing, White Halls


November 5 – 13 Fine Art Photography Thesis Preview, White Walls
November 12 – 20 Second-Year Fine Art, White Halls
November 19 – December 4 Third-Year Fine Art, White Walls
November 26 – December 4 Masters of Art in Teaching Foundations, White Halls

December 10 – January 8, 2009 Graphic Design, White Halls
December 10 – 18 Fine Art Thesis Preview, White Walls
December 24 – January 22, 2009 Academics, White Walls
December 11 – January 25, 2009 BFA Juried Exhibition, Gallery 31
January 28 – February 1 Photojournalism Senior Thesis Exhibition I, Gallery 31
February 4 – 8 Photojournalism Senior Thesis Exhibition II, Gallery 31
February 11 – 15 Fine Art Photography Senior Thesis Exhibition I, Gallery 31
February 18 – 22 Fine Art Photography Senior Thesis Exhibition II, Gallery 31
February 25 – March 1 Fine Art Photography Senior Thesis Exhibition III, Gallery 31
March 4 – 8 Fine Art Photography Senior Thesis Exhibition IV, Gallery 31
March 11 – 15 Fine Art Photography Senior Thesis Exhibition V, Gallery 31
March 25 – 29 Fine Art Senior Thesis Exhibition I, Gallery 31
April 1 – 5 Fine Art Senior Thesis Exhibition II, Gallery 31
April 8 – 12 Fine Art Senior Thesis Exhibition III, Gallery 31
April 22 – 26 Fine Art Senior Thesis Exhibition IV, Gallery 31
April 29 – May 3 Fine Art Senior Thesis Exhibition V, Gallery 31
May 6 – 25 All-Senior Exhibition, Corcoran Gallery of Art, Gallery 31
May 6 – 25 Master of Art in Teaching Graduate Exhibition I, Gallery 31
May 13 – 17 Masters of Art in Teaching Graduate Exhibition II, Gallery 31
May 21 – 24 MA Interior Design Thesis Exhibition, Gallery 31
May 28 – June 21 Artreach Expressions, Gallery 31
Corcoran Gallery of Art Exhibition Schedule

Dates may be altered due to the Corcoran’s ongoing roof renovation.

August 2007–January 2009 European Landscapes
March 2008–September 29, 2008 American Figurative Sculpture
July 12, 2008–November 16, 2008 Elena Del Rivero: Home Suite
May 5–September 15, 2008 Sight/Insight: Recent Acquisitions
    in Photography
September 24, 2008–February 7, 2009 The Human Comedy:
    Satirical Cartoons from the Collection
October 1, 2008–March 30, 2009 Sculpture from the Mouse House:
    The Olga Hirshhorn Collection at the Corcoran
October 18, 2008–February 17, 2009 Wounded Cities:
    Photographs by Leo Rubinfien
March 14, 2009–July 12, 2009 Maya Lin: Systematic Landscapes
May 5–26 2009 All-Senior Exhibition
June 2009–August 2009 William Eggleston:
    Democratic Camera, Photographs and Videos 1958–2008
September 2009–December 2009 Edward Burtynsky: Oil
September 12, 2009–January 3, 2010 Sargent and the Sea
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 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 they received an unfair academic probation, academic suspension, or academic dismissal may appeal in writing to the Academic Appeals Committee. 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 may appeal their financial aid suspension in writing to the Corcoran Financial Aid Committee. 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.
Appeal of grade: Students who receive grades that 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 or 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.

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, and the registrar. The associate dean 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, please contact the Office of Student Affairs at (202) 639-1800 or studentaffairs@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 percent of the semester, are grounds for automatic failure of the course. In exceptional circumstances, the associate dean 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 associate dean 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 that 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, students should not assume 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 want 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 three 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, 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 grades.

**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.

**E-MAIL POLICY**
Corcoran officials will use e-mail as the most expeditious means of communicating. Examples include class materials, assignments, questions, instructor feedback, and 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 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 or 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 be 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.

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.

1. Cheating encompasses the following:
   - 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 with cheating in connection with an examination or assignment is academic fraud.
   - Attempted cheating.

2. Plagiarism encompasses the following:
   - Plagiarism, in any of its forms, and whether intentional or unintentional, violates standards of academic integrity. Plagiarism is the act of passing off another’s ideas or writing as one’s own. 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.
   - 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.
   - 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.
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.

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

- Lying to College staff and faculty members.
- 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.
- 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.

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.

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:

- 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.
- The extent to which the use of study aids, memoranda, books, data, or other information is permissible to fulfill course requirements.
- 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.
Responsibility of 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 any violations of the Honor Code to a member of the Honor Committee, within the prescribed time outlined under Procedure for Reporting a Violation. 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 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 or 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 penalty ranges include:

1. 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 is not documented in the student’s academic transcript.

2. 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 Honor Committee’s confidential files but not made part of the student’s academic transcript.

3. 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.

4. Instructors will submit a written recommendation of a failing grade for the work involved for the entire course. The student’s permanent record reflects the academic evaluation made by the instructor.

5. Recommendation of suspension from the College for one or more semesters: A student’s academic record would read “non-academic suspension from (date) to (date).” The recommendation is made to the associate dean of student affairs. Nonacademic suspension requires the review and approval of the associate dean of student affairs who may alter, defer, or suspend the recommendation.

6. Recommendation of dismissal from the College: A student’s academic record would read “nonacademic dismissal as of (date).” This penalty is recommended to the associate dean of student affairs only in extraordinary circumstances, such as for repeated offenses. Nonacademic dismissal requires the review and approval of the associate dean of student affairs who may alter, defer, or suspend the recommendation.

7. 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 that 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 associate dean 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
Corcoran College of Art + Design

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 associate dean 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, will sit with and advise the committee at all hearings.

The term of office for Honor Committee members shall be a minimum of one year, as determined by the associate dean 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 violating the Honor Code, the Student Conduct Code, or of a criminal offense may be disqualified from participating 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 associate dean of student affairs will fill the vacancy.

*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 judge the accused 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, please contact Stephanie Moos, assistant director of student affairs, at (202) 639-1831 or 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
Permission of leave must be approved by the associate dean of student affairs, or associate dean of enrollment. 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, and 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.

Course registration for each semester occurs at dates announced during the prior semester (see academic calendar). All degree students must register for courses in advance during these dates, unless a significant issue prevents them from doing so. In that case, students should discuss the problem with their advisor, department head, or a dean during the scheduled period of advising and registration and notify their department in writing. Later changes to advanced course registration are not penalized up to the add/drop deadlines during the semester in question, but initial advanced registration is important.

Because the course cancellations due to low enrollment are determined two to seven days in advance, students must register for all courses they intend to take no less than seven days before the first class, in order to ensure the maximum number of course offerings for all students. The same deadline ensures that priority is given to degree and certificate students before others are admitted.

**AUDITING COURSES**
Full-time degree 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. Bachelor’s students exceeding this credit limit must pay for each credit that exceeds 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 Consortium cross-registration institutions:
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 graduate students in good academic and financial standing.
- Undergraduate students who have completed at least 24 credits towards their degree (including transfer credits), or who are at least sophomore level, and have completed at least 12 of these credits at the Corcoran
- Graduate students who have completed at least 12 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 (six for MAT; 12 for BA/BFA, nine 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. The page provides links to participating institutions, as well as academic calendars and general cross-registration information. You will need to consult the appropriate schedule of classes for the institution you are interested in visiting. Most Consortium members post their course offerings online on their institution webpages. 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 offered by the Corcoran during the same semester cannot 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.

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 your department’s administrative chair or program head. Course
enrollment is limited to one course maximum per semester. By obtaining 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, which indicates the course you will be taking as well as the requirement that it will be substituting for, and obtain signatures from the administrative chair/program head and the associate dean of enrollment. Submit this completed form to the registrar and the Corcoran’s Consortium coordinator.

The Consortium coordinator will review the request and submit the formal request to the other institution for approval. Approved students will receive a copy of their Consortium registration card in case they need to obtain a student ID card at the visiting institution. Students should present their Consortium registration cards to visited institution instructor, but also keep copies as registration identification.

How will I get a grade and credits for a course taken through the Consortium?
The Consortium coordinator at the visited institution is responsible for reporting grades and credit information to the Corcoran College of Art + Design’s Consortium coordinator. Consortium courses will appear on official Corcoran transcripts. Grades and credits will be calculated into grade point averages.

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 as an F, in cases where the grade is not received after 30 days following the last day of the relevant semester and before the end of the following terms.

How do I pay tuition for a Consortium course?
Once courses are approved, processed by the registrar, and added to Corcoran schedules, students 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 students’ responsibilities. Course credits are counted toward part-time or full-time course loads at the Corcoran for billing, financial aid, and payment purposes.

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

Important Additional Information
- Consortium registration is not guaranteed and is subject to approval and course/space availability at the visiting institution.
Students wishing to drop Consortium courses must file a drop form with the Corcoran registrar immediately. Failure to observe the Corcoran’s proper drop procedure and deadlines may result in a grade of F on permanent academic records. Any owed tuition refunds will follow the Corcoran’s refund schedule and procedure. Incomplete grades follow the required final grade assignment timeline 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 cannot 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.

Students are responsible for transportation to visited institutions.

Visited institutions are responsible for grade submissions.

Consortium course enrollment is limited to one course per semester.

Students who enroll in a Consortium course must earn at least a C to be eligible for future Consortium course registration. Graduate students must earn at least a B for future eligibility.

C.E. Certificate and non-degree students cannot take courses under the Consortium of Universities arrangement.

Corcoran graduate students, except those enrolled in the MAT in Art Education program, are not eligible for cross-registration.

Valid special requests outside 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 can attend certain classes at other participating institutions and use those credits toward resident credits at their home institutions. The Consortium allows students to take occasional courses to augment a program rather than develop an individual program. Payment of tuition for courses is made at the student’s home institution.
ELIGIBLE COURSES
Based on space availability and prerequisite requirements, visiting students may take any undergraduate elective, academic or art education requirement or elective, or art education graduate course for credit. Permission from the administrative chair or program head is required for undergraduate academic and art education courses or any graduate-level course in interior design graduate-level registration requires that visiting students must be enrolled in graduate-level degree programs at their home institutions.

Exclusions
- Required BFA classes are not eligible for cross-registration. These include, but are not limited to, Foundation classes not open to the public, Core classes, and Introduction to Sculpture and Introduction to Printmaking for Fine Art.
- Courses audited through the Consortium.
- Non-credit courses or workshops.
- Off-site and partnership courses, including The History of Decorative 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. Continuing Education registration fees are waived for Consortium students.
- Parking passes are available, spacing permitted, at the posted Continuing Education rates for those enrolled in classes at the Corcoran’s Georgetown campus.
- All registration is coordinated by the registrar, who serves as the Corcoran’s Consortium coordinator.
- Registration requests are accepted up to one week before classes begin.

MISCELLANEOUS
Visiting students enrolled at the Corcoran will be issued Continuing Education ID cards with Consortium notation from the Office of the Registrar. Students should also carry a copy of their processed Consortium registrations for identification purposes.

CONTINUING EDUCATION
Degree students can choose from dozens of Continuing Education’s studio art, design, and photography classes to fulfill their elective requirements within their prescribed programs of study. 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 BFA degree in Fine Art. See the administrative chair of fine art for further information about Fine Art concentrations.

REGISTRATION
Students are responsible for registering properly and meeting tuition deadlines. Students should confirm their enrollments on
CORCboard at corcboard.corcoran.edu. Students unable to access their CORCboard accounts should contact the Office of the Registrar at registrar@corcoran.org or (202) 639-1820. Incomplete registration forms will not be processed, and students may be held responsible for any academic or financial consequences that may result. Incomplete information includes, but is not limited to, Social Security Numbers, signatures, advisor signatures, and incomplete course information. Students must also clear all outstanding bills and financial obligations, including library fees and overdue books prior to registration.

**REPEATING COURSES**
Undergraduate elective studio courses may be repeated once for credit, but academic courses, including graduate courses, may not be repeated for credit unless a seminar or special topic is rotated. Graduate students need permission from their administrative chairs or program heads in order to use graduate studio courses as electives, which 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 factor into students’ GPAs.

**SCHEDULE ADJUSTMENT**
After initial registration, students need to file add, drop, or withdrawal forms to make any schedule changes, including adding or dropping classes, changing class sections, and/or changing credit status within a class. Add, drop, and withdrawal forms are available at the Office of the Registrar, the Georgetown campus, and online at www.corcoran.edu. These forms must be fully complete, signed by the appropriate advisor(s), and submitted to the Office of the Registrar. Students not assigned to an advisor (i.e., Foundation students) may consult the administrative chair of foundations, the director of academic advising, or the associate dean of student affairs.

Students can add classes during the first two calendar weeks following the first day of classes. Course additions made after that two-week period require written permission from the associate dean of student affairs or the associate dean of enrollment, and are only allowed under extraordinary circumstances. Students who report that they attended classes but were not on the official class roster after the last day to add will not receive retroactive credits. The last day to drop classes without a refund is five calendar weeks after the first day of classes. All classes for which a student is enrolled following 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, and students may later re-enroll in withdrawn courses Retroactive withdrawals following the withdrawal deadline require written permission from the associate dean of student affairs or associate dean of enrollment, and are only allowed under extraordinary circumstances.

**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 can
petition to change the evaluations through the Office of the Registrar only during their first two semesters enrolled at the Corcoran, but should first contact their administrative chair or program head for assistance.

Note: Assuming residency requirements have been met, matriculated undergraduate students may take no more than nine credits outside the Corcoran for transfer credit, unless authorized by the administrative chair/program head and the associate dean of student affairs. Matriculated graduate students may not take more than six credits outside the Corcoran for transfer credit, unless authorized by the administrative chair/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, through official withdrawal, from the Corcoran College of Art + Design must do the following:

1. Schedule an appointment with the associate dean of student affairs or the associate dean of enrollment for an initial discussion and receipt of the Corcoran withdrawal checklist.
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 ensure that all library items are returned and overdue fees and/or replacement fees are paid.
4. Meet with the director of student accounts to settle all due Corcoran payments and other financial matters.
5. Submit the signed withdrawal checklist for final approval to the associate dean of student affairs or associate dean of enrollment for review during exit interview.

Withdrawal will not be official until all above requirements are met. Students who stop attending classes before their withdrawal is official will receive an F in all classes, and will be subject to administrative and/or withdrawal academic dismissal. Students should refer to the add, drop, and withdrawal refund schedule to determine any owed charges, fees or housing charges upon withdrawal. Withdrawn students will lose access to academic or administrative facilities or services. These include, but are not limited to, studio and classroom space, computer labs, Library, parking and the ability to obtain official academic transcripts.

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

Medical Withdrawal
Students who are unable to attend class regularly or fulfill course requirements for health reasons are subject to administrative withdrawal, and must notify the associate dean of student affairs.
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.
ACADEMIC STANDING
Academic progress is the standard by which progress toward a degree 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 2.0. BFA students must also earn a C or better in each required Core course. The maximum time limit for completing degree requirements is six years for AFA students and 10 years for Bachelor’s students.

Students are responsible for keeping track of their academic progress at all times, monitoring the credits they have earned and still need to earn to meet graduation requirements. Students with questions about their academic progress should contact their 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. Bachelor’s students must have written permission from the director of academic advising, the associate dean of student affairs, or associate dean of enrollment to register for fewer than 12 credits or more than 18 credits per semester. Students exceeding 18 credits will 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 do not impact 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 resulting from a reduced academic load prior to schedule adjustments.

DEAN’S LIST
AFA students carrying a minimum of six credit hours and achieving at least a 3.5 semester GPA are placed on the Dean’s List. BFA students with a minimum of 12 credit hours and achieving a semester GPA of 3.50 or greater 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 at least a 2.0 semester GPA, or failure to earn more than
a 2.0 cumulative GPA will result in a notation of academic probation on the student’s transcript. Students placed on academic probation have two semesters to resolve their academic deficiency. To go off academic probation, students must successfully complete at least six credits toward their degree with a 2.0 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 1.0.

ACADEMIC PROBATION: BFA STUDENTS
Failure to achieve at least a 2.0 cumulative and semester GPA, or failure to earn a grade of C or better in each required Core studio course will result in academic probation. Students placed on academic probation have one semester 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 at least a 2.0 semester and cumulative GPA, and earn a 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 Bachelor’s degree program. Academic dismissal will also occur if the cumulative GPA falls below 1.0.

ACADEMIC SUSPENSION
Undergraduate students earning an 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 cumulative GPA less than 1.0 or failure to remove oneself from academic probation within two semesters will result in academic dismissal from the AFA degree program.

Bachelor students: Failure to earn more than a 1.0 cumulative GPA, earning two consecutive semesters of academic probation, or earning an F in a required Core studio course will result in academic dismissal from the Bachelor’s degree program. Administrative chairs or program heads can also dismiss students on academic probation if they believe it is highly unlikely that the student will achieve good academic standing in the following semester. Dismissed students must wait two semesters before applying for readmission to the Bachelor’s degree program. Dismissed students pursuing readmission must earn grades of C or better in at least 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 associate dean of student affairs.
**CHANGE OF ACADEMIC PROGRAM**
Undergraduate students considering a change to their academic program should discuss their intentions with the appropriate administrative chair/program head and the associate dean of student affairs. Students should consider their options carefully since changing an academic program can often require additional coursework. 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**
Semester GPAs are computed at the close of each semester by multiplying the number of credits per course by the quality points associated with the student’s earned letter grade, adding the total quality points, and dividing that sum by the total number of credits attempted. Cumulative GPAs are computed by applying the above formula to all coursework for which the student has enrolled for credit at the Corcoran. Credits transferred from other colleges and universities are not included in the cumulative GPA unless they were earned through the aicad Mobility Program and the Consortium of Universities of the Washington Metropolitan Area. No credit above 4.0 is given.

General grade descriptions for undergraduate students are as follows:

<table>
<thead>
<tr>
<th>Letter Quality Grade Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Points</td>
</tr>
<tr>
<td>A   4.0</td>
</tr>
<tr>
<td>A-  3.7</td>
</tr>
<tr>
<td>B+  3.3</td>
</tr>
<tr>
<td>B   3.0</td>
</tr>
<tr>
<td>B-  2.7</td>
</tr>
<tr>
<td>C+  2.3</td>
</tr>
<tr>
<td>C   2.0</td>
</tr>
<tr>
<td>C-  1.7</td>
</tr>
<tr>
<td>D+  1.3</td>
</tr>
<tr>
<td>D   1.0</td>
</tr>
<tr>
<td>D-  0.7</td>
</tr>
<tr>
<td>F   0.0</td>
</tr>
<tr>
<td>W   N/A</td>
</tr>
<tr>
<td>GNR  N/A</td>
</tr>
<tr>
<td>I   N/A</td>
</tr>
<tr>
<td>P   N/A</td>
</tr>
</tbody>
</table>

*Failing grades are assigned when the student has not fulfilled the appropriate requirements for a course, (i.e., missing work, excessive absences, missed exams and critiques, and neglecting to withdraw or request an “incomplete” by the deadlines. Grading policies may differ for each instructor (see section on attendance policy), so students should review each course syllabus and make sure they understand the requirements for each class. Students earning grades of C-, D+, D, or D- in required Core classes, may either have to repeat the course or complete an appropriate equivalent course as determined by the
administrative chair/program head regardless of their semester GPA. Due to the cycle of Core courses, students may have to wait up to one year before necessary Core courses will be offered again.

Change of Grade
Final course grades recorded by the Office of the Registrar can only be changed when computational or recording errors occur, or if the grades are successfully appealed (see section on Academic Appeals Committee). Instructors are responsible for submitting change-of-grade forms to the Office of the Registrar no later than the last day of classes in the semester following the one during which the course was taken. Any work submitted to improve a grade after the final grade has been assigned will not be accepted. Grade changes will not be considered until the instructor submits a change-of-grade form to the Office of the Registrar.

Incomplete Grade
An incomplete grade is a temporary deferral of a final grade pending the make-up of a small amount of coursework. Incomplete grades may be requested only under extraordinary circumstances when coursework completion is unavoidably and justifiably delayed. Students can only request an incomplete when 80 percent of their coursework has already been satisfied. Faculty can refuse requests for incomplete grades if the reasons provided are deemed insufficient. Instructors must hand in forms requesting incomplete grades to the Office of the Registrar when final grades are submitted. Incomplete grades are not calculated into students’ GPAs until replaced by a letter grade.

Undergraduate students will have 30 days following the last day of class to complete the missing work. Faculty members can extend the deadline on a case by case basis as long as the change is indicated on their request for incomplete grade forms. Incomplete deadlines may be extended up to last day of classes of the semester following the one in which the course was taught. An incomplete grade automatically becomes an F if the Office of the Registrar does not receive a signed change of grade form by the instructor within the pre-approved deadline.

UNDERGRADUATE GRADUATION REQUIREMENTS
For a degree to be conferred, students must be actively enrolled at the Corcoran with good academic and financial standing during their final semester of their degree programs. All coursework must be completed, even if the coursework is not applicable to a given degree. Undergraduate students with six credits or less needed to fulfill their degree requirements can petition their administrative chair and the dean for participation in the annual commencement ceremony in May. Students will not receive their diploma until all degree requirements are met. Students fulfilling degree requirements in August or December will receive diplomas the following June.

Graduation application forms are available in the Office of the Registrar and must be submitted prior to registering for the final semester of enrollment, (e.g., early October for a May graduation). A graduation fee of $150 is required.
Official academic transcripts and diplomas will not be released until all outstanding bills and charges are paid in full. Students with due balances can petition to walk at graduation, pending the dean’s approval.

Students retaining a balance post-graduation will be referred to an outside collections agency (see Outside Collections Agency policy). Collections fees are 25–35 percent of the principal balance and will be added to the principal amount due. Additionally, students would be responsible for any legal fees and/or court costs. Students and/or parent(s) will be reported to credit bureaus once a balance is placed with a collections agency.

**AFA students** must complete all academic degree requirements, receive at least 36 Corcoran credits, satisfy all outstanding bills, charges, and accounts, and have a cumulative GPA of 2.0 or higher.

**BFA students** must complete all academic degree requirements, receive at least 48 Corcoran credits, satisfy all outstanding bills, charges, and accounts, and have a cumulative GPA of 2.0 or higher.

**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 a semester receive mid-semester warnings that indicate unsatisfactory academic progress. Warnings are intended to make students aware of their unsatisfactory progress and do not appear on permanent academic records.

Students receiving academic warnings must meet with their instructors to discuss ways to improve their grades to a satisfactory level. Students and instructors should sign the mid-semester warning form following their discussion. Completed forms should be submitted to the Office of the Registrar within seven calendar weeks following the first day of classes. Students receiving two or more mid-semester warnings will receive a letter informing them of a required meeting with the associate dean of student affairs.
Academic progress is the standard by which progress toward a degree 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 3.0. The maximum time limit for completing degree requirements vary according to the specific degree and program. Additionally, academic progress at the graduate level is assessed through a comprehensive coursework review and a with the administrative chair/program head during the semester during which all academic requirements are completed. Students are deemed degree candidates following successful reviews and written notifications by each program, and will be cleared to finish remaining internships, theses, comprehensive examinations, and any additional non-residential requirements.

All students are responsible for keeping track of their academic progress and should know which credits they have earned, and what they still need to earn to meet graduation requirements. Students with questions about their academic progress should contact the administrative chair/program head for clarification.

**ACADEMIC LOAD**

Graduate students in the MAT in Art Education program must enroll in at least nine credits each semester, excluding summer semesters. Part-time graduate students in other programs must be enrolled in at least six credits each semester, excluding summer semesters. Graduate students enrolled in at least nine credits are considered full-time, but international students must take at least 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 director of academic advising, the associate dean of student affairs, or the associate dean of enrollment to register for less 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 do not impact eligibility for financial aid, which is governed by separate, external minimums. Students are encouraged to meet with the director of financial aid to discuss any 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 achieve at least a 3.0 cumulative and semester GPA will result in academic probation. Students placed on academic probation have one semester to resolve their academic deficiency. To be removed from academic probation, the student must attempt a minimum of six credits toward their degree and earn at least a 3.0 cumulative GPA. Failure to meet these requirements will be considered unsatisfactory academic progress, and will result in academic dismissal from the MA degree program.

ACADEMIC DISMISSAL
Students who receive an F in two graduate courses, earn nine credits of unsatisfactory (i.e., B-, C+, C, or F) grades in all attempted graduate courses, or cannot remove oneself from academic probation within one semester will be dismissed from the graduate degree program.

GRADING SYSTEM

CHANGE OF ACADEMIC PROGRAM
Changes to academic programs at the graduate level are not automatic and must be approved by the Admissions Committee, and require a new program application and a non-refundable application fee.

GRADE POINT AVERAGE
Semester GPAs are computed at the close of each semester by multiplying the number of credits per course by the quality points associated with the student’s earned letter grade, adding the total quality points, and dividing that sum by the total number of credits attempted. Cumulative GPAs are computed by applying the above formula to all coursework for which the student has enrolled for credit at the Corcoran. Credits transferred from other colleges and universities are not included in the cumulative GPA unless they were earned through the aicad Mobility Program and the Consortium.
of Universities of the Washington Metropolitan Area. No credit above 4.0 is given.

General grade descriptions for graduate students are as follows:

**LETTER QUALITY GRADE DESCRIPTIONS**

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Exceptional / outstanding</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent / beyond expectations</td>
</tr>
<tr>
<td>B+</td>
<td>Passing / with demonstrated strengths</td>
</tr>
<tr>
<td>B</td>
<td>Passing / average</td>
</tr>
<tr>
<td>B-</td>
<td>Low pass / mastery uncertain*</td>
</tr>
<tr>
<td>C+</td>
<td>Unsatisfactory*</td>
</tr>
<tr>
<td>C</td>
<td>Unsatisfactory*</td>
</tr>
<tr>
<td>F</td>
<td>Failure, dismissal if recurrent</td>
</tr>
<tr>
<td>GNR</td>
<td>Grade not reported</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

*Graduate students are advised that while B-, C+, and C grades are passing grades for a course, failure to earn higher than a 3.0 semester GPA will result in academic probation. In addition, graduate students must maintain at least a 3.0 cumulative GPA to be eligible for graduation.

**CHANGE OF GRADE**

Final course grades recorded by the Office of the Registrar can only be changed when computational or recording errors occur, or if the grades are successfully appealed (see section on Academic Appeals Committee). Instructors are responsible for submitting change-of-grade forms to the Office of the Registrar no later than the last day of classes in the semester following the one during which the course was taken. Any work submitted to improve a grade after the final grade has been assigned will not be accepted. Grade changes will not be considered until the instructor submits a change-of-grade form to the Office of the Registrar.

**INCOMPLETE GRADE**

An incomplete grade is a temporary deferral of a final grade pending the make-up of a small amount of coursework. Incomplete grades may be requested only under extraordinary circumstances when coursework completion is unavoidably and justifiably delayed. Students can only request an Incomplete when 80 percent of their coursework has already been satisfied. Faculty can refuse requests for incomplete grades if the reasons provided are deemed insufficient. Instructors must hand in forms requesting incomplete grades to the Office of the Registrar when final grades are submitted. Incomplete grades are not calculated into students’ GPAs until replaced by a letter grade.

Interior Design and Exhibition Design graduate students will have 30 days following the last date of the class to complete any missing work. Faculty members can extend the deadline on a case by case basis as long as the change is indicated on their request for incomplete grade forms. Incomplete deadlines may be extended up to last day of classes of the semester following the one in which the course was taught. An incomplete grade automatically becomes an F if the Office of the Registrar does not receive a signed change of grade form by the instructor within the pre-approved deadline.
History of Decorative Arts, Masters of Art in Teaching, and Masters of Art in Art Education students will usually have until the first day of 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, faculty may designate earlier due dates.

Note: History of Decorative Arts graduate students must submit any late coursework to the MA program office at the Smithsonian Associates building. They should not mail their work directly to the instructors.

Graduate Graduation Requirements
For a degree to be conferred, students must be enrolled at the Corcoran during his or her final semester of his or her degree program with good academic and financial standing. All coursework must be completed, even if the coursework is not being applied to the degree. Graduate students who need six credits or less to fulfill their degree requirements may petition their administrative chair and the dean to participate in the annual Commencement ceremony in May. Students will not receive their diploma until all degree requirements are met. Students fulfilling degree requirements in August or December will receive diplomas the following June.

Finally, all students completing a thesis must provide an electronic copy to the College Library and must submit the thesis to umi Dissertation Publishing via the Library’s website, www.corcoran.edu/library.

Graduation application forms must be submitted to the registrar before registration for the final semester of enrollment occurs (e.g., early October for May graduation). A graduation fee of $195 is required. See below for additional graduation requirements:

MA in the History of Decorative Arts: Students must complete all academic degree requirements; submit a signed final copy of their thesis (or a Master’s examination taken during the final semester), carry at least 39 credits in residence at the Corcoran, satisfy all outstanding bills, charges, and accounts, including library items and fees, and have a minimum cumulative GPA of 3.0.

MA in Interior Design and Exhibition Design: Students must complete all academic degree requirements; defend and submit a signed final copy of their thesis, carry at least 39 Exhibition Design or 48 Interior Design credits, satisfy all outstanding bills, charges, and accounts, including library items and fees, and have a minimum cumulative GPA of 3.0.

Masters of Art in Teaching (MAT) and Masters of Art in Art Education: Students must complete all academic degree requirements; submit a signed final copy of their thesis, carry at least 42 credits in residence at the Corcoran, satisfy all outstanding bills, charges, and accounts, including library items and fees, and have a minimum cumulative GPA of 3.0. Theses and internships may not need to be completed in the Washington, D.C. area, but MAT students must be regularly enrolled at the Corcoran and under its active academic supervision for these requirements, even if granted approval to
complete them elsewhere. All degree requirements must be completed within one year of the original expected date of graduation. Students must be actively enrolled for credit during their final semester, either in residence or in an approved program. Special permission requests to study outside of the Corcoran during a final semester must be supported by the administrative chair and approved by the dean prior to registration. Students who have completed all courses and fulfilled all credit requirements, but who are still completing specific tasks such as a thesis, must register for maintaining status. Students can contact their administrative chair or academic advisor for more information on maintaining status and fulfilling academic requirements during the assigned period of pre-registration.

**ACADEMIC RECORDS AFTER GRADUATION**
Students receive 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 during the two-month period following graduation.

**MID-SEMESTER WARNING**
Graduate students will receive mid-semester warnings if their work falls below the B grade level during the first six weeks of the semester. Warnings are intended to notify students of their unsatisfactory progress and will not become part of a 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-sem-semester warnings will receive a letter informing them of a required meeting with the associate dean of student affairs.
BICYCLES AND SKATEBOARDS
Bicycles and scooters violate building codes and are not permitted inside any Corcoran building. Bicycles and scooters must be left on the provided racks along the fence and not in walkways, doorways, or on handrails. Bicycles and scooters should not be left on the racks overnight without prior approval from the Office of Student Affairs. Additionally, in-line skates, roller-skates, and skateboards are not permitted in any Corcoran building.

IMMUNIZATION REQUIREMENTS
The District of Columbia Law 3-20 mandates that all students under the age of 26 must 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 do not comply 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 comply by the end of the extension will result in administrative removal from classes and termination of enrollment. Students who have had their immunization compliance lapse during the semester cannot register for future semesters until they provide proof of receiving appropriate immunizations, and a hold will be placed on their academic record that prohibits the release of transcripts.

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

Equipment Removal
1. Only IT staff is authorized to move computer equipment from any location. Computer equipment 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 change any hardware configuration, except:
   - Attaching externals device to store and transport files, including external hard drive or cameras.
   - Attaching headphones.
2 Only IT staff members may:
   ■ Reconfigure scanners, monitors, printers, or other peripheral devices.
   ■ Modify any networking components, including Ethernet cables and wireless hubs.
3 Personal scanners or printers cannot be attached to Corcoran-owned equipment.

Environment
Smoking, eating, and drinking is not permitted within the lab environment.

Lab Schedule
1 Students must adhere to the opening and closing times for labs specified on the Corcoran website (www.webspace.corcoran.edu), and should 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. The IT department is not responsible for any inaccuracies caused by errors in the class schedule.
3 Schedules are subject to change based on class schedule changes made by the College and any special needs that may arise.
4 The IT department reserves the right to close labs during available hours to handle hardware, software, and network emergencies.

Software
1 Only IT staff can install software on Corcoran-owned computers or peripheral devices.
2 Additions to software within the Corcoran computer environment are prohibited.

Personal Equipment/Support
IT is not expected to provide support for any privately owned computer equipment on the Corcoran network.

Activity
1 Illegal activity on any Corcoran computer equipment or the Corcoran network environment is not permitted.
2 Illegal activity includes, but is not limited to, downloading and/or distributing copyright protected files (such as mp3 files), duplicating copyright-protected material for commercial gain, and duplicating license-protected software.
3 Students should not download files unless they are aware of the copyright protection.
4 No harmful or malicious activities are permitted on Corcoran computer equipment or the Corcoran network environment.
5 Harmful or malicious activity includes creating and distributing 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, and has the right to retain student work for these purposes.

All original work is available for return. Pickup must be made in a timely manner by the student. The Corcoran requests that students
label all pieces with names, addresses, e-mail addresses, and phone numbers. Although the College will take caution in the care and handling of student work, students must release the College from any liability for the loss, theft or damage of any work in its possession or control. Work produced for a job or activity independent from the educational processes of Corcoran study may be an exception to this policy.

**PETS**

Pets are not allowed in any College campuses or student housing. Students requiring the assistance of a guide dog should inform the Office of Student Affairs at the Downtown campus.

**SECURITY AND SAFETY**

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 security staff instructions and guidance.

All students must understand that security guidelines are subject to change. Students unaware of procedural changes are expected to comply with the requests of security officers or additional staff. Security staff will provide instructions in the unlikely event of an extreme or national emergency or evacuation.

Students wishing to request a policy exception or submit a complaint should submit everything in writing to the associate dean of student affairs.

Students can contact 24-hour security at the Corcoran’s E Street desk by calling (202) 639-1793.

**HOURS OF OPERATION**

- Students cannot access 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.
- Students and faculty will be notified of any changes to student access policies.

**COLLEGE ACCESS**

Access rules are necessary for the safety and protection of individuals as well as 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 must have Corcoran ID cards present in any Corcoran facility.
- The Security department, College staff, and faculty reserve the right to request ID cards.
- Students who need access and do not have their ID cards must 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.
Damaged cards must be returned 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 computer labs) are regulated by their respective departments.
- Access to studios/labs is limited to students currently enrolled in a particular studio class during scheduled meeting times.
- Students must obtain written permission from appropriate administrative chairs or program heads to work in a studio/lab during times other than designated open studio/lab hours. Permission requests must include students’ name(s), date(s) and time(s) of desired non-class access, and the appropriate administrative chair or program head’s printed name and signature.
- Students are responsible for making sure their administrative chair or program heads submit written permission requests to the Security department.
- Corcoran students must accompany visitors to studio areas.

After Hours
- The Downtown campus is open to students 24 hours per day, every day. Normal operating hours are 6:30 a.m.–12 a.m.
- Students wishing to use the facilities between 12–6:30 a.m. must be inside the building when 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, but students can stay in the building if they are actively working.

Studios and Equipment
- Alcohol may not be stored or consumed in studios unless a pre-event form is filed with the Office of Student Affairs and approval has been received.
- Students, faculty, and staff are responsible for the condition and safety of the equipment they use.
- Food and drink consumption is not permitted in all studios and classrooms.
- Microwaves and refrigerators are prohibited in all studios.
- The use of spray mount, mineral spirits, and turpentine is prohibited in all Corcoran buildings. Gamsol is the recommended alternative to oil paints.
- Students should not use cell phones in class. All cell phones must be silenced. Emergency calls must be taken outside of the building.
Gallery Access
Students must obey all Gallery rules set forth by the museum registrar. The museum registrar will strictly control student access to the Gallery when it closed to the public. Please see the Gallery visitors section for additional information about friends and family admission.

Visitors and Children
- Unaccompanied visitors may not enter College facilities while classes are in session
- Students’ children 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
- All visitors must obtain a pass at the New York Avenue entrance Security Desk
- The College staff will not escort visitors to their destination.
- Students are responsible for the conduct of their guests. They 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 may 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 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 non-smoking policy within the building to reduce fire hazards and promote a healthy environment.
- Smokers must exit the building and smoke 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.
- Emergency fire exits should 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. Emergency doors, including senior studios, should never be propped open.
- Emergency fire exits are alarmed and connected to a central monitoring station. These doors should not be used unless there is an emergency.
- Violating these policies may result in disciplinary action.
- Elevators in the Georgetown building should not be used during an emergency.

**Fire Hazards/Electrical Appliances**
- Coffeemaker, microwave, hot plate, electric heater, heat gun, and hair dryer usage is closely regulated due to potential strain on the electrical system.
- Items that require extension cords will be strictly regulated due to fire hazard potential.
- All such use must be approved by the facility managers prior to any installation.
- All unpermitted usage shall result in confiscation of the item(s).

**OPERATIONS AND FACILITIES**
Nahum Limjap, (202) 639-1832, nlimjap@corcoran.org
Steve Brown, (202) 639-1764, sbrown@corcoran.org

**PREPARATION**
- Announced and unannounced fire drills will be conducted regularly. Students must follow all directions and vacate in an orderly manner when directed to do so.
- Fire extinguishers are located throughout the facilities. Extinguishers must be used only for extinguishing fires.
- Students should learn the location 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 on any campus.

**OTHER SAFETY ISSUES**
- Students are encouraged to go to their vehicles in pairs or in groups after dark.
- Escort service to the Downtown campus parking lot is available based on security officer availability when parking is authorized. Students can request a security officer to accompany them, although due to staffing limitations, students may have to wait until a security officer is available. Escorts are not available on a scheduled basis.
- Any incidents that occur on College property (i.e., injuries or 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, and are encouraged to become familiar with the properties of these materials,
the health and safety hazards of their use, and any additional safety precautions.

- 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 the material 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 to help maintain a safe and healthy environment.

Performance Pieces and Exhibits

It is imperative that all exhibition and performance pieces take legal limitations and safety practices and precautions into consideration. The following guidelines are necessary to maintain a safe facility for all to use and enjoy and are not intended to hinder or restrict artistic freedom.

Hazardous Materials

- The planned use of hazardous liquids, including flammables or other materials must be reviewed by the security and 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. Security will handle any permit requests for the fire department.

Passageway Obstruction

- No exhibits should obstruct the use of a hallway. This applies to the White Walls gallery.

Danger to Life or Safety

- Any exhibit, performance piece, or other type of display considered dangerous to life or safety, or that violates the fire code, must be removed. Students with questions concerning any such use should contact the Security department in advance.

- Members of the College community will make every effort to protect and safeguard students' property. However, the Corcoran is not 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 is not responsible for loss or damage.
- Students are expected to protect the equipment and possessions of the College, students, and faculty.
- Theft, vandalism, graffiti, and property damage 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 where the incident occurred.
- Students should be prepared to provide information requested by the security officer who will file a report.
- If an incident was reported to the Metropolitan Police Department (MPD), students should 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 work accordingly.

POLICY REGARDING SEXUAL AND OTHER HARASSMENT
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,” 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; or
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.

Sexual harassment can take many forms and may include such conduct as:

1. Offensive sex-oriented verbal “kidding,” jokes, or abuse;
2. Pressure for sexual activity;
3. Offensive, unwanted physical contact such as patting, pinching, or repeated brushing against another’s body; and
4. any demand for sexual favors, accompanied by implied or overt
promises of preferential treatment or threats concerning an individual’s employment status. 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. As used in this policy, “staff member” refers to administrator, faculty member, or support staff member.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, non-verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her age, sex, race, national origin, religion, sexual orientation, medical condition, marital status, disability, or any other characteristic protected by law or that of his or her relatives, friends or associates, and that:

1. has the purpose or effect of creating an intimidating, hostile or offensive environment;
2. has the purpose or effect of unreasonably interfering with an individual’s work performance; or
3. otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes, displays, or circulations of written or graphic material that denigrate or show hostility or aversion towards an individual or group in the workplace.

Students experiencing harassment, whether by a fellow student, faculty or staff member, outside vendors or other individuals involved with the Corcoran must report the incident immediately to the associate dean of student affairs. The College will take prompt and necessary steps to investigate all reports of harassment. Any person found guilty of harassment will be subject to appropriate disciplinary action. The College will also take any additional action necessary to correct the situation.

The College will not tolerate any retaliation from its employees against students who make complaints or participate in an investigation regarding a complaint of harassment.

Sexual or Romantic Relationships with Faculty or Staff
The College strongly recommends that members of the College community avoid any consensual romantic or sexual relationships between students and faculty or staff, particularly when the faculty or staff member supervises or is in a position to make (or influence) academic or professional decisions concerning the student.

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 including the opportunity for exploitation, favoritism, or bias. Those relationships can undermine the important values of respect and trust among members of the College community.

If such a relationship develops, the persons involved should terminate the supervisory/evaluative aspects of the relationship,
including instances involving faculty-student relationships, enrollment in any courses taught by the employee, any situation in which the employee would have input into a student’s grade or disciplinary action against the student, or would advise the student on a thesis or other formal project. If the people involved in the relationship find terminating the relationship 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. Students should not take courses with the teacher even after the relationship has ceased.

**SOCIAL EVENTS POLICY**

**Student Responsibilities**
1. Students must provide their own food, refreshments, and ice, or provide a catering service. The operations department cannot supply enough ice needed for the duration of openings.
2. Students must clean up after themselves. All garbage and waste must be placed in appropriate receptacles.
3. Students must remove leftover beverages and food themselves. Anything 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, but will assist in providing supplies and setting up spaces with the necessary equipment.
1. Minimal snacks, including peanuts, pretzels, chips, and popcorn.
2. Food that may stain the floors, including raspberries and cranberries, is not permitted.
3. No food, opened or unopened, will be stored in Gallery 31 or White Walls.
4. All food left in these spaces will be disposed of.

**BEVERAGE POLICIES**

1. No red beverages are permitted in the Gallery.
2. No cans or bottles may be handed out under any circumstance. All beverages must be served in plastic or paper cups.
3. Wine and beer bottles cannot be thrown in trashcans. Empty bottles and cans should be recycled.
4. No open containers must remain in the event space.
5. Alcoholic beverages must be offset by non-alcoholic beverages (including water) by equal amounts or more.
6. At least one bartender with a current legal D.C. Bartenders License must be hired if alcohol will be present.
7. Wine servings (3–4 oz. each): each bottle of wine should provide at least six servings; magnums should provide at least 12 servings.
8. Beer servings (6 oz. each): each 12-oz. bottle should provide two servings.
9. Alcohol is not permitted at freshmen or sophomore openings.
10. The special events department must handle all events where alcohol is served. Please contact the special events department at (202) 639-1781 for more information.

**Supplies**

The operations department will setup the following supplies in
Gallery 31 or White Walls: tables, trash cans and liners, ice buckets (but not ice), and linens (the College has a limited supply of tablecloths available for senior openings only). 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, but students must make sure all waste has been collected.
1. All waste must 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. All leftover beverages and food will be disposed of.

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 invite the public to 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 contacted for food and beverages donations. Please 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, the members of the Corcoran College of Art + Design have created 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 associate dean 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 College campuses or student housing poses a substantial threat to himself/herself, to others, or to the stability and continuance of normal College functions. In addition, the Corcoran can 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 the director of housing, resident assistants, Library staff, and security officers. These violations include 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, student housing staff, or the College; or failure to carry and/or provide valid student identification.

5 Causing intentional or reckless psychological or physical harm to any Corcoran community member, themselves, to any person on Corcoran campuses or at student housing, or at Corcoran sponsored activities off campus, or causing reasonable apprehension of such harm. This includes social, racial, and sexual harassment or assault, as well as hazing, verbal or written threats, and abuse.

6 Intentionally or recklessly interfering with normal College activities, including studying, teaching, staff meetings, honor code 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 student e-mail and web pages, to:
   ■ Engage in unsanctioned commercial activity
   ■ 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 another, or use another’s account without their permission

10 Intentionally and substantially interfering with another’s freedom of expression on College campuses, at student housing, or at Corcoran-sponsored activities off campus.

11 Any alcoholic possession or consumption by students under the age of 21 on College campuses, at student housing, or at Corcoran-sponsored activities off campus.

12 Providing alcohol to minors on College campuses, 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 controlled substances, illegal drugs, or drug-related materials, including pipes, bongs, roach clips, hookahs, or other paraphernalia.

15 Unauthorized distribution—or possession for purposes of distribution—of any controlled substance, illegal drugs, or drug-related materials, including pipes, bongs, roach clips, hookahs, or other paraphernalia.

16 Unauthorized use, possession, or storage of any weapon on
College campuses, 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, at student housing, or at Corcoran-sponsored activities off campus.

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

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

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

21 Any behavior that disrupts or causes disruption to computer services, including damages, alters, or destroyed data or records; or behavior that adversely affects computer software, programs, systems, or networks. Additionally, behavior using data, computer systems, or networks to devise or execute any scheme to defraud, deceive or distort, or wrongfully obtain money, property, or data; or that intentionally introduces computer viruses into the 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 the 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
Members of the Corcoran community can file complaints 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. The letter will go to the accused student’s current mailing address listed with the Office of the Registrar. A copy of the letter will go 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 with the chair of the Student Conduct Committee to learn their rights and options. The Student Conduct Committee will begin 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 during a 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
Guilty verdicts require a majority vote based on clear and convincing evidence. Students cannot be tried more than once for the same offense,
except when an appeal is granted.

Penalty

The Student Conduct Committee determines the nature of the penalty by a majority vote for students found guilty of a student conduct violation.

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:

1. 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.

2. 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.

3. Restitution: The student is required to pay the College, or other persons, groups, or organizations for damages incurred as a result of a violation. Restitution must be made within 30 days unless otherwise negotiated with the Student Conduct Committee.

4. Service hours: The student must complete Library or other supervised college service hours by a specific time. Upon completion, the hold on the student’s records is removed.

5. Eviction from or relocation within student housing: College housing accommodations are a privilege. Students who cannot live in a community as demonstrated by severe or repeated policy violations may be relocated to another apartment, have their housing agreement terminated, and, if evicted, become ineligible for all future housing. A written statement is placed in the confidential files of the Student Conduct Committee but not made part of the student’s academic transcript.

6. 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.

7. Restriction: The student cannot enter a specific area on Corcoran campuses or student housing.

8. 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 is adjudicated and sanctions completed.

9. Recommendation of suspension from the College for one or more semesters: A student’s academic record would read, “non-academic suspension from (date) to (date).” The recommendation is made to
the associate dean of student affairs. Nonacademic suspension requires review and approval from the associate dean of student affairs, who may alter, defer, or suspend the recommendation. During the period of suspension, the student cannot participate in College-sponsored activities, including mobility/study abroad, orientation leadership positions, and Student Activities Programming Board activities and events.

10 Recommendation of dismissal from the College: A student’s academic record would read, “non-academic dismissal as of (date).” This penalty is recommended to the associate dean of student affairs only in extraordinary circumstances, such as for repeated offenses. Nonacademic dismissal requires review and approval from the associate dean of student affairs, who may alter, defer, or suspend the recommendation.

11 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 from the associate dean of student affairs.

Appeal
Written requests 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 following the date the verdict was rendered. Written requests are reviewed by the associate dean of student affairs. If a new hearing is granted, no voting member from the original hearing may vote in a second or subsequent hearing(s) of the same case.

Keeping of Records
Hearing records 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 someone 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 group’s secondary function 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 associate dean of student affairs and will consist of at least three staff members and at least three students. One of the three staff members will be appointed chair of the Student Conduct Committee and serve as a nonvoting member. In addition, the associate dean of enrollment will act as a nonvoting advisor of the committee, and will sit with and advise the committee at all hearings.
Terms of office for the Student Conduct Committee members will be at least one year, as determined by the associate dean of student affairs. Members can be reappointed for additional terms. Previous Student Conduct Committee members can serve during the summer term.

Student members of the Student Conduct Committee 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 associate dean of student affairs will fill the vacancy.

Challenging and Voluntary Withdrawal of Committee Member 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 the vote. A simple majority decides the validity of any challenge. A successfully challenged committee member must not be present during the hearing.

Members of the Student Conduct Committee who feel prejudiced regarding 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, please contact Stephanie Moos, chair, Student Conduct Committee at (202) 639-1831 or smoos@corcoran.org.

STUDENT RESOURCES
Academic/Studio Advising
A list of academic and studio advisors is posted in every studio and classroom at the beginning of each semester. Students are encouraged to meet with their advisors as often as needed, but must meet with their assigned advisor each semester during the October and March registration periods to review their academic progress and discuss a program of study for the upcoming semester. Advisors can help identify scheduling problems, ensure proper credit load, and help with elective course selection. Issues that cannot be resolved through an advisor should be brought to the attention of the director of academic advising. If further assistance is needed, students should contact the registrar, and finally, the associate dean of student affairs.

Career Services
The Office of Student Affairs is committed to helping degree students and alumni with their career development with a variety of resources, including job and internship listings, on-campus recruiting, resume and cover letter critique, portfolio reviews, interview preparation, networking opportunities, graduate school fairs, fellowship information, and grant writing assistance. For information, please contact Shahdeh Ammadi, assistant director of student and alumni development, at (202) 639-1856 or sammadi@corcoran.org.
Other Resources

- Employment postings from the “Current Students” link on www.corcoran.edu
- Graduate School Fair
- Career Week
- The Writing Tutorial Center at both campuses for proofreading cover letters and personal statements for graduate school applications
- Corcoran faculty backgrounds for networking
- Occupational Outlook Handbook (OOH), 2007–2008 Edition (www.bls.gov/oco/home.htm). The OOH provides the following for hundreds of different types of jobs:
  - Necessary training and education
  - Earnings
  - Expected job prospects
  - Tasks
  - Working conditions
  - The handbook also provides job search tips, links to information about the job market in each state, and more.
- O*NET On-Line (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 MA program office posts available jobs in the D.C. student room. Students should also consult the American Association of Museums (Aviso) and the College Art Association publications, as well as the following websites:

- www.aam-us.org/aviso
- www.artstaffing.com
- www.museumjobs.com
- www.chronicle.com
- www.philanthrophyjournal.com

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 will be posted immediately after a decision is made, generally no later than 6:30 a.m. Students should assume the College is open and operating on its normal schedule if no closing information is on the recording. College closings will be also announced on wtop (103.5 FM) and on the following 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 using the methods described above. The phone announcement specifies the status of day and evening classes. When in doubt, students may call the Downtown campus 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.
FREE EMERGENCY TEXT MESSAGING ALERTS
The Corcoran offers free emergency text messaging alerts. The Alert DC system provides immediate text notification and updated information during a major crisis or emergency. This system delivers important emergency alerts, notifications, and updates on a range of devices including e-mails, cell phones and wireless PDAs. Registration is free, though standard text messaging rates apply. All faculty, staff, and students are encouraged to take advantage of this opportunity. Please visit the Alert DC website at https://textalert.ema.dc.gov or visit the Office of Student Affairs for step-by-step instructions.

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 are on view 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 February to mid-May. For more information, please contact John Deamond, coordinator of college exhibitions, at (202) 639-1809 or jdeamond@corcoran.org.

Auditorium
The Frances and Armand Hammer Auditorium, located on the Downtown campus) is used by both the College and the Gallery. Permission to use the space for performances, films, and special programs 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 prohibited in the auditorium.

DISABILITY SUPPORT
The Americans with Disabilities Act became law in July 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 or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination, under any program or activity receiving federal financial assistance.” The Corcoran is committed to upholding the legal, ethical, and philosophical principles of the Americans with Disabilities Act by providing reasonable accommodations and admission decisions made without regard to disabilities. Please note that the Corcoran is not required to provide all 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.

Students are encouraged to disclose any disabilities during the first semester at the Corcoran, but can also do so at any point while
enrolled at the College. The associate dean of student affairs will work with students with disabilities and instructors to collaboratively choose the most appropriate and effective resources. To be eligible, the student must provide a copy of his or her documentation verifying his or 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. Disability documentation should consist of an evaluation by an appropriate professional with 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 the Corcoran can provide are:
1. Permission to use a tape recorder or assisted listening device in lectures
2. Handouts of commonly-used vocabulary or terms distributed in selected academic classes
3. Examination accommodations, including extended time, taped format, and use of a word processor
4. Preferred seating at lectures
5. Residence hall accommodations
6. Parking availability, with proof of medical documentation and written letter of request (please contact the Office of Student Affairs for more information)
7. Written instructions for studio assignments.
8. Provision of sign language interpreters
9. Priority registration
10. 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
11. Referrals to professional tutors and other specialized services outside the Corcoran, to be available at the student’s own expense

The ADA does not require colleges to provide personal assistants, individual personal assistants, individual personal tutors, or personal assisted technology. The Corcoran will refer students to agencies that can provide personal assistance whenever possible. Please note that BFA programs are 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 will not reduce academic expectations or standards, or eliminate essential components of any course. Accommodations will not alter the academic standards of the institution, but will ensure 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 Information
Recipients of federal and/or Corcoran financial aid must be enrolled or accepted for enrollment in a degree-seeking program (afa, ba, bfa, or ma). Institutional grants and scholarships are limited to afa, ba, bfa, and ma degree students. Graduate students are also eligible for certain Graduate assistantships. The Corcoran utilizes the Federal Methodology (FM) 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). Student eligibility is evaluated each academic year but can be evaluated during the year if circumstances warrant. Once enrolled, students must maintain Satisfactory Academic Progress (SAP) towards degree requirements (see Academic Standing) in order to be eligible to receive or continue receiving federal student financial aid. A minimum of half-time enrollment is required for eligibility to receive federal and Corcoran financial aid, and to maintain financial aid eligibility. Applicants interested in federal financial aid must submit the Free Application for Federal Student Aid (FAFSA) for consideration.

Applicants interested in need- or merit-based Corcoran financial aid must submit the Corcoran Application for Institutional Aid in addition to the FAFSA. Priority application filing dates for these forms 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.

Please note that students moving within the Corcoran from undergraduate to graduate status should be advised that their financial aid status and options will change immediately and in the longer term. For example, previous undergraduate financial aid awards are not applicable at the graduate level.

FAFSA: Free Application for Federal Student Aid
Completed FAFSAs are 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 at 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. 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 interested in graduate assistantships. Applications are due March 15, and recipients will be notified in June each academic year.
CORCORAN SCHOLARSHIPS AND GRANTS
Corcoran scholarships and grants are for full-time students. 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 must not be in default on a Federal Perkins, Stafford, or PLUS Loan, or owe a refund on a Federal Pell, SEOG, or SSIG Grant. Male recipients must also certify compliance with the Selective Service System’s registration requirements.

The DC OneApp is for District of Columbia residents interested in the DC LEAP or DC TAG programs. Please visit www.seo.dc.gov or call (202) 727-2824 for more information.

Federal Pell Grants are awarded by the U.S. Department of Education. Eligible students may receive grants up to $4,731 for the 2008–2009 academic year. FAFSA applications 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 to a select number of needy students by the Office of Financial Aid. A five percent fixed-interest rate is charged on these loans. Repayment starts nine months following the recipient’s graduation, completion of an approved deferment period, or cease to be enrolled at least half-time.

Federal Supplemental Education Opportunity Grants (SEOG) are awarded by the Office of Financial Aid. Eligible students can receive grants of up to $1,500 for the 2008–2009 academic year. These grants are not available to students who have already received a Bachelor’s degree.

The Office of Financial Aid certifies Federal Subsidized and Unsubsidized Loans through the Federal Family Education Loan Program (FFELP). The Corcoran does not participate and cannot certify loans through the William D. Ford Federal Direct Student Loan Program (Direct Loans).

The Corcoran College of Art + Design Preferred Lender List (PLL) includes the following lenders:
- AMS Education Loan Trust (www.tuitionpay.com)
- EdAmerica (www.edamerica.net)
- Wachovia Bank (www.wachovia.com)
- SunTrust Education Loans (www.suntrusteducation.com)

The Corcoran College of Art + Design is unaffiliated with any of the lenders on the Preferred Lender List and does not receive benefits or compensation by placing any particular lender on the list. Corcoran College of Art + Design student borrowers are not required to use the lenders on the Preferred Lender List (PLL) and are free to use any FFELP lender of their own choosing.

Federal Subsidized Loans
Eligible dependent undergraduate 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

The maximum subsidized loan limit for a dependent undergraduate student is $23,000.

Federal Unsubsidized Loans
Eligible independent undergraduate 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

Graduate Students
Eligible graduate students may borrow up to $20,500 per year toward federal student loans; of which a maximum of $8,500 may be subsidized and $12,000 may be unsubsidized. The cumulative maximum amount that graduate students 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 parents of dependent undergraduate students regardless of need. Parents may borrow up to the cost of attendance minus any other financial aid the student has received.

Federal Graduate PLUS Loan
Graduate student PLUS loans are also credit based. They are available to Graduate students regardless of need. Graduate students may borrow up to the cost of attendance minus any other financial aid received.

Federal Work Study (FWS)
The Federal Work Study program provides eligible students with part-time employment opportunities of 5–20 hours per week in the College or Gallery or with an other non-profit organization. Most jobs are on campus with an hourly wage above the federal minimum wage standard.

Private (Non-federal) Education Loans
Private 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 allocated to states and matched with state funds to provide additional grants to eligible students. SSIG regulations vary from state to state, and 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.

Other Forms of Aid
Other forms of aid, including additional grants and scholarships, are often available through private organizations, including clubs,
churches and employers. 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 all available educational resources. Undergraduate and graduate programs meet the program requirements for most external agencies.

AWARDS
Each year during the Spring semester, a number of awards and scholarships are presented to outstanding and exemplary students at the Corcoran Awards Ceremony. Faculty and department chairpersons select the award recipients in accordance with the criteria specified for each award or 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 enroll 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 per semester.

CORCORAN MA HISTORY OF DECORATIVE ARTS FELLOWSHIPS
MA in the History of Decorative Arts assistants work seven hours per week during each 15-week semester at the Smithsonian Institution, and receive a paid stipend of $1,600 per semester.

KURTZ STUDENT LOAN
The Kurtz student loan, a short-term, interest-free emergency loan, is available to Corcoran BFA students through the kind generosity of the Evelyn Stefansson Nef Foundation. It is intended for students facing temporary personal, financial, or medical emergencies. Students may borrow up to $1,000 at a time, and the loan must be paid within 90 days of receipt. Students wishing to apply for a Kurtz Loan may contact the Office of Student Affairs at (202) 639-1801 or studentaffairs@corcoran.org to complete a loan contract.

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 exhibition catalogs, is housed in open stacks providing easy user access. In addition, the currently subscribes to more than 170 periodicals and archives back issues in bound volumes. A variety of online resources are also available, 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 more than 250 videos and DVDs. The special collection of the library has more than 200 artists’ books. The Library also provides computers for word processing and Internet access.
Library Borrowing Policy

- Current Corcoran students enrolled in a degree program and CE students 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 their phone numbers, addresses, and e-mail addresses. The Corcoran Library does not share this information, and students will have to verify their contact information each semester. Students must also read and sign the Library’s borrowing policy.

- Students can check out books for a three-week period or until the last day of the semester, whichever comes first. DVDs and videos can be checked out for a three-day period or until the last day of the semester, whichever comes first. All material is due at the end of each semester.

- Library material may be renewed when there are no holds placed on them by other patrons. Material can be renewed at the Library or online.

- The Library reserves the right to recall and reserve material prior to the due date.

- Library items must be returned on or before the date printed on the receipt. Due dates are also available online. Students must pay 25¢ a day per book and 50¢ a day per DVD or video for overdue items. A $1 per day overdue fee for faculty-recalled material is charged (beginning to accrue seven days after the recall is issued).

The maximum fine per item is $15. Fines do not accrue on days the library is closed. Students can continue to check out items until their fines reach $15. 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.

- Students with fines reaching $15 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.

- Students must pay the replacement costs for lost books, videos, slides, and/or DVDs, plus a $15 processing fee. The replacement cost for out-of-print books will be determined by an out-of-print dealer. The replacement cost for slides is $5 each.

- Students registered with the Library can check out items on reserve for use for a four-hour period. They also gain access to the Library’s online resources available offsite.

- Students with written faculty permission can check out slides for three days. 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 less severe cases, written warnings 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 section is to establish the rules that govern the appropriate use of the Corcoran Library computers. This policy ensures access and safeguards the rights of all persons using the 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 Corcoran education, research, and administrative purposes, 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 students using the equipment for non-classroom related activities to vacate a computer station for another student who needs it for educational research use.

**LIBRARY RULES**

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

1. Users may not 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 the user downloads. The Corcoran Library is not responsible for any lost files or information saved on Corcoran Library computers.
4. Users should utilize 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 should 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:
   - Commercial activities, private business, or personal profit
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 claimed as jokes or pranks, but that are hostile or demeaning.

Inappropriate activity not related to the mission of the institution, including games, spamming, chain letters, and chat rooms. Users must demonstrate how this activity relates to the mission when questioned. Users choosing not to do so must relinquish use of the computer.

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

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

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

Users may not detach College equipment.

Users must abide by all copyright laws and license agreements.

Users should respect the privacy of others.

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

Non-student visitors under the age of 18 may not use the computers.

There are five computer terminals for public use; the public may not use staff computers.

Users should use the computers in a respectful manner without disturbing others.

Violations of Library Policies
Students witnessing a violation of stated policies should notify 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. One copy will be sent to the student, one copy will be filed in the Library, and a third copy will be sent to the associate dean of student affairs.

Third Violation: A Library staff member will contact the Student Conduct Committee, which may lead to the loss of computer privileges or legal action. Certain violations of the Library computer policy could constitute a criminal offense.

Note: The Corcoran Library does not supply compact discs. Users are responsible for providing their own 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, students using materials obtained from the Internet for research must provide citation(s) for the materials.

The Smithsonian Associates, Washington, D.C.
Students may access additional library books and computers in specified areas of TSA seven days a week, and may use their key card to gain entrance to the TSA suite through the Performing Arts door.

Only students asked to work in the administrative offices can use the desks or office telephones. Desks and telephones for student use are available 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 may access computers, cameras, copy stand, slide collection, and other equipment in the student room and program office.

LOCKERS
Degree students will receive one locker, free of charge, per academic year. Additional lockers may be rented for $20 per semester, on a space-available basis, through the Office of Student Accounts at the Downtown campus, and through the campus administrator at the Georgetown campus. Students must agree to all terms of the locker agreement before renting a locker.

Students are responsible for providing their own combination lock to secure materials inside their lockers. Art supplies and personal belongings may be stored in Corcoran lockers as long lockers are valid. Students must either renew their agreement at the end of each semester, or completely clean out their locker. Any items left behind will be disposed of in the general clean-up following each semester.

Students receive a $10 disposal fine for any work left behind in any Corcoran location, and a hold will be placed on their accounts until these charges are reconciled. Students should mind other student work and property when removing their own work. The Corcoran will not be responsible for any work and personal property left in lockers, classrooms, and studios during the academic year. The Corcoran will not replace any combination lock which may have to be destroyed to remove contents from a locker.

GALLERY MEMBERSHIP
All full-time degree students enrolled at the College are entitled to a free Corcoran Gallery of Art membership, which includes free admission to the Gallery, a 10 percent discount at the Corcoran Shop and Café des Artistes and Member prices on all Corcoran programs. Permanent student IDs will act as a membership card.

FRIENDS AND FAMILY MUSEUM VISITS
The Corcoran is dedicated to preserving their collection as well as all traveling exhibitions, and want to ensure that all visitors have a pleasant and safe experience. Please refer to the below guidelines when planning a visit.
Oversized bags, backpacks, and rear-facing child carriers must be left with security upon entry to the Gallery. Strollers are permitted.

Flash photography is never permitted. Photography is not permitted in special exhibition galleries and limited in permanent collection galleries.

Sending or receiving cell phone calls is discouraged in all galleries. It is disruptive to other visitors viewing the exhibitions. Please use the Atrium area for these calls.

Food and beverages are permitted within the Café area only. Food and beverages may not be brought inside.

Only pets tagged and related to special needs persons are permitted in the Gallery. They must be leashed at all times.

Special needs persons (wheelchairs, walkers, heavy strollers, etc.) are encouraged to make advanced arrangement for facility access by calling (202) 639-1793. It is not mandatory that you do so.

Please check our website prior to your visit to confirm our hours of operation, exhibitions on view, and any special pricing related to traveling exhibitions we may be hosting.

Degree seeking students, faculty, and staff must wear their current Corcoran identification badges at all times when in the museum. IDs must be worn in a visible place, to avoid questioning from museum staff and security.

**OBTAINING MUSEUM VOUCHERS**

All currently enrolled Corcoran full-time, degree-seeking students may request vouchers for their family for complimentary admission into the museum. To obtain them, students must have a valid Corcoran ID. Students may come to the Office of Student Affairs one week prior to use. Students will receive a limited number of vouchers per semester.

**PUBLIC PROGRAMS**

All full-time Corcoran College of Art + Design degree-seeking students are granted complimentary admission to onsite public program lectures and performances. Complimentary admission must be arranged in advance through the Public Programs department. Corcoran ID must be presented at the door for admission.

Part-time students in Corcoran College of Art + Design programs and students from other institutions may purchase tickets at the student price, which is half the cost of a public ticket.

For all onsite Public Programs lectures and performances, a total of 10 standing room only spaces will be reserved for Corcoran staff, faculty, docents, and full-time Corcoran students. These spots will be delegated on a first-come, first-served basis—advance registration is therefore necessary to guarantee admission into the program. In the event that the program is not sold out, Corcoran affiliates are invited to take a seat.

Public Programs staff will make every effort to accommodate everyone interested in attending a sold-out program. Once all available tickets are purchased, and all 10 standing room only spots are reserved, a program is sold out. Corcoran staff, faculty, docents, and full-time Corcoran students are asked to stand for the program.
so that all participants who paid for a ticket will have a seat.

On the night of a sold out program, 30 minutes before it begins, the on-site coordinator will start a waiting list. Names will be taken on a first-come, first-served basis. Corcoran staff, faculty, docents, and full-time Corcoran students are welcome to add their name to this list, but entry cannot be guaranteed. Corcoran staff members, faculty members, or full-time Corcoran students can purchase tickets at the Member price to guarantee a seat.

If College department or faculty members wish to secure attendance for a certain group or class, requests must be submitted to the Public Programs department two weeks in advance. Permission must be granted by the director of public education. The department will make every effort to accommodate such requests, but permission is not guaranteed. Requests will be handled on a case-by-case basis. To register, please contact the public programs registrar at (202) 639-1770, or stop by the Public Education offices.

**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**

Bachelor’s students interested in exchange programs with both national and international art colleges and universities should consider the Corcoran’s mobility program. As a member of the Association of Independent Colleges of Art and Design (AICAD), the Corcoran participates in the mobility program with more than 45 colleges and universities. Applications are due one semester prior to 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 director of academic advising 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 Bachelor’s students in their junior year who are in good academic standing, have their 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 mobility program institution they wish to attend, 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
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
School of the Art Institute of Chicago; Chicago, Illinois
School of the Museum of Fine Arts; Boston, Massachusetts
School of Visual Arts; New York, New York
University of the Arts; Philadelphia, Pennsylvania
Victorian College of the Arts; Melbourne, Australia

New York Studio Program
The AICAD Colleges have cooperatively developed programs of study in New York City. The semester-long program is conveniently located in Manhattan’s Tribeca neighborhood. Students will have access to individual studios, a darkroom, and a woodshop. The New York studio program offers two options: independent study, where receive studio space to pursue their work based on a plan developed with their department chair, or internships, where students can work with professional design firms and artists.

Students participating in either option must attend seminars and visiting artist lectures, maintain a journal, and keep up with required studio work or internship tasks for a total of 15 credit hours per semester. Staff and faculty for both programs include program directors, visiting artists, and other prominent artists from the area.

To apply, students must have a current first or second semester...
junior in the Bachelor’s program, be in good academic standing, and have a minimum cumulative GPA of 3.0. Participants will be selected by a jury of Corcoran faculty. Non-program specific deadlines are October 20 for the following Spring semester and February 20 for the following Fall semester. Please contact the New York studio program via the director of academic advising for more precise dates.

Study Abroad
The Corcoran offers students the opportunity to study abroad for one semester during their junior year. Students have previously studied in Ireland, Italy, France, England, Canada, Australia, New Zealand, Scotland, Columbia, Germany, and the Netherlands. Interested students must meet with the director of academic advising for assistance choosing the program that most fits their needs. Non-program specific deadlines are October 1 for the following Spring semester and February 1 for the following Fall semester.

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. Students participating in study abroad outside the mobility program should consult with the Office of Student Accounts regarding their payment, as policies may vary for different host institutions. Students 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. Policies on these fees vary by institution and program and are paid directly to the host institution. Students are 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 a host institution must be pre-approved by the 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 eligible for transfer must be Cs or better. Received credits do not count toward a student’s residency at the Corcoran College of Art + Design, and the grades earned are not factored into a student’s cumulative GPA.

After completion of a mobility/study abroad semester, students must request an official transcript of their grades to be sent to the Office of the Registrar at the Corcoran to apply the credits to their
program. Official transcripts 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.

**Georgetown Campus**

Degree student parking is available on a space-by-space basis. Overnight parking is permitted for degree student living in Corcoran Housing. The Corcoran accepts no responsibility for damages that may occur to vehicles left overnight. For details and prices, please 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. Parking is extremely limited and driving is not recommended, but drivers may circle the Mall for available parking or use the public garage at L’Enfant Plaza.

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 right toward Jefferson Drive. The S. Dillon Ripley Center is across the street, between the Freer Gallery and the Smithsonian Castle. Pass through security, proceed downstairs to Level 3, and enter the reception area for The Smithsonian Associates. A map is available at www.si.edu.

**STUDENT ACCOUNTS**

**Associate Level Tuition and Fees**

- 2008–2009 AFA tuition is $906 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.

**Bachelor Level Tuition and Fees**

**Full-time**

- 2008–2009 BA/BFA full-time tuition is $27,180.
- Full-time enrollment is defined as 12–18 credits per semester for two semesters, or $13,590 per semester.
- A $200 tuition deposit is required for all new students.
- A mandatory $200 activity fee will be charged during the student’s first semester of each academic year.
- A graduation fee of $150 is charged during the student’s final semester.
Payment is due by August 15 for Fall semester, December 15 for Spring semester, and May 15 for Summer semester.

Part-time and Overage
Tuition for students with written permission from the associate dean of student affairs or the associate dean of enrollment to enroll at the Corcoran on a part-time basis is prorated at $906 per credit hour. Students who take more than 18 credits any semester must pay an overage fee at the prorated tuition rate of $906 per credit hour for each additional credit.

Graduate Level Tuition and Fees
- 2008–2009 MA in Teaching (MAT) and MA in Art Education tuition rate:
  $1,030 per graduate credit hour (courses numbered 5000 or above). A mandatory $200 activity fee will be charged during the student’s first semester of each academic year.
- 2008–2009 MA in the History of Decorative Arts tuition rate: $1,170 per graduate credit hour (courses numbered 5000 or above). MA HDA students auditing HDA courses will be assessed a $200 audit fee per course. A mandatory $200 activity fee and a $20 copy card fee will be charged during the student’s first semester of each academic year.
- 2008–2009 MA in Interior Design and Exhibition Design tuition rate: $1,030 per graduate credit hour (courses numbered 5000 or above). A mandatory $200 activity fee and a $40 technology fee will be charged during the student’s first semester of each academic year.

The tuition for undergraduate (or prerequisite) courses is $906 per credit hour. Lab fees are not assessed per undergraduate tuition rates.

A graduation fee of $195 is charged during each graduate student’s last semester.

Payment is due by August 15 for the Fall semester, December 15 for the Spring semester, and May 15 for the Summer term.

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 $100 or less 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 can enroll in a monthly Sallie Mae/Academic Management Services (AMS) payment plan to pay their Fall and Spring semester tuition and housing costs. For more information or to enroll in this program, please visit www.tuitionpay.com or call AMS at (800) 635-0120. Students must pay all activity, housing damage deposit, and graduation fees directly to the Corcoran Office of Student Accounts.

Past Due Accounts
Enrolled students with a balance due and students who have not paid their balance in full by the due date will be charged a $25 late
payment fee. Students with a balance remaining on the first day of classes will receive an additional $75 late payment fee. Requests for an exception to the standard collections practices, such as extending a payment agreement beyond a current semester; must be made in writing to the director of student accounts. All requests will be reviewed by the Office of Student Accounts, the Dean’s Office, and the Corcoran finance department.

Any enrolled student with an account balance for 20 days beyond the stated payment due date will be notified in writing. Administrative actions will be taken by the Corcoran. Administrative actions include additional late fees, the inability to access official transcripts, the inability to register for the next semester’s courses, and/or withdrawal from the current term.

When a financial agreement is reached, the Office of Student Accounts and the student and/or parent(s) shall acknowledge said agreement in writing. Non-compliance with the agreement may result in financial withdrawal (student will not be allowed to attend classes). If a financial agreement cannot be reached, a student may be financially withdrawn and will be responsible for financial charges according to the refund schedule. The student will not receive official academic transcripts for the upcoming semester. Please see the graduation requirements section for policies specifically relating to seniors with a balance due.

Continued Delinquency
(Currently Enrolled Students/Carry-Over Balances Due)
Students who have not honored a financial agreement or who continue to retain past-due balances will receive written and verbal follow-ups from the Office of Student Accounts. This office will also assign additional follow-up to ensure that students take action to resolve any financial delinquencies. Once a student account balance is paid in full, the Office of Student Accounts will update the student’s enrollment status and release the hold on his or her academic and financial records. Students will then be able to register for future courses.

Outside Collections Agency Policy
If the Office of Student Accounts determines that internal collection efforts have been unsuccessful at any point in time, student bank accounts will be referred to an outside collections agency. At this time, the student will become responsible for the principal balance due to the Corcoran, as well as additional fees charged by the outside collections agency. Collections fees are 25–35 percent of the principal balance. Additionally, the student will be responsible for any incurred legal fees and court costs. Once a balance has been placed with an outside collections agency, student(s) and/or parent(s) will have their credit reported.
**Other Fees**

- $250 Late registration fee
- $150 Graduation fee (undergraduate)
- $195 Graduation fee (graduate)
- $200 Mandatory student activity fee
- $500 Graduate maintaining status fee
- $25 First late payment fee (tuition)
- $75 Second late payment fee (tuition)
- $75 Graduate application/reapplication fee
- $45 Undergraduate application/reapplication fee
- $25 Returned check fee
- $25 Declined credit card fee
- $25 Chargeback fee
- $35 Student ID replacement fee
- $5 Official transcript fee
- $40 MA Interior and Exhibition Design technology fee
- $200 New student tuition deposit fee
- $20 MA History of Decorative Arts student copy card fee
- $200 MA History of Decorative Arts student audit fee
- $500 MA History of Decorative Arts alumni audit fee
- $250 Student housing damage deposit fee
- $400 Student housing reservation deposit fee
- $150 Undergraduate and graduate Georgetown campus parking fee (per semester)
- $10 Disposal of student work fee
- $100 Studio damage fee

**ADD/DROP/WITHDRAWAL POLICY**

An Add/Drop form is required for any schedule changes, including adding or dropping select classes, changing sections of classes, and/or changing credit status within a class. Add/Drop forms are available at the Office of the Registrar at the Downtown campus, the administrative office at the Georgetown campus, 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 Office of the Registrar at the Downtown campus. Verbal notifications to the Office of the Registrar are considered unofficial, as are changes that have been discussed with an administrative chair, program head, faculty or staff member. When completely withdrawing from the College, students receiving federal and/or college loans must take a financial aid exit interview, and refunds are calculated based on the effective date—the date the withdrawal form was received by the Office of the Registrar. Students must adhere to the refund schedule below, based on the effective drop or withdrawal date. Tuition and fees are not transferable to another academic year, nor will the tuition cost/price be reduced because of absence from class for any reason (approved or otherwise).

Students receiving federal financial aid must contact the Office of Financial Aid for counseling 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 final decision.

**FINANCIAL AID AND GENERAL REFUND POLICY**

A refund check will be generated after a credit balance resulting from financial aid or other payments is created on a student’s account.
Continuing undergraduate students and all levels of graduate students with credit balances on their student accounts before the first day of classes as a result of federal financial aid receipts can expect a refund within 14 days after the first day of classes. Continuing undergraduate students and all levels of graduate students who have a credit balance on their student account after the first day of classes as a result of federal financial aid receipts can expect a refund within 14 days from the date in which the credit balance was first created.

Federal financial aid regulations do not allow refunds generated as a result of federal financial aid receipts to first-year or first-time undergraduate students until 30 days after the first day of classes, regardless of when a credit balance was created on an account.

ADD/DROP/WITHDRAWAL REFUND SCHEDULE
Withdrawal-related refunds are calculated as a tuition-only percentage and are based on the effective date of the drop or withdrawal. Please see the following schedule and note that tuition deposits are not refundable.

**Fall 2008 semester (first day of classes: September 3, 2008)**
- Prior to September 3: 100%
- September 4–September 18: 75%
- September 19–September 26: 50%
- After September 26: 0%

**Spring 2009 Semester (First day of classes: January 21, 2009)**
- Prior to January 21: 100%
- January 22–February 5: 75%
- February 6–February 13: 50%
- After February 13: 0%

**Summer 2009 Session (First day of classes: May 26, 2009)**
- Prior to May 26: 100%
- May 27–June 2: 75%
- June 3–June 9: 50%
- After June 18: 0%

Summer schedule is subject to change.

**RETURNED CHECK AND DECLINED CREDIT CARD POLICY**
Any check returned due to insufficient funds, stop payment, closed account or any other reason will be assigned a $25 returned check fee. Checks that are not honored by the bank will not be permitted to pay by personal check for a period of one year following the original debt. All payments made 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. A $25 fee will be assigned to any credit card payment that is declined on more than one processing attempt.

**STUDENT ACTIVITIES PROGRAMMING BOARD**
The Student Activities Programming Board (formerly Corcoran Student Assembly) is an umbrella organization that coordinates all student activities and sponsored events. 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 2008–2009 will include, but will not be limited, to the following:

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Career Week
Cinco de Mayo party
Graduate School and Artist Residency fair
Graduation Week
Halloween party
Holiday receptions
International student activities
New student orientation
Off the Walls art sale
Spring Fest 2009
…and much more

For more information, please contact the Office of Student Affairs at studentaffairs@corcoran.org.

STUDENT HEALTH INSURANCE
All Associates, Bachelor’s, and Graduate students are required to purchase or already own health and medical insurance coverage during their enrollment. The Corcoran’s contract with Academic Health Plans (AHP) provides an option for students purchasing coverage. The basic 2008–2009 (AHP) student coverage rate is $1,138 per year, with an August 2008 to August 2009 term. Students who already have health and medical insurance coverage do not need to purchase insurance from AHP and must submit an online coverage waiver. For more detailed information about the plan and its requirements or to waive coverage, please visit the AHP website at www.AHPCare.com/corcoran.

SPECIAL MEDICAL CONDITIONS
To safeguard the health of the Corcoran community, the College requests that students with chronic medical conditions that may require emergency treatment wear medical identification. Please notify the Office of Student Affairs and the Office of the Registrar if you have anabolic allergies, hemophilia, diabetes, epilepsy, compromised immune systems, or another chronic condition. This information will be kept confidential, and will only be shared with appropriate personnel in medical emergencies.

FIRST AID
First aid supplies for minor injuries are available in the following locations.
1 Downtown campus: Office of Student Financial Services and the E Street security desk
2 Georgetown campus: Security office
   If severe injury occurs and immediate medical attention is required, please:
3 Call 911 (9-911 if calling from a campus phone)
4 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
STUDENT HOUSING
The Corcoran provides furnished apartment accommodations convenient to both campuses. A director of housing and resident assistants are available to assist students. New students entering the Corcoran College of Art + Design are guaranteed housing placement if they meet the housing deadline. Additionally, the Corcoran leases apartments during the summer to students taking summer courses, as well as students from other colleges and universities interning in the city. For information regarding housing accommodations, please contact the director of housing.

STUDENT IDENTIFICATION CARDS
New students receive Corcoran ID cards during orientation. Returning students must retain their same ID cards from year to year. Students must have their ID cards with them at all times and may not enter a Corcoran campus 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 must obtain the Smithsonian Associates’ ID to gain access to the TSA campus location. ID cards are available at the E Street security desk at the Downtown campus Monday through Friday from 10 a.m.–3 p.m.

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 $5 fee per transcript. Transcript request forms are available at the Office of the Registrar, the 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.

WRITING TUTORIAL CENTERS
Professional and peer tutoring are available at the Writing Tutorial Centers, located at the Downtown and the Georgetown campuses. 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 of the Writing Tutorial Centers, at csmith@corcoran.org.